Scope of Work
Engaging Francophone Participants of Sabin/WHO’s 2023 COVID-19 Recovery for Routine Immunization Programs Fellowship

The Sabin Vaccine Institute (Sabin) seeks a consultant to support a cohort of Francophone national and sub-national immunization professionals from low- and middle-income countries over the course of an eight-month Fellowship program focused on recovering routine immunization programs.

I. Boost Community Overview
Boost, a program of Sabin, seeks to foster a global community that enables immunization professionals to connect with peers and experts, learn skills that build capacity and advance careers and lead immunization programs in challenging contexts. Developed in close, ongoing collaboration with immunization partners, experts and professionals, the community is linked by an online platform with over 3,500 immunization professionals from 151 countries.

II. Background
For nearly three years, the COVID-19 pandemic has severely affected health systems around the world – not only posing new threats but widening existing gaps in health care and service delivery, including routine immunization services. In fact, in July 2022, the World Health Organization (WHO) and UNICEF reported that between 2019 and 2021, the number of children who received three doses of the vaccine against diphtheria, tetanus and pertussis (DTP3) fell five percentage points to 81 percent.

Coupled with the rise of vaccine misinformation and hesitancy, this continuing decline in routine immunization is a worrisome trend that requires local interventions on a global scale. Immunization professionals at both the national and sub-national levels play a pivotal role in routine immunization. These individuals are tasked with the important role of delivering life-saving vaccines to community members of every age group – from infants to older adults.

Additionally, they serve as immunization champions in the health system, advocating for increased funding for additional immunization supplies as well as adequate staffing and training. Supporting immunization professionals during this COVID-19 recovery period is essential to ensure vaccine uptake.

III. COVID-19 Recovery for Routine Immunization Programs Fellowship
In 2022, Boost partnered with WHO to host the first-ever COVID-19 Recovery for Routine Immunization Programs Fellowship for Anglophone and Francophone sub-national and national immunization professionals from low- and middle-income countries. The aim of the Fellowship was to equip these immunization professionals with the knowledge, skills, motivation, (potential) seed funding and support needed to recover routine immunization programs at a level that not only matches but surpasses previous annual targets.

The learning journey for participants, or Fellows, began with an eight-week series of knowledge and skills strengthening webinars on topics related to closing immunity gaps and recovering immunization programs as well as strengthening routine immunization and building resiliency, including topics such as catch-up vaccination, reducing zero-dose children, vaccine hesitancy and demand and scientific writing.

During the live engagement series, or Phase I, Fellows were tasked to use what they were learning during the webinars to develop a strategic proposal relating to routine immunization recovery either to implement or, if they had already completed COVID-19 recovery work, to create a case study which could be submitted for publication. Phase I culminated with a subset of the participants from the course submitting proposals or case studies for review by a team of immunization experts who were identified by WHO based on a set of criteria developed by WHO and Sabin.

Ultimately, 192 individuals or teams submitted strategic proposals or case studies. Reviewers were asked...
to score each section of the submission and provide overall feedback that could be shared directly with Fellows, who could then use the feedback to improve their proposals or case studies.

The Sabin and WHO team used the scoring and notes on each of these submissions to select a subset of Fellows – 30 total, representing 22 countries – to continue into Phase II of the program. Phase II included mentorship support, individualized coaching and potential funding to help implement their strategic proposals or document their case studies over the course of five months. Each fellow (or mentee) was matched with one of five mentors, who were immunization experts selected during Phase I. Mentees were required to meet monthly with their mentor to get feedback, set goals and track progress. Some mentees were awarded small seed grants to get projects off the ground. Funding amounts were based on mentor recommendations and approved by Sabin and WHO.

The 2022 Fellowship concluded in March 2023, with the submission of final reports by each mentee. The Boost team has converted these final reports into case studies and Bright Spots, which will be disseminated to the global immunization community in the coming months to highlight best practices and learnings.

After the successful implementation of this first cohort, Sabin and WHO endeavor to launch a second cohort of the Fellowship in August 2023.

IV. Expected Deliverables and Engagement

A significant part of this Fellowship involves supporting individual Fellows throughout the training, which involves a live engagement series, including preparation of a draft strategic proposal (Phase I) and a mentorship program, including finalization and implementation of the strategic proposal (Phase II).

The team is seeking a proactive French-speaking consultant working in the field of immunization to assist with the Fellowship overall goals and deliverables as stated below. This consultant will provide support to the French-speaking participants in the Fellowship program and ensure their experience and learning is equitable to that of the English-speaking participants, including:

1. Address Fellows’ questions and/or concerns
   - Triage and answer, if appropriate, questions and/or concerns via various channels – email, Telegram/WhatsApp, Boost learning group throughout the program.

