

## Initial Terms of Reference

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### **1. Purpose of the Consultancy**

Provide administrative and technical support to the Tripartite Joint Secretariat on antimicrobial resistance (AMR) in preparation of the meetings of the Global Leaders Group on AMR.

### **2. Background**

The 2016 Political Declaration of the High-level Meeting of the United Nations General Assembly on Antimicrobial Resistance represented a landmark in the world's commitment to tackling antimicrobial resistance, calling for greater urgency and action in response to its many challenges. Members of the General Assembly requested the Secretary-General, in consultation with the Food and Agriculture Organization of the United Nations (FAO), the World Organisation for Animal Health (OIE) and the World Health Organization (WHO) to convene an ad hoc interagency coordination group (IACG), co-chaired by the United Nations Deputy Secretary-General and the Director-General of WHO, to provide practical guidance on the approach needed to ensure sustained and effective global action to address antimicrobial resistance. In April 2019, after global consultations, the IACG presented its report "No time to wait: securing the future from drug resistant infections" to the UN Secretary General.

One of the recommendations of the IACG was to strengthen accountability and global governance by establishing three inter-related structures:

1. A One Health Global Leaders Group on Antimicrobial Resistance, supported by a Joint Secretariat managed by the Tripartite Organizations (FAO, OIE and WHO);
2. An Independent Panel on Evidence for Action against Antimicrobial Resistance in a One Health context;
3. A Multi Stakeholder Partnership Platform to facilitate multi stakeholder engagement on AMR, to include members of the Tripartite Organizations, UN agencies, interested governments, civil society, private sector and academia.

The Department of Global Coordination and Partnership on Antimicrobial Resistance leads and coordinates the global One Health response to AMR in cooperation with FAO, OIE, the United Nations as well as other agencies, civil society, and the private sector, towards a world free from the suffering of drug-resistant infections. The Tripartite Joint Secretariat on AMR is hosted by the Department of Global Coordination and Partnership with dedicated liaison officers in FAO and OIE headquarters. It manages the day-to-day operations of the joint work of the Tripartite organizations on AMR including the Multi-Partner Trust Fund.

### **3. Planned timelines**

The consultant is expected to start work as soon as possible.

### **4. Work effort**

Full time (100% FTE)

### **5. Work to be performed**

**Output: Facilitate organisation of the quarterly meetings of the Global Leaders Group (GLG) on AMR**  
(the dates will be confirmed based on the decision by GLG)

Activity 1.1. Coordinate organisation of the formal GLG meetings and other related technical meetings, including logistics, based on the agreed meeting format (virtual, in-person or hybrid).

Activity 1.2. Draft meeting documentation, such as letters, briefing notes, scripts, etc.

Activity 1.3. Track, compile and document technical and briefing materials.

Activity 1.4. Coordinate the follow up on the implementation of recommendations and decisions of the GLG.

Activity 1.5. Support communication and flow of information within the Tripartite Joint Secretariat on the GLG related issues, including review and analysis of GLG- and AMR-related materials and preparation of summary reports.

Activity 1.6. Prepare materials for publishing on the GLG website and maintain the shared repository of the meeting documents on the SharePoint site.

## 6. Specific requirements

### - Qualifications:

**Essential:** minimum first level university degree in public health, medicine, microbiology, international relations or other related social sciences.

**Desirable:** second level university degree in one of the abovementioned fields.

### - Experience:

**Essential:** At least five (5) years of professional experience in coordinating or supporting projects and/or initiatives in public health, communicable diseases or AMR. Experience in facilitating engagement with multi-stakeholder partners, including UN agencies, governments, civil society and/or private sector.

**Desirable:** Experience in supporting high-level multi-stakeholder health initiatives and/or partnership platforms. Experience working in UN.

### - Technical skills and knowledge:

- Excellent writing and editing skills
- Excellent analytical and presentation skills
- Excellent interpersonal skills with the ability to build strong relationships with a variety of stakeholders across different sectors
- Self-discipline with the ability to work with autonomy and as part of a team

### - WHO Competencies:

- Communicating in a credible and effective way
- Producing results
- Knowing and managing yourself
- Moving forward in a changing environment

### - Language requirements:

Fluency in English (both oral and written).

An additional UN language would be an advantage.

## 7. Travel

When the department or office concerned determines that travel is necessary in order for the consultant to perform the work, a travel request will be raised and per diem will be applied as per WHO Travel policy and payment regulations.

## **8. Fee rate, contract duration, timing of payments and performance evaluation**

The remuneration will be based on a monthly fee in the range US\$7,000 – US\$9,000, depending on the selected consultant's degree of specialization, knowledge, qualifications, experience and skills. This is in accordance with the WHO remuneration scales for international consultants. The daily fee will be agreed between WHO and the selected consultant in advance. The contract will cover a 6-month period. Payments will be made following satisfactory completion of a set of deliverables. Other terms and conditions of employment will be in accordance with WHO policy on the employment of consultants (details available upon request).

## **9. How to prepare and submit a proposal in reply to this tender?**

### **a. Content of the proposal**

1. A cover letter explaining the bidder's motivation for applying to this position.
2. A copy, in .pdf format, of the bidder's updated CV or Personal History Form (preferred option, detailed instructions on how to do this through the following link: <http://www.who.int/careers/process/instructions-for-candidates.pdf?ua=1>).  
*PLEASE NOTE: The selected candidate(s) will be asked to produce copies of all degrees/diplomas/certificates as mentioned in their CVs or Personal History Forms, as well as a copy of their passport and other documents as appropriate.*
3. Full contact details.
4. Description and contact details of at least two recent references (the references shall be related to the present Terms of Reference).

Incomplete proposals will not be considered.

### **b. Questions during preparation of proposal**

A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO via e-mail ([edmar@who.int](mailto:edmar@who.int)) no later than 24 May 2021 and 18:00 hours, Geneva time.

### **c. Deadline for submission of proposal**

The deadline for final submissions of proposals is 25 May 2021 and 18:00 hours, Geneva time.

### **d. Email address for submission of proposal**

Final duly completed proposals should be submitted in electronic format by e-mail to: [edmar@who.int](mailto:edmar@who.int).

## **Additional Information section:**

- This vacancy notice may be used to identify candidates for other similar consultancies.
- Only candidates under serious consideration will be contacted.
- A written test and interview will be used as a form of screening.
- If your candidature is retained for interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- Applications from women and from nationals of non and underrepresented Member States are particularly encouraged.