

## CONSULTANT CONTRACT

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### Management of Stakeholders Networks REQUEST FOR EXPRESSION OF INTEREST

20 January 2020

**Contract Duration:** 12 months

**Closing Date/Time for applications:** 7 February 2020

The WHO Unit Sensory Functions and Disability and Rehabilitation (SDR) at the Department of Noncommunicable Diseases collaborate closely with 4 large networks of stakeholders, namely vision, hearing, disability and rehabilitation including in total over 500 institutions.

To manage this high volume of stakeholders and ensure a smooth dissemination of information among them the WHO SDR unit is looking for a consultant to undertake a 12-month contract.

The scope of work for this contract consists of the following tasks under the supervision of the SDR Unit Head:

- Create a data base including all stakeholders.
- Create information materials to keep stakeholders up to date of the SDR Unit's work.
- Coordinate and carry out online consultations about the information needed by stakeholders to prioritize the production of information materials.
- Respond to stakeholders' requests.

The WHO Headquarters Office in Geneva is now inviting eligible individuals to indicate their interest in undertaking this work. Interested parties must provide information indicating why they are qualified to perform the described tasks, including CV, description of similar assignments, experience working with large number of stakeholders and creating and managing databases. The contracting party will be selected through a competitive process in accordance with WHO's operating policies and procedures on procurement of services.

The expected start date is 1 March 2020 (or as soon as reasonably possible after that date). The contractual party will be remunerated at a monthly rate that is commensurate with their experience and based on the UN common salary scale.

Qualifications and experiences required:

- University degree in international affairs of similar qualification;
- Demonstrated experience with handling networks of stakeholders;





- Excellent written and verbal communication skills in English; and
- Excellent interpersonal skills.

Expressions of interest must be received no later than 10:00 CET (Geneva time) on 7 February 2020. Please include a copy of your CV as well as a description of similar work undertaken. The expressions of interest are to be delivered electronically to Alina Lashko at the following email address: [lashkoa@who.int](mailto:lashkoa@who.int).