

## **TERMS OF REFERENCE (TOR) FOR STATE IMMUNIZATION TECHNICAL ASSISTANT FOR THE IMMUNIZATION PLUS AND MALARIA PROGRESS BY ACCELERATING COVERAGE AND TRANSFORMING SERVICES (IMPACT) PROJECT**

### **A. Introduction:**

The National Primary Health Care Development Agency (NPHCDA) is a parastatal of Nigeria's Federal Ministry of Health with the corporate goals to; control preventable diseases and eradicate polio, improve access to basic health services, improve quality of care, develop high-performing health workforce, strengthen the primary care institutions, partnerships, and community engagement.

The Multiphase Programmatic Approach (MPA) is an intervention by Government of Nigeria with a credit from the World Bank to strengthen primary health care to reduce under 5 mortality rates using a Decentralized Facility Financing (DFF) Mechanism. The MPA has 3 phases, starting with an Immunization plus and Malaria Progress by Accelerating Coverage and Transforming Services (IMPACT) project. The IMPACT project is a large investment in the Nigeria health sector with ambitious targets for service improvements and health systems strengthening.

The project development objective of the IMPACT project phase of the MPA is to improve the utilization and quality of immunization plus (immunization, child, neonatal and maternal) and malaria services in selected states.

The project has 4 components; (1) Malaria Control; (2) Immunization plus; (3) Knowledge for Change; (4) Contingent Emergency Response Component (CERC) and will be implemented in a total of 20 states. 6 States of Abia, Borno, Ekiti, Imo, Lagos and Rivers, will implement component 1, on malaria control and 14 States of Adamawa, Bauchi, Benue, Delta, Ebonyi, Kaduna, Kano, Kogi, Kwara, Nasarawa, Oyo, Plateau, Sokoto and Yobe, will implement component 2, the immunization plus component of the project.

The project will be implemented by 2 Project Implementing Units (PIUs) at the Federal level situated at the National Malaria Elimination Program (NMEP) for components 1 and 3 and at the National Primary Health Care Development Agency (NPHCDA) for components 2 and 3. Similarly, at the State level, the PIUs at State Malaria Elimination Program (SMEP) will implement component 1 in the Malaria States and State Primary Health Care Boards (SPHCBs), component 2 in the Immunization Plus States.

### **B. Objective of the Technical Assistant position:**

The core objective of this assignment is to provide technical and operational support to the IMPACT PIU and facilitate the implementation of the project according to the approved annual work plans.

The State Immunization TA will help ensure reduction in under-five mortality rates (U5MR) especially as it relates to Vaccine Preventable Diseases (VPDs) in the state overall and support

lagging LGAs in implementing innovational interventions that will promote transformational change in their coverage rates within the shortest possible time. This will be done in accordance with the principles of result-based management and the TA's payment will be prorated based on improved Programme Assessment for Performance management and Action (PAPA) LQAS and other programmatic results.

### **C. Overall responsibilities:**

The State Immunization TA will report to the National IMPACT Project Manager through the State IMPACT Project Manager.

The TA shall function as a core member of the state IMPACT PIU, providing technical support in the strategic execution and achievement of IMPACT project goals and objectives and shall work with the Project Manager of the state IMPACT project.

He/she will work with all the stakeholders in the immunization space including development partners and community structures to achieve transformational impact in reducing U5MR. This includes supporting the state IMPACT project management of a robust mechanism for evaluation of immunization program performance ensuring program goals are met.

He/ She will work with the RMNCAH+N TA to ensure joint planning and implementation of PHC strengthening interventions that cut across immunization and RMNCAH+N service improvement.

The TA will also support the NPHCDA and the World Bank Task team in monitoring and supervision of the project at the state level, contribute to documenting lessons in implementation, and ensure high quality ongoing reporting of project's progress.

### **D. Specific responsibilities:**

Through a transparent and competitive recruitment process, selected individuals shall perform the following roles and responsibilities:

1. Report to the National IMPACT Project Manager through the State IMPACT Project Manager.
2. Shall function as a core member of the state IMPACT project team and provide key operational and implementation support:
  - i. Provide support to the SPIU to develop and update respective annual work plans for the state to complete agreed project activities
  - ii. Facilitate implementation actions within the approved annual work plan for completion of planned activities
  - iii. Provide support to ensure that all communication and guidance provided by the National Project Implementation Unit (NPIU) in NPHCDA, and the World Bank Team on project interventions is addressed and responded to for robust project implementation
  - iv. Ensure all communication from the NPIU and the World Bank on technical aspects are appropriately communicated to all cadres of officials for robust project implementation

