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|  | **CONSULTANCY** |

**Terms of Reference**

The consultancy is ordered by:

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| Unit: | Medicines Selection, IP and Affordability (MIA) |
| Department: | Health Products Policy and Standards (HPS) |

1. **Purpose of the Consultancy**

The purpose of the consultancy is to assist and support the Essential Medicines List Secretariat in the planning and prioritization of activities related to the 2021 update of the WHO Model List of Essential Medicines, including the activities of the EML Cancer Medicines Working Group and the EML Antibiotics Working Group.

1. **Background**

The WHO Model List of Essential Medicines is updated every 2 years by the WHO Expert Committee on Selection and the Use of Medicines. The latest (21st) EML was published in 2019; it contains more than 450 medicines that meet priority health needs globally. The Model List serves as a guide for countries or regional authorities to prioritize medicines in accordance with local priorities and treatment guidelines.

To ensure the greatest utility of the next revision of the Model List in 2021, considerable planning and strategic activities are undertaken by the WHO Essential Medicines Team Secretariat to prepare the background documents that will support the Expert Committee in its endeavour.

1. **Work to be performed**

Under the supervision of the Essential Medicines Team Lead, the incumbent will:

* Output 1: Provide technical advice and input to the planning and evaluation of applications for medicines that should be prioritized for the 2021 Model List update.
* Output 2: Assist with developing short-format documents for acute infectious disease syndromes and cancers already examined by the EML Committee mostly directed to disseminate key information on optimal uses of antibiotics and cancer regimens.
* Output 3: Liaise with relevant WHO Technical Departments and stakeholders to discuss and advance cross-cutting activities.

Deliverables

* Deliverable 1: Assist the EML team in the identification, preparation and evaluation of high quality applications for the 2021 EML update.
* Deliverable 2: Assist the EML team, the Cancer Medicines and Antibiotics Working Groups in the development and production of ‘handbook’ guidance for recommended use of cancer medicines and antibiotics.
* Deliverable 3: Support and feedback to WHO Technical Departments and stakeholders, related to submissions to the 2021 Expert Committee.

1. **Technical Supervision**

The selected Consultant will work on the supervision of:

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| Responsible Officer: | Dr Lorenzo Moja, Scientist, Essential Medicines Team | Email: | mojal@who.int |

1. **Timelines**

Start date: 27 April 2020 End date: 27 October 2020

1. **Work effort**

50% full-time equivalent for 6 months

(one month at 50% FTE = 10 working days)

1. **Specific requirements**

- Qualifications required:

University degree in pharmacy or medicine, with specialty in clinical pharmacology.

- Experience required:

A minimum of 10 years of professional experience in pharmacology, which includes direct experiences in hospital drug therapeutics committees, guideline panels and national or international authorities in charge of recommendations on selection and use of medicines.

Experience working in low- and middle-income countries.

- Skills / Technical skills and knowledge:

* Strong technical knowledge in medicines selection and use
* Strong technical knowledge about WHO Expert Committee procedures
* Excellent technical writing skills
* Good communication and interpersonal skills with the ability to work in a multicultural team and maintain effective working relationships with recognized experts and stakeholders
* Strong methodological and analytical skills with the ability to conduct research, identify and analyse literature relevant to the programme area
* Good planning and organizational skills with attention to detail and with the ability to multi-task and work under pressure
* Strong IT skills: Word, Excel, presentation software, databases and web navigators.

- Language requirements:

* Expert knowledge of English
* Working knowledge of any other UN official languages would be an asset.

1. **Place of assignment**

WHO Headquarters in Geneva Switzerland when current restrictions relating to COVID-19 permit, and ability to work remotely and connect electronically to WHO Headquarters in the interim.

1. **Travel**

The Consultant may be expected to travel but the itinerary will be discussed and agreed with the consultant.

*All* ***travel arrangements*** *will be made by WHO – WHO will not be responsible for tickets purchased by the Consultant without the express, prior authorization of WHO. While on mission under the terms of this consultancy, the Consultant will receive* ***subsistence allowance*** *in line with the instructions applicable locally, or up to the maximum of the UN DSA.*

*The Consultant shall apply for a* ***UN Certificate*** *prior to travelling.*

*Visas requirements: it is the Consultant’s responsibility to fulfil* ***visa requirements*** *and ask for visa support letter(s) if needed.*