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|  | **CONSULTANCY** |

**Terms of Reference**

This consultancy is requested by:



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| Unit: | WHO Country Office Tehran; Iran |
| Department: | WHO Health Emergencies Programme (WHE) |

**Purpose of the Consultancy**

The main objective of this consultancy is to provide technical input for strengthening COVID-19 multi-grant monitoring, evaluation and reporting systems of and practices and generate evidence based feedback for program planning and implementation.

**Background**

The Director-General of WHO has declared COVID-19 outbreak emergency as a global pandemic on 11 March 2020. In the Islamic Republic of Iran, as of October 2020, the Iranian Ministry of Health and Medical Education (MOHME) has recorded more than 545,286 laboratory confirmed cases of Covid-19, with about 31,346 deaths. The rapid increase in the number of confirmed cases highlights the importance of disease-control and response activities in the country. As the lead UN agency for supporting the national COVID response, the WHO country office has received numerous international grants already totalling over USD 80 million, all of them with a short implementation period. In this context and in order to assist the country at this critical time the WHO country office (WCO) in Iran as the UN technical lead in public health and in COVID-19 response, in addition to receiving 10 grants from different donors, is also engaged by the Government of Iran (GOI) to execute the Iran COVID-19 Emergency Response Project (ICERP), supported through a loan of the International Bank for Construction and Development (World Bank), to improve the availability of selected essential, life-saving medical equipment and laboratory reagents for the national COVID-19 response.

To ensure effective coordination and facilitation with the involved national and international partners, agencies, donors and communities as well as develop/strengthen country office M&E and timely proper reporting systems and practices the WCO in the I.R. of Iran is now seeking the services of a monitoring, evaluation and reporting consultant to support the management team in the timely and high quality implementation of the project.

**Tasks and responsibilities**

* Provide a technical input in monitoring and evaluation framework and plan
* Formulate a set of relevant, simple and straightforward indicators to monitor the project outputs and activities, through establishing of M&E system
* Implement the established M&E system during the remaining life cycle of the projects
* Support project/programme development and implementation with accurate, evidence based reporting that informs management and decision-making to guide and improve project/programme performance.
* collect data and Develop reporting forms for capturing quantitative and qualitative information
* Provide interim and final reports on implementation of health response activities and different grants;
* **Produce social media and visibility material, press releases.** Provide technical input to the development of the joint operations plans, from key health operational partners, to generate a consolidated overview of health needs and requirements (technical services, medical equipment, medicines and etc) for effective inter-sectoral coordination such as *Pro*-health

**Specific requirements**

- Qualifications required:

* First University degree in public health or related sciences

- Experience required:

* At least one year of experience in health sector or public health related areas in emergency setting
* Experience in data collection and analyses in the public health field
* Experience of work with local communities thorough participatory approach

- Skills / Technical skills and knowledge:

* Very good knowledge of project management, monitoring and evaluation and reporting
* Ability to work harmoniously and experience in the areas of emergency health investigation/assessment and response

- Language requirements:

* Fluent in English in read, write and speak and the local language;

**Place of assignment**

Tehran, Iran

**Travel**

The Consultant is expected to travel within Iran or to WHO meetings.

*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.*

The qualified applicants are requested to submit their CV and cover letter to [emacoiraoaf@who.int](mailto:emacoiraoaf@who.int) by email no later than 29 Oct 2020.