2. Clarify Fellowship objectives, systems and assignments
   - Troubleshoot issues around accessing or using Boost platforms.
   - Assist Fellows as they strive to complete their draft strategic proposals.

3. Engage and encourage Fellows on an ongoing basis
   - Make use of the channels mentioned above to monitor Fellows’ progress, foster discussions and encourage peer-to-peer sharing and learning.

4. Support Fellows who continue to the mentorship program – i.e., Mentees (no more than 25 Mentees)
   - Liaise between Mentors and Mentees to ensure pairs are meeting monthly and tracking progress (as needed).
   - Convene Mentees monthly to facilitate peer-to-peer sharing and to address any questions/concerns.

The specific deliverables and associated tasks for the consultancy period are listed below:

**Deliverable 1. Planning for the Fellowship**

**Associated Task:**
- Participate in weekly Fellowship planning meetings with Sabin and WHO teams from July 31 – August 25, including providing feedback and suggestions for the following areas: design of program, promotion of Fellowship, vetting of applicants and evaluation of program.

**Deliverable 2. Engagement and Troubleshooting During Live Engagement Series**

**Associated Tasks:**
• Manage engagement for four weekly live engagements (i.e., Zoom meetings) from August 28 - September 18, including providing brief remarks around course and session logistics, creating and running a session chat script, addressing participant questions and concerns, and compiling a list of questions to be addressed following the session.

• Manage Francophone cohort Boost learning group and Telegram/WhatsApp group, including posting weekly forum questions, engaging with Fellows’ posts (e.g., commenting or liking), posting key resources (i.e., session recordings and presentations), and addressing questions or concerns raised in the group.

• Host two support sessions (via Zoom meetings) between September 1 - 31 to assist Fellows with drafting strategic proposals per Fellowship program guidelines.

• Throughout the Live Engagement Series, triage and address (if appropriate) questions and concerns from Fellows.

Deliverable 3: Support of Mentorship Program

Associated Tasks:
• Manage Francophone cohort Boost learning group and Telegram/WhatsApp group for Mentees, including engaging with Mentees’ posts (e.g., commenting or liking), posting key resources (i.e., session recordings and presentations), and addressing questions or concerns raised in the group.

• Host a kickoff meeting for Francophone Mentees in mid-October to establish goals and expectations of Mentorship Program (session agenda and materials to be provided by Sabin).

• Host midpoint check-in meeting with Francophone Mentees in December 2023, to allow for peer sharing and troubleshooting.

• During the Mentorship Program from October to March 2024, check in monthly via email with each Francophone mentorship pair (including Mentor and Mentee) to monitor progress and help troubleshoot challenges, raising urgent concerns to Sabin’s Community Building & Digital Engagement Director.

• Throughout the Mentorship Program, triage and address (if appropriate) questions and concerns from Mentees.

• Host final Francophone Mentee meeting in March 2024 to allow Mentees to share results of program implementation and discuss next steps.

Deliverable 4: Development of Feedback Report

Associated Task:
• Provide a short summary (3-5 page report) detailing your experience throughout the entire Fellowship program, including things that worked, things that did not work, areas for improvement and suggestions for future trainings.

Administration

The Consultant will also be required to attend weekly internal virtual planning meetings with Sabin and WHO for the duration of the contract. Moreover, the Consultant will be required to submit brief weekly written status updates to the Sabin’s Community Building & Digital Engagement Director.

V. Required Skills & Expertise

The Consultant will have previous experience in immunization with expertise in routine immunization. The Consultant must be fluent (both written and verbal) in French as well as English. If possible, the Consultant should have some familiarity with the Boost Community and awareness of best practices in adult learning.

VI. Timeline

It is anticipated that this engagement will begin in late July/early August 2023 and last for a period of 6-8 months.

I. Compensation

The Consultant will be paid 10,000 USD over the course of the contract, in separate installments based on the deliverables described above.
II. **Next Steps**
Please submit a brief application in English responding to this scope of work by email to Elizabeth (Liz) Kohlway at Elizabeth.Kohlway@sabin.org by July 31, 2023. Selection will occur no later than August 11, 2023 and submissions made after the deadline will not be considered.

Applications should not exceed 7 pages and must include:
- Resume
- Cover Letter
- References to similar work
- Writing sample in French

Questions may be submitted to Liz Kohlway via the email listed above. Applications will be evaluated based on each Consultant’s understanding of the engagement, deliverables and timelines and the capability to fully execute on the deliverables.

III. **Contact**
Liz Kohlway
Director, Community Building & Digital Engagement
**Sabin Vaccine Institute | sabin.org**
Elizabeth.kohlway@sabin.org