![World Health Organization logo]

CONSULTANCY

Terms of Reference

This consultancy is requested by:

Unit:	EMT
Division:	DHS

1. Background

The Pacific Island Countries and areas (PICs) committed to the establishment of a sub-regional regulatory platform for medical products in 2019 The subregional platform aims to strengthen the regulations of medical products in the PICs and will serve as a mechanism for cooperation in pharmaceutical regulation among PICs. The platform will also serve as a mechanism for information sharing and capacity development.

The sub-regional platform will initially sit at the WHO Division of Pacific Support (DPS) in Fiji and will operate through online IT tools such as a website that will serve as the channel of information sharing between countries, WHO and other stakeholders by:

- serving as a regional database containing essential medicines information from PICs
- providing updated information of registered medical products in PICs, including manufacturing information and regulatory status;
- Sharing information about quality testing of medical products and adverse drug reactions (ADRs) reports in the PICs;
- Serving as a channel of any regulatory updates including medicines recall, substandard and falsified product and other information

2. Purpose of the Consultancy

To support development and content management for the website for the Sub-regional Regulatory Platform for medical products in the Pacific Island Countries.

The consultant is expected to coordinate the development of the website and work in close collaboration to the contractor and Western Pacific Regional Office (WPRO), DPS office and Pacific Island Countries focal points to ensure the content and structure of the online platform set the purpose and respond to the needs of Member States focal points.

The website is currently being developed by an independent software developer. The consultant will coordinate closely and attend meetings with the contractor and WHO technical officers to ensure the content display is included in the design of the website.

3. Planned timelines (subject to confirmation)

Start date: 01st April 2022

End date: 31st October 2022

4. Work to be performed

Method(s) to carry out the activity

The consultant is expected to coordinate the development of the website and work in close collaboration to the software developer, WPRO and DPS technical officer and National Focal Points in the PICs to ensure the content and structure of the online platform set the purpose and respond to the needs of Member States:

5. Output/s

Output 1: Website Development
- Attend meetings with software developer and technical officers at WPRO/DPS and provide technical inputs on content and suggest improvements of analysis, validation, and visualization;
- Guide software developer contractor to finalize and update necessary changes to the website;
- Liaise with WHO HQ and provide support for cybersecurity assessment and necessary changes.

Deliverable 1: Summary report on the development of the website with recommendations provided by the consultant

Ouput 2: Content development
- In collaboration with WHO technical officers, liaise with National Focal Points to ensure their inputs are being considered in terms of technical content ;
- Ensure communication with National Focal Points, and provide support and follow up in data collection (i.e. listing of registered products by Country);
- Data cleaning and validation of technical information provided by PICs;
- Process information into an adequate format so it can be shared with stakeholders and included in a database (Excel tables or documents) for website content;
- Support uploading data to the website.

Deliverable 2: Mid-term report on progress of utilization, content upload and rates of usage of the website.

Output 2: Operationalization, website update and maintenance
- Support the development and initial stages of operation and maintenance of the website once is finalized by ensuring content is adequate and has been validated with Countries;
- Update and validate newly collected data and provide feedback on improvements for content display and data visualization;
- Support in drafting regulatory reports based on information shared through the platform.

Deliverable 3: Final report with recommendations for future improvements of the website and plans for migration to WHO Internal server

And provide other necessary supports as requested by the supervisor.

Payment terms
Payment will be made in the following instalments:
- 10% - Submission of an initial workplan
- 25% - submission of first interim report: Summary report on the development of the website with recommendations provided by the consultant (Deliverable 1)
- 25% - submission of a second interim report: Mid-term report on progress of utilization, content upload and rates of usage of the website. (deliverable 2)
- 40% - Submission of final technical report with recommendations for future improvements of the website and plans for migration to WHO Internal server (deliverable 3)

6. Technical Supervision

The selected Consultant will work under the supervision of:

Responsible Officer:	Ms Eva Mata, Technical Officer, WHO DPS Office	Email:	emata@who.int
Manager:	Dr Akeem Ali, Team Leader, PHS, DPS Office	Email:	alia@who.int

7. Specific requirements
- Qualifications required:

> Essential: First-level university degree on computer science, computer engineering, or other information technology related degree or public health, medicine, or pharmacy is required.

> Desirable: For those with degree in IT and data science, an advanced degree or training on health-related information systems will be valued.
> For those with a health-related first-level university degree, an advanced university degree or training in data science or IT systems will be considered.

- Experience required:

- Essential: Minimum 5 years of experience in development of website and/or content development or analytical IT system development.

- Desirable: Previous experience or training in programming and web content development.
  Experience in cybersecurity requirements planning or implementation.
  Previous working experience with international organizations or national governments in the field of health and international development is desirable. Working experience with low- and middle-income countries.

- Skills / Technical skills and knowledge:
- Demonstrated experience in working on medium to large web projects
- Knowledge of IT system architecture designing
- Certification of Project Management Professional by Project Management Institute, or similar certification/qualification of project management
- Certification of ITIL by Axelos, or similar certification/qualification of IT service management
- Ability to work independently and in close collaboration with WHO
- Excellent interpersonal and communication skills
- Attention to detail

-Language requirements:
- Essential: Fluent in English (writing, reading and speaking)

8. Competencies
- Communication
- Teamwork
- Technical expertise
- Knowing and managing yourself
- Producing results

9. Place of assignment
The consultant will work remotely. The selected applicant may also be required to travel to Suva, Fiji, for short missions.

10. Travel

The need to travel will be identified by the responsible staff.

*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**.*

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

• WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.

• WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.