Template for Short-term Opportunities

Stellis CVs of interested applicants must be sent to: Dr Rogério GASPAR, email gasparr@who.int

1. Division/Dept/Unit	2. Supervisor
MHP/RPQ	Rogério Gaspar, Director, RPQ

3. Purpose of short-term opportunity

COVID-19 related and regulatory-specific technical support.

4. Background

The consultant will provide strategic guidance and technical assistance with regard to WHO's response to COVID-19 and other regulatory-specific work, including support to the WHO work on COVID-19 Technology Access Pool (C-TAP), WHO Listed Authorities and Good Regulatory Practices, as specified.

5. Contract dates	6. Contract type & Grade or Remuneration
20 May 2022 – 31 October 2022 (tbc) 85 days of work over the contract period (part time)	Consultant – Band level C

7. Deliverables or Functions – depending on contract type

The consultant will be required to work with the Director, Regulation and Prequalification (RPQ) and experts within the RPQ Department and other relevant Departments to provide guidance and technical assistance with regard to WHO's response to COVID-19 and other regulatory-specific work, including support to the WHO work on the COVID-19 Technology Access Pool (C-TAP), WHO Listed Authorities and Good Regulatory Practices, as specified. The consultant will be expected to do the following:

- Deliverable: Briefing documents and communication materials on the WHO response to COVID-19
  Based on RPQ and MHP's specific requests, the consultant will review and provide technical advice on briefings and communication materials on the WHO response to COVID-19.
- Deliverable: Reports on assessments of COVID-19 products finalized
  Provide specialized technical advice on regulatory matters for the assessment of COVID-19 Technology Access Pool (C-TAP) novel medicines and health products for which licenses have been offered to the COVID-19 C-TAP.
- Deliverable: Finalized regulatory component of the C-TAP incentive strategy.
  Analyze Member State feedback on the C-TAP survey and develop and finalize regulatory component of the C-TAP incentive strategy which reflects RPQ work and strategy.
- Deliverable: Revised draft WHO Listed Authority (WLA) Operational Guidance (indicating suggested edits)
  Contribute to revision of the WHO Listed Authority (WLA) Operational Guidance following comments received from Regional Offices and feedback from pilots.
- Deliverable: Revised draft Performance Evaluation Manual (indicating suggested edits)
  Contribute to the development of the draft Performance Evaluation Manual in response to feedback from pilots.
- Deliverable: Finalized training materials for WHO Good Regulatory Practices (GRP) guideline
  Develop training materials for WHO Good Regulatory Practices (GRP) guideline
  - Design the training course and its curriculum covering all sections of the WHO GRP guideline. The consultant is expected to access and interview internal and external experts to get their views before completing the design of the course.
  - Develop learning objectives and expected outcomes for the overall training programme, as well as each individual module, that should include purpose, scope and objective of the guideline as well as main principles, enablers and Regulatory Impact Assessment.
  - Develop content and instructional designs, as well as other materials, for a hands-on face

to face training that can be converted later to an online training. The training materials include training manual, agenda, exercises, case studies, etc. Importantly, the instructional design shall consider real case studies and exercises from national regulatory authorities (NRAs).

- Convert the training contents into a storyboard format and finalize all training materials ready for digitalization and conversion into an online training.

8. Qualifications, experience, skills and languages

Qualifications required:
Advanced university degree or equivalent in pharmacy, biology or related fields is essential.

Experience required:
A minimum of 10 years of relevant experience working with increasing levels of responsibilities in the area of executive support, management or public health programmes, including experience in providing guidance to senior level decision makers. Demonstrated experience at the international level.

Skills / Technical skills and knowledge:
Extensive knowledge of the regulation of medical products, international regulatory cooperation, the harmonization of standards and the convergence of practices. Extensive knowledge gained through experience in establishing collaborative relationships with a range of staff across the three levels of the organization. Strong skills and expertise in providing senior level advice and guidance to senior level decision makers. Proven capacity to coordinate a wide range of stakeholders in pursuance of global goals and policy initiatives. Excellent knowledge and proven skills in public health, executive support, and administration, specifically as applied to high-level meetings and engagements.

Advanced ability to prepare written reports, and other documents (in English).
Excellent ability to communicate and work in diverse cultural settings. Computer proficiency beyond the basics, particularly office environment (Excel, Word, PowerPoint).

Language requirements:
Expert knowledge of English is essential. Ability to work in other UN languages would be an asset.

9. Location

Please specify where the staff / non-staff will work:

On site: N/A

Off site: Home based

Acceptable time difference if in off-site location: N/A

10. Travel *(If travel is involved, a medical certificate of fitness for work will be required.)*

NO TRAVEL REQUIRED.

11. Remuneration and budget *(travel costs excluded)*

For consultant contract: US$ 625/day for 85 days of work over the contract period.

Date: 11 April 2022