

Terms of Reference for
National Immunization Support Project (NISP)
Project Communication Assistant (Consultant)

Background:

National Immunization Support Project (NISP) is a five year Project. The project aims to support the Pakistan national EPI to immunize all children below 23 months against eight vaccine preventable diseases. Children under two years of age in Pakistan are to be the primary beneficiaries of NISP – particularly children in the lowest wealth quintiles in which immunization coverage is lowest. In addition, children aged under 5 years are targeted during Pakistan’s supplementary immunization activities (SIAs) for polio and under 10 years for measles. The success of these activities depends substantially on the presence of a strong routine immunization system. Children aged under 10 years are thus secondary beneficiaries under the project. Pakistan is one of the last two countries globally in which polio is endemic. This project aims to strengthen EPI in Pakistan at the critical endgame stage of polio eradication, and therefore its ultimate beneficiaries also include all children globally.

2. Pakistan is the world’s sixth most populous country with a population of 180 million and a per capita income of US\$1,410 in 2014 - a lower middle-income country. Pakistan’s cycles of high growth have been interrupted by shocks and crises - followed by relative stagnation. Continuing insecurity and slow economic reform pose critical challenges. The economic and political instability of the 1990s was followed by improved economic performance in the first half of the 2000s, with an average growth of real GDP of around 5%, and decreasing levels of poverty from 34.5% in 2001/02 to 17.2% in 2007/08. The country’s recovery from the 2008–09 global financial crises has been the weakest in South Asia, with GDP growth averaging 2.9% in the FY09-13 period, recovering to 4.7% in 2014.

Inappropriate practices during vaccine administration and associated activities can potentially cause health and safety hazards. These include not using safe/sterilized syringes and needles, vaccinators not observing appropriate safety protocols and not disposing used syringes and needles in a safe and environment-friendly manner. None of these impacts are however unprecedented and can be adequately mitigated with the help of appropriately designed and implemented mitigation and precautionary measures. The ESMP identifies and assesses the potentially negative environmental including public health and social impacts of the project activities, proposes appropriate mitigation and precautionary measures – most of which are already practiced by the EPI teams - to

address these negative impacts, describes institutional and monitoring mechanisms to ensure effective implementation of the proposed mitigation and precautionary measures, and defines the associated documentation and reporting requirements.

Purpose of Consultancy: In line with technical support to Federal EPI Cell , Ministry of National Health Services, Regulation and Coordination (MNHSR&C) for the intensive implementation of National Immunizations Support Project (NISP) through coordination with implementing units, World Bank and donors for strengthening routine immunization in Pakistan through building effective stakeholder partnerships regarding the implementation of Coverage Advocacy in improving Immunization service quality throughout the country, the consultant will provide Coordination and technical support to assist program leadership for achieving project objectives and intended results and outputs.

Specific Tasks and Responsibilities

The selected Consultant will be placed at Federal EPI Cell premises. Under the direct supervision of National Program Manager- EPI in close coordination with World Bank, Project implementing units, donors and development partners: **Communication Assistant shall act as focal person for Project coordination and provide support to National Program Manager, Federal EPI, responsible for performing following functions:**

1. NISP Implementation Progress tracking and reporting and ensuring data exchanges, validity and endorsement of the said data.
2. Liaise with the Provincial Implementing units for following up on progress on achievement of targets and Project development objectives
3. Liaison on NICC Meetings and Coordinate the Preparation of Annual Work Plan of project activities; regular follow up of progress against the implementation of work plan against agreed activities and time lines.
4. Coordinate and liaise with Project Finance and Procurement teams in terms of NISP Implementation.
5. Contribute to development of Terms of Reference for technical consultancies .Review the reports and studies developed by Consultants to ensure achievement of objectives and assist Project director through critically analyzing the reports and provide feedback/comments.
6. Ensure timely preparation of reports, briefs and presentation for sharing with National Inter-Agency Coordination Committee and World Bank.
7. Support Federal EPI for organizing Communication Workshops , Implementation workshops meetings: (i) arranging venue and the timing, invitations of the meeting, development of Agenda (ii) preparing necessary briefs, presentations and documents etc.) (iii) keep the minutes of the meetings

8. Organize and participate in all meetings relating to the project and record points of actions as agreed in various meetings. Ensure that all project records and documentation are appropriately maintained.
9. Regularly participate in the World Bank Portfolio Review meeting held by Economic Affairs Division, World Bank Steering Committee of National Immunization Support Project (NISP).
10. Develop project briefs, working papers, Presentations and talking points for meetings.
11. Any other task as may be assigned by Supervisor.

QUALIFICATION AND EXPERIENCE

The Environment and Social Mobilization Project Coordinator (Consultant) shall have:

- Bachelor degree (IT/ Media Sciences / Business Administration and equivalent qualification).
- Minimum 2 years' experience with Social Sector NGOs ,Prior experience of donor funded and public sector projects will be accorded due weight age
- Strong English writing and communication skills to produce effective and efficient presentations and reports.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point)

Schedule and Duration

The position needs to be filled immediately initially for three months and the assignment is likely to be extended for the remaining period of the project depending upon satisfactory performance and the recommendation of National EPI Programme Manager.

Reporting/ Place of Duty

The incumbent will work within the Federal EPI cell in Islamabad and will report to National Program Manager, Federal Epi.

Applications along with CV, s and Educational Documents to reach the office of

PROCUREMENT SPECIALIST,

FEDERAL EXPANDED POGRAMME ON IMMUNIZATION

PRIME MINISTERS NATIONAL HEALTH COMPLEX,

PARK ROAD CHAK SHEHZAD , ISLAMABAD

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