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TERMS OF REFERENCE

Information and Data Management Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	**Manila, Philippines (remote with travel)**
DURATION OF CONTRACT	**8 months**

Purpose of Assignment

The Department of Health (DOH) National Immunization Program (NIP) generates substantial data that can guide planning, implementation, resource allocation, monitoring, and decision-making. While improvements have been made in reporting, persistent challenges in the completeness, accuracy, consistency, and timeliness of immunization data continue to limit its use for programme management. Strengthening immunization data quality, analytics, visualization, and the NIP Monitoring and Evaluation (M&E) Framework is essential to enable evidence-based decision-making, track programme performance, identify gaps, and monitor progress toward immunization targets, including Fully Immunized Children (FIC) and other priority outcomes. This need is further underscored by the fragmented immunization information landscape, where multiple systems and reporting mechanisms constrain the availability of harmonized, integrated, and real-time vaccination data.

UNICEF Philippines supports the DOH and partners in strengthening routine immunization, expanding HPV vaccination, and implementing donor-funded immunization initiatives that generate significant volumes of programme and monitoring data. To support effective programme implementation and reporting, there is a need for robust information management, data analytics, monitoring, and knowledge management systems that can consolidate data, track results, document lessons learned, and generate evidence for programme improvement, advocacy, and policy dialogue. UNICEF therefore seeks a consultant to provide technical support in child health programme information management, monitoring and evaluation, data analytics, knowledge management, and reporting, including tracking CPC9 Output 1.1 indicators and supporting evidence-informed decision-making to improve immunization coverage and child health outcomes.

Scope of Work

Under the overall supervision of the Immunization Specialist, and in close coordination and collaboration with the UNICEF PCO Immunization Team, the consultant will provide technical support to conduct the following tasks:

A. Support the review and strengthening of the immunization information system and Monitoring and Evaluation (M&E) framework

- Map and document existing immunization information and reporting systems used at national and sub-national levels, including the Field Health Service Information System (FHSIS), iClinicSys, human resource and training databases, partner reporting systems, and other relevant national or locally developed information systems.
- Review existing information flows, reporting requirements, data elements, and data sources against national policies, guidelines, protocols, and reporting standards, and identify opportunities for harmonization, integration, and streamlining.
- Support the review, compilation, and harmonization of child health and immunization indicators reported through FHSIS, NIP information systems, partner-supported programmes, and other relevant data sources.
- Assess the quality of immunization data using appropriate data quality dimensions, including accuracy,

completeness, **consistency, reliability, timeliness, precision, integrity, confidentiality, and availability, and identify data quality gaps and recommended corrective actions.**

- Support periodic collection, validation, cleaning, consolidation, and management of immunization data from government and implementing partner sources to inform programme planning, implementation, monitoring, and decision-making.
- Support the review and enhancement of the NIS Monitoring and Evaluation framework, including indicators, definitions, data sources, means of verification, reporting frequency, targets, and mechanisms for tracking programme progress and results.
- Support data processing, analysis, triangulation, and visualization across relevant administrative levels to identify trends, disparities, performance gaps, bottlenecks, and priority areas for action.
- Provide technical recommendations to strengthen the interoperability, efficiency, quality, and use of immunization information and monitoring systems.

