

Terms of Reference for Consultant position for Gavi CSO Country-level platforms' Ebola response in Guinea, Liberia and Sierra Leone

Background:

In response to a request from the Gavi Board member representing civil society, the Gavi Board during its December 2014 meeting approved “[a]n exceptional one-time amount of up to US\$500,000 to be added to the 2015 business plan in order to support Civil Society Organisation (CSO) activities of the Gavi CSO platform in countries with widespread Ebola outbreaks, including strengthening demand for and confidence in health and immunisation services in Guinea, Liberia and Sierra Leone, provided the activities are agreed with the respective governments and the government is not in a position to support CSOs through HSS resources.” The Gavi Secretariat following the Board decision provided further guidance that “the Ebola related CSO proposals should be aligned with other government activities, not addressed with reprogrammed HSS funds, and should be reviewed and endorsed by the CSO Steering Committee/Oversight Advisory Group before submission to the Secretariat.”

The CSO platforms in Guinea, Liberia and Sierra Leone have submitted first draft proposals which would benefit from further strengthening. The Gavi CSO Steering Committee feels that it would also be important to take into consideration neighbouring countries, thus, the consultant will also be asked to look into the possibility of including as part of the proposal the development of Information, Education and Communication (IEC) materials for CSO platforms in neighbouring countries including Cameroon, Ghana, Ivory Coast, Nigeria and Togo.

This work is being undertaken within the broader framework of the Gavi CSO Constituency country platforms for immunisation and Health Systems Strengthening, a complete description of which can be found here [:](https://docs.google.com/document/d/17EW74vIhWSZz93S2rIGl7vjZEFHdu887YhyfvrEkbwY/edit?usp=sharing)

<https://docs.google.com/document/d/17EW74vIhWSZz93S2rIGl7vjZEFHdu887YhyfvrEkbwY/edit?usp=sharing>.

General objective:

The Consultant will be responsible for working with the Gavi-supported CSO platforms for immunisation and stronger health systems in the Ebola-affected countries (Guinea, Liberia and Sierra Leone) and CRS point persons¹ at the country level to develop a combined proposal regarding the roles that the CSO platforms can play in helping to address the current epidemic and in helping to rebuild countries' routine immunisation systems and health systems, in coordination with partners and other on-going Ebola-related activities. The proposal should cover calendar year 2015 and could also include developing guidelines and protocols regarding the role of CSOs in promoting community management of Ebola outbreaks, to be used both in countries currently suffering Ebola outbreaks as well as neighbouring countries in the region as mentioned above.

The consultant will work under the supervision of the Gavi CSO Steering Committee, specifically, the Oversight Advisory Group, in close collaboration with the working group on the Ebola response. The consultant is expected to liaise with key partners on the ground in the affected countries, including organisations that have been key to the Ebola response to date (ECOWAS, MSF, Red Cross, CDC, etc.) as well as country governments and Gavi Senior Country Managers.

The specific project tasks will include:

Conduct background work

- Conduct literature review and necessary research to prepare a robust proposal.
- Build an understanding of work done to date and lessons learned by CSO platforms in Guinea, Liberia and Sierra Leone (including by liaising with CRS and their in-country point people)

¹ Under the current grant agreement between CRS and Gavi, CRS in-country point persons are responsible for monitoring implementation of platform activities in country, thus they should be involved either at the development or review stages.

Work with the CSO platforms to update and strengthen proposed Ebola-related activities

- Work with the Guinea, Liberia and Sierra Leone CSO platforms via their leadership, coordinator and wider membership to develop a combined, costed proposal for up to US \$500,000 to be implemented during the 2015 calendar year focusing on CSO platform-led activities to strengthen health and immunisation systems during and after the Ebola epidemic, including strengthening demand for and confidence in health and immunisation services in the three countries.
- Arrange to work with each of the platforms to refine the proposals, including representatives from other key stakeholders in the Ebola response.
- Address over-all project management and coordination, as well as how lessons learned will be collected, documented, reported and shared. As funds will flow through CRS unless otherwise advised, the reporting will remain as per CRS guidelines, thus the Consultant should support the platforms to include Ebola-related activities in their results framework.
- Work with Gavi-supported CSO platforms in neighboring countries (Cameroon, Ghana, Ivory Coast, Nigeria and Togo) to understand if support materials for these platforms are also needed, and if so, how this could be addressed.

Meet with stakeholders involved in the Ebola response at national level

- Link up with relevant stakeholders in the Ebola response to ensure good coordination between CSO platforms and other actors, and to ensure that proposed CSO platform activities fit within the continuum of the countries' responses.
- Find out when the Government in each of the three affected countries will draft their Ebola recovery plans and work to ensure that the CSO platforms are invited to participate in writing these plans.

Liaise with the Gavi CSO Steering Committee, CRS and members of the Gavi Secretariat

- Collect comments and feedback from the Gavi CSO Steering Committee throughout the process
- Collect comments from relevant Gavi Secretariat staff and ensure that the proposal aligns with the Board-approved purpose for this funding; liaise with Gavi Senior Country Managers for the affected countries
- Liaise with Catholic Relief Services' (CRS) East Africa Office (which implements the Gavi CSO country platform project and through which the funding for this project will flow), initiate contacts and follow up on commitments with CRS/EARO.

Deliverables:

- Combined proposal describing how the CSO platforms in Guinea, Liberia and Sierra Leone can support the Ebola response and the rebuilding of their countries' routine immunisation systems and health systems, in coordination with partners and other on-going Ebola-related activities. There should be a harmonized format that is consistent across the three countries, including a theory of change. Proposals should have good M&E frameworks with clear deliverables and timelines as well as clear budgets. The proposal will also detail how this work will be delivered and coordinated. The proposal should cover calendar year 2015 and, if deemed appropriate, should include developing guidelines and protocols regarding the role of CSOs in promoting community management of Ebola outbreaks to be used by all CSO platforms in the region.

Contract Duration:

Up to 35 days at a rate of CHF 500 per day between March and the end of April, 2015

Envisioned start date: 2 March, 2015

Envisioned end date: 30 April, 2015

The consultant will be contracted via the International Federation of Red Cross and Red Crescent Societies (IFRC), Geneva, on behalf of the Gavi CSO Steering Committee.

The consultant must be able to speak and write French and English fluently. It is greatly preferred that the consultant be based in West Africa, able to meet with the platforms and other key partners, and able to travel between the countries. A total travel budget of CHF 2500 is available; travel will be arranged through IFRC.

If you are interested, please submit your CV and a brief letter describing how you would proceed to Amy.Dietterich@ifrc.org by 20 February, 2015.