

MOST IMMEDIATE

No. T.13020/16/2019-Imm./Estt.II
Government of India
Ministry of Health & Family Welfare

Nirman Bhawan, New Delhi - 110 001
Dated, the 17th March 2021.

CIRCULAR

Subject:- Recruitment of Special Adviser to South-East Asia Region (SEARO)
Western Pacific Region (WPRO) Constituency - reg.

'Gavi - The Vaccine Alliance' has initiated the process to recruit a 'Special Adviser to SEARO WPRO Constituency' to support the Board Member, Alternate Board Member and PPC Member from this constituency beginning from January 2021. The special adviser will be actively supporting the following members on all the Gavi policies, proposed discussions agendas & decisions :

1. Hon'ble HFM of India: Dr. Harsh Vardhan, Gavi Board Member
2. Hon'ble HFM of Lao PDR: Dr. Bounkong syhavon, Gavi Alternate Board Member
3. Additional Secretary & Mission Director (NHM): Ms. Vandana Gurnani, Gavi PPC Member

Broadly, the special adviser is expected

1. To ensure that the Board Member, Alternate Board Member and PPC Delegates are well informed on key policy, governance and management issues pertaining to all the countries in the SEARO WPRO constituency.
2. To ensure that all Gavi policies, including information on the implications for the countries in the constituency, are communicated to all the Gavi eligible countries in the constituency and to get their feedback, on the same.

Detailed Terms of reference and conditions of engagement of Special Adviser for SEARO WPRO Constituency are annexed.

Interested persons may submit their CV immediately to 'Under Secretary (Adm.), M/o Health & Family Welfare, Room No.330, C-Wing, Nirman Bhawan, New Delhi-110108" within 10 days of the publication of this Circular



(Amit Kumar)

Under Secretary to the Government of India
Tel. No. 2306 1323

Copy:

1. All Ministries/Departments of Government of India
2. MoHFW website
3. All JSs/EAs with a request to circulate in all Autonomous Bodies/PSUs under their administrative control.
4. E-Office notice Board

5. DGHS with a request to publish in their website and circulate in all the hospitals/organisations under their administrative control
6. Director - NIHFV
7. ED - NHSRC



Terms of Reference for Special Advisers to Board Members from Implementing Country Constituencies

I. Objectives:

To support NAME ("Board Member") with regard to his/her role as Gavi Alliance Board Member in CITY, COUNTRY and to maintain regular communication with the Alternate Board Member, Committee Delegates, the Board Member's constituency and close liaison with the Gavi Secretariat in Geneva and in Washington D.C. on behalf of the Board Member.

II. Deliverables

The Special Adviser will:

Support to Board Member, Alternate Board Member and Committee Delegates

- Develop a strong understanding of all Gavi policies and any changes and liaise closely with the Gavi Secretariat teams.
- Produce comprehensive briefs on a range of issues, as requested by the Board Member, as well as talking points and presentations for the Board Member's use.

Constituency Engagement

- Actively consult and communicate with the implementing country constituency before and after Gavi Board related events such as meetings and teleconferences by circulating within the constituency all documents and materials, within one working day of receipt from the Secretariat, and to prepare and support members of the Board and committees for their respective deliberations and communications on key issues to the constituency.
- Ensure that all communications from the Gavi Board and Secretariat are distributed to all contacts within the constituency within one working day of receipt from the Secretariat. This should include the decisions from meetings of the Board and Board Committees, including implications for the constituency arising from those decisions. This may require the ability of the Special Adviser to translate documents into common languages of the constituency. Such translated documents (or summaries of these documents) should be distributed to all contacts within the constituency within four working days of receipt of the original documents from the Secretariat.
- Support the active engagement of the constituency on Board Committees, and with other constituencies of the Gavi Board.
- Organise a constituency meeting (as a side event to the WHO Regional Committee meeting or the WHA) at least once per year.
- Support the Board Member, Alternate Board Member and the constituency with the nomination process for Board Member, Alternate Board Member and/or Committee Delegates when appropriate.

Reporting

- Provide a quarterly update to the Secretariat on the development and maintenance of an extensive network of contacts with the constituency. Distribution lists for these contacts should be maintained and circulated to the Secretariat with the quarterly reports and should include designated focal points and sub-focal points within the constituency to ensure that information related to Gavi is widely distributed.
- Provide a quarterly update to the Secretariat on the development of a network of expertise and



knowledge within the constituency to ensure that all available resources are drawn on in the development of constituency positions related to Gavi and in supporting the development of Gavi policy.

- Provide the Secretariat with full reports on meetings attended by the Board member with relation to Gavi issues, within five working days of the meetings.

Admin/Other

- Provide administrative support in meeting scheduling and other areas, as requested by the Board Member or the Secretariat.

III. Description of Services:

Support to Board Member, Alternate Board Member and Committee Delegates

- To prepare briefings to ensure that the Board Member, Alternate Board Member and Committee Delegates are well informed on key policy, governance and management issues in support of his/her role(s) on the Gavi Alliance Board and Committees.
- To identify opportunities for Board members to advocate for Gavi and immunisation and liaise with the Secretariat to ensure Board members are equipped with current data and messages.
- To facilitate clearance with the Gavi Secretariat of global media materials (draft speeches, articles and other communications focusing on Gavi issues) to be used by the Board Member and assist the Gavi Secretariat in tailoring Gavi global communications materials for use with the Board Member's constituency.

Constituency Engagement

- To ensure that all Gavi policies, including information on the implications for the constituency, are communicated with the constituency and to get constituency feedback.
- To assist in the planning of Gavi information sessions during WHO Regional Committee meetings to ensure a high level of participation of Ministers from those regions.

Reporting

- To provide administrative support for scheduling Gavi related events and teleconferences, as requested by the Board Member or the Secretariat.

Admin/Other

- To liaise with the Gavi Secretariat on behalf of the Board member, other Board members and their special advisers as appropriate; as well as the Alternate Board member, Committee Delegates and Constituency Countries.
- To perform other duties, some requiring national or international travel, as required.



IV. Performance

The Special Adviser will be evaluated on an ongoing basis by the Secretariat in consultation with the Board Member, Alternate Board Member and Committee Delegates and the input of the relevant contact points, against the deliverables noted above.

V. Work Experience

- Minimum of 5 years of relevant professional experience
- Relevant professional experience in international, governmental or non-governmental organisations
- Public and global health experience at national, regional or international level an asset
- Advocacy, communications and/or international relations experience an asset
- Some background in governance and/or advocacy an asset

VI. Education/Skills/Competencies

- First-level university degree
- National experience and knowledge of the national language, culture, governmental institutions and systems. Subnational experience and knowledge an asset
- Excellent analytical skills with the ability to think strategically and laterally
- Demonstrated ability to build consensus within constituencies to deliver high quality, accurate work within tight deadlines
- Strong interpersonal skills and ability to work collaboratively with colleagues from a wide range of disciplines and backgrounds
- Written and spoken fluency in English essential
- Knowledge of other languages spoken in the constituency would be an asset
- Excellent written and verbal communication skills
- Experience in preparation of reports and policy briefs
- Experience in preparation of official letters and communications with governments an asset
- Experience in working with governing bodies an asset