- v. Coordinate with technical teams deployed to state for implementation of project, SPIU, NPHCDA, and the World Bank to ensure transparent and smooth completion of approved work programs
  - vi. Support the SPIU in their role of preparing and updating progress reports of the project on an ongoing basis and assist state in documentation of progress
  - vii. Undertake periodic supervision visits to project sites with designated officials of the SPIU and through field visit reports, provide feedback to the State and National Project Manager on qualitative and quantitative achievement of project activities
  - viii. Identify early bottle necks in project implementation and flag to Health Commissioner, National and State Program Managers, and World Bank, and together with the team, devise strategies/mechanisms/solutions to resolve the bottlenecks for fast tracked project implementation.
3. Shall provide technical support to the State Immunization Coordination Platform in the strategic execution and achievement of the platform's goals and objectives:
    - i. Design and implement knowledge transfer plan.
    - ii. Improve detection and responsiveness in the resolution of RI service gaps.
    - iii. Strengthen coordination, leadership, and accountability.
    - iv. Increase immunization data visibility, quality and use for action at all levels.
    - v. Increase fixed and outreach services for immunization especially in the very low performing LGAs.
    - vi. Prepare report of activities and present at the weekly briefing meeting of the State IMPACT project.
    - vii. Share report of activities with the National Immunization Coordination Platform on weekly basis copying the national and state IMPACT Program Managers.
  4. He/she will work with all the stakeholders in the immunization space, including development partners and community structures, to achieve transformational impact in increasing routine Immunization (RI) coverage rates and improving equity and access.
  5. Shall support the State through the IMPACT team in establishing a mechanism for PHC service integration.
  6. Shall be a key member of the State Immunization Coordination Platform and attend meetings of the immunization technical working groups and other relevant technical meetings, updating the PMs on issues pertaining to routine immunizations, SIAs, vaccine logistics and demand creation.
  7. Participate in discussions or correspondences with development partners and other stakeholders in the immunization space.
  8. Maintain quality interactions with stakeholders supporting the immunization program including the LGA teams.
  9. Support the State to conduct routine diagnostic (data) analysis of the PHC services and develop a monitoring plan for implementation.

10. Support and drive the immunization teams to spend considerable time in LGAs, especially those LGAs that are lagging in vaccination coverage rates (resulting from diagnostic analysis), working with LGA staff and health workers to improve vaccination services.
11. Support timely vaccine stock monitoring and reporting by the LGAs in the ODK-based LMIS system.
12. Support resource mobilization and partner coordination efforts of the state immunization coordination platform.
13. Support the team lead of immunization coordination platform on administrative activities related to the platform, including closely liaising with other relevant departments and programs in the SPHCB and other relevant ministries to fast-track program implementation.
14. Work closely with the management and members of the coordination platform to ensure timely delivery on program activities.
15. Develop technical documents and proposals as would be assigned by the Immunization Program Manager.
16. Provide technical mentoring support to key SPHCB immunization staff in the design and implementation of routine immunization strategies specifically around project management, planning, budgeting, performance management processes, data collection and analysis, reporting and monitoring and evaluation.
17. Work in close coordination and collaboration with development partner to resolve key immunization challenges and drive completion of quick wins to enhance integrated PHC service provision.
18. Adhere to the key values and relevant codes as enshrined within the host state.
19. Ensures alignment of Key Performance Indicators (KPIs) to critical success factors (CSFs) working with team members to ensure that these objectives are realized.
20. Function independently and flexibly as well as build strong relationships with government officials and development partners at all levels.
21. S/he will work closely with the other arm of the immunization plus and synergize efforts and integrate where applicable.
22. Any other responsibilities as assigned by the IMPACT Project Manager.

#### **E. Selection Criteria:**

##### **Essential Minimum Qualifications:**

- i. An immunization specialist with an Advanced Public Health Degree with more than 5 years' experience in immunization, public health and/or health system strengthening. Demonstrable experience working with government and partner agencies at national and sub-national level is an asset.
- ii. In-depth understanding of the Nigerian health system and current immunization innovations, policies, and programs.

- iii. Experience in implementation of immunization interventions
- iv. Demonstrate capacity to effectively coordinate organizations with good expertise in navigating and strengthening relationships among government and development organizations.
- v. Extensive experience with large scale health systems strengthening interventions, particularly in the immunization and other public sector.
- vi. Significant experience in strategic planning, organizational development, change facilitation and process management in the health sector.

**Desirable Qualifications and Competencies:**

- i. Strong managerial, problem-solving skills and ability to work in a high-pressure environment.
- ii. Strong diplomatic and interpersonal relationship skills.
- iii. Ability to travel within Nigeria without limitation.
- iv. Strong analytical skills and a high level of technical proficiency with advanced Microsoft Word, Excel and PowerPoint skills.
- v. Fluency in English (verbal and written).

**F. Terms of Engagement:**

- i. **Time Frame:** The engagement will be full-time, for an initial period of two years, with an opportunity for review of performance and possible renewal subject to satisfactory quarterly (every three months) performance review.
- ii. **Job Location:** Adamawa, Bauchi, Benue, Delta, Ebonyi, Kaduna, Kano, Kogi, Kwara, Nasarawa, Oyo, Plateau, Sokoto and Yobe states.