B. Provide technical support for immunization data management, analysis, monitoring, reporting, and use

- Provide technical assistance to DOH, LGUs, implementing partners, and other stakeholders in the collection, validation, analysis, visualization, interpretation, and dissemination of immunization data.
- Support the development of data products and communication materials, including dashboards, presentations, data briefs, charts, maps, and other visualization tools, to facilitate data interpretation, programme reviews, advocacy, and evidence-informed decision-making.
- Strengthen the capacity of government and implementing partners through training, mentoring, coaching, and technical assistance on immunization information management, data quality, data analysis, visualization, interpretation, and use, covering the full information cycle from data generation and reporting to analysis, dissemination, and utilization.
- Support the maintenance and updating of relevant programme databases, including human resource and training databases, with appropriate attention to data quality, completeness, accuracy, and confidentiality.
- Establish and maintain mechanisms for regular monitoring and timely reporting of programme inputs, processes, outputs, and results, including routine EPI indicators and relevant donor- and programme-specific indicators.
- Develop and/or strengthen monitoring and reporting tools, including standardized templates, trackers, dashboards, data visualization products, and other digital or analytical tools, to support monitoring of CPC9 Output 1.1: Government capacity at national and sub-national levels is strengthened to improve equitable access to and utilization of high-impact preventive, promotive, and curative child health and nutrition services under the PHC platform for boys and girls under five years of age.
- Support the tracking and reporting of CPC9 Output 1.1 indicators and other relevant UNICEF programme indicators, ensuring alignment with approved results frameworks, reporting requirements, and means of verification.
- Provide technical assistance to streamline monitoring and reporting processes at national and sub-national levels, with the aim of reducing duplication, improving efficiency, strengthening data flow, and facilitating timely availability of quality data for programme management.
- Facilitate routine and periodic programme monitoring and review processes with DOH, LGUs, implementing partners, UNICEF teams, and other relevant stakeholders, including the preparation of data-driven presentations and analytical inputs for programme reviews and decision-making.
- Support the development of evidence for programme advocacy and strategic decision-making, translating data and analysis into clear findings, recommendations, and actionable messages for programme managers, policymakers, partners, and other stakeholders.

C. Support innovation, knowledge management, learning, and capacity development

- Facilitate regular consultations, learning sessions, and knowledge-sharing activities with government counterparts, implementing partners, development partners, and other relevant stakeholders to promote the use of immunization data and evidence for programme improvement.
- Identify, document, synthesize, and disseminate good practices, innovations, lessons learned, and

programme results related to immunization information systems, data management, monitoring and evaluation, and data use.

- Develop and maintain a virtual repository of knowledge and programme products, including data products, tools, guidelines, training materials, good practices, case studies, lessons learned, and other relevant documentation.
- Develop and/or strengthen data quality assessment and monitoring tools, checklists, protocols, standard operating procedures, and other instruments to support systematic improvement of immunization data quality.
- Review and/or develop data quality assurance protocols and training materials, including practical guidance for data validation, verification, cleaning, triangulation, analysis, and use at relevant administrative levels.
- Identify capacity gaps among government and implementing partners related to immunization information systems, data management, monitoring and evaluation, data analysis, visualization, and evidence use, and contribute to the development and implementation of appropriate capacity-building strategies.
- Participate as a technical resource person in capacity-building activities for government partners, implementing partners, and other stakeholders to strengthen competencies in immunization information management, monitoring and evaluation, data analysis, visualization, and data use.
- Identify and promote innovative approaches, tools, and good practices that can improve the efficiency, quality, accessibility, and use of immunization information and contribute to sustainable programme results.
- Monitor and document emerging and innovative practices in immunization data and information management and provide recommendations for their potential adaptation, institutionalization, or scale-up within the NIP.
- Contribute to knowledge development and the production of evidence-based knowledge products, including data briefs, learning briefs, case studies, technical presentations, dashboards, infographics, and other products for programme learning, advocacy, policy dialogue, and resource mobilization.
- Contribute to partnerships with knowledge institutions, academic institutions, and other relevant organizations to identify capacity gaps, generate evidence, strengthen technical expertise, and develop sustainable approaches to immunization information management and data use.
- Contribute to joint capacity-building initiatives with government and development partners, including the implementation of agreed capacity-development strategies and activities to strengthen national and sub-national systems for immunization data management, monitoring, analysis, and use.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Support the review and strengthening of the immunization information system and Monitoring and Evaluation (M&E) Framework	**Deliverable 1** – Inception report with an agreed ninemonth workplan, analysis of NIP immunization information systems, and review of implementing partners' M&E frameworks	30/11/2026
Support the development and strengthening of programme monitoring and data	**Deliverable 2** – Operational M&E tracker and data repository with priority indicators, sources,	31/12/2026

management systems	targets, reporting schedules, accountabilities, and available immunization data.	
Support data quality assessment, validation, consolidation, and analysis of immunization data	**Deliverable 3** – Assessment of the government's immunization data quality system, covering processes, tools, indicators, roles, validation, and feedback. Assessment of selected immunization indicators for completeness, timeliness, accuracy, consistency, and integrity, identifying key gaps and causes. Consolidated data quality report with key findings, gaps, and priority actions.	31/01/2027
Support the collection, consolidation, analysis, visualization, and use of immunization programme data	**Deliverable 4 –** Validated immunization data with analysis, visualizations, key findings, performance gaps, and recommended actions.	28/02/2027
Provide technical assistance to DOH, LGUs, implementing partners, and other stakeholders on immunization data management, M&E, and reporting	**Deliverable 5 –** Documentation of technical assistance provided to DOH, LGUs, implementing partners, and other stakeholders, including activities conducted, issues addressed, outputs produced, capacity gaps identified, and agreed follow-up actions.	31/03/2027
Maintain and regularly update programme monitoring and information repositories	**Deliverable 6 –** Quality-assured repository of immunization, workforce, training, and programme monitoring data, with documented sources and update processes.	30/04/2027
Support knowledge management, documentation of good practices and innovations,	**Deliverable 7 –** Documented good practices, innovations, challenges, lessons learned, and	31/05/2027

and generation of evidence for programme learning and advocacy	emerging evidence from immunization programme implementation, with recommendations and proposed knowledge products for programme learning, advocacy, and scale-up.	
Support capacity building and strengthen the use of M&E and immunization data at national and sub-national levels Consolidate programme monitoring, data management, knowledge management, and technical assistance output	**Deliverable 8 –** Capacity-building report covering activities, participants, competencies, results, and follow-up recommendations. Final report summarizing achievements, data systems, analytical outputs, technical assistance, lessons, challenges, and priorities.	30/06/2027

Payment Schedule:
Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- **Education:**
    - University degree in social sciences, public health, development planning, monitoring and evaluation, statistics, demography, survey research, data science, information management, or other relevant fields.
    - Postgraduate degree (Master's or higher) in public health, epidemiology, biostatistics, statistics, health informatics, monitoring and evaluation, development studies, or a related field is an advantage.
    - Academic or professional training in health information systems, health demography, statistics, data management, monitoring and evaluation, survey design and implementation, data analysis, or other relevant areas is highly desirable.
    - Demonstrated knowledge of health and immunization information systems, data quality assessment, quantitative data analysis, data visualization, and evidenceinformed programme monitoring is an advantage.
- **Work Experience:**
    - At least three (3) years of relevant professional experience in health information management, monitoring and evaluation, data management, research, public health, programme management, or knowledge management, preferably in health, immunization, nutrition, or related programmes.
    - Demonstrated experience in data collection, analysis and visualization, development of information/knowledge management systems, and preparation of technical reports, presentations, and knowledge products.
- **Language Requirements:**
    - Fluency in English, with strong written and oral communication skills.
    - Knowledge of Filipino and/or local languages is an advantage.
- **Knowledge/Expertise/Skills:**
    - Strong knowledge and practical skills in data management, monitoring and evaluation, data quality assessment, quantitative/qualitative analysis, data visualization, and information systems, with proficiency in Microsoft Office 365 applications and relevant digital tools, including AI.
    - Demonstrated ability to translate complex technical information into clear, concise, and user-friendly outputs for different audiences, with strong analytical, writing, editing, communication, and coordination skills.
- **Desirables:**
    - Experience working on immunization, child health, nutrition, or public health programmes, particularly with government, UNICEF, other UN agencies, or development partners.
    - Experience in health information systems, routine immunization data, data quality assessment, dashboards, knowledge management, and capacity building of government and implementing partners.