**Purpose of the Consultancy**  
To support management and coordination of the WHO technical and administrative aspects of the project to finalise and disseminate the 2018 Tripartite Zoonoses Guide and develop and pilot operational tools.  
  
**Background**  
The 2008 Tripartite guidance document for zoonoses is being updated and expanded to include practical considerations, challenges, and best practices based on experiences and lessons learned from countries. This initiative includes many partners inside WHO and external partners (OIE, FAO, US CDC One Health Office, USAID, etc) and is being led by WHO CPI/CME. The guide is nearly complete and will go for final editing, formatting, clearances, etc over the summer 2018. WHO is responsible for overall technical coordination of this Tripartite project.  
  
Associated with each of the technical topic areas of the 2018 Tripartite Zoonoses Guide (TZG), Operational Tools (OTs) will be developed and piloted. Development includes external expert working groups and an expert consultation to build international consensus. In a first step, tools for multisectoral coordination mechanisms (MCMs) and surveillance and information sharing (SIS) will be developed, and these two plus already-developed OTs for joint risk assessment (JRA) will be piloted. FAO will be responsible for development and piloting of the SIS tool. In later steps additional tools will be developed.  
  
Support for disseminating, communication, and supporting use of the guide and the tools in countries will be provided.  
  
   
**Work to be performed**  
Output 1: General management of the project under the direction of the project lead  
Supporting everyday coordination and management of technical and administrative aspects of the project. Includes supporting project staff and expert contributors technically and administratively in their activities  
Supporting coordination and administrative management of the TZG Project Secretariat and Oversight Group, including planning, organization and contribution to Group calls and any face to face meetings  
Maintaining continual contact with OIE and FAO focal points, and with WHO focal points in departments and regions  
Maintaining a record of all project activities including budgets  
Supporting preparation of donor report drafts, including technical and financial report drafts  
Supporting preparation of project summaries, additional proposals, as needed  
  
Output 2: Finalisation of the TZG and execution of the Tripartite TZG Communication plan  
Supporting any remaining steps for WHO and tripartite clearance, graphic design, translation and publishing of the TZG  
Supporting dissemination of the document and supporting material, supporting development of online and other training materials, and supporting WHO aspects of implementation of the Tripartite TZG Communication plan  
  
Output 3: Coordination of development and piloting of the tools  
Supporting topic area working group (TAWG) leads technically and administratively, including organization of TAWG virtual or face to face meetings for development of the OTs  
Supporting coordination of the process of identification of needed OTs.  
Maintaining the ongoing landscape analysis/desktop review of existing OTs;  
Supporting planning, coordination, and manage invitations for the MCM OT Expert Consultation and any other Expert Consultations held in Geneva, including communications with regional and country offices of WHO, FAO, and OIE and National Missions in Geneva.  
Supporting planning and coordination of the pilots of the MCM and JRA OT in countries, including identification of countries, communications with regional and country offices of WHO, FAO, and OIE, and the donor agencies.  
Supporting finalisation, editing, clearance, and publishing of the OTs  
  
Corresponds to a Full-Time Equivalent of: 100 %  
(100% equals 40 hours a week – 4 weeks a month)  
  
**Specific requirements**  
  
Qualifications required:  
Advanced University Degree in veterinary medicine, human medicine, or management with advanced training in a field related to zoonoses or multisectoral collaboration/One Health, or equivalent.  
  
Experience required:  
• At least 5 years’ experience in project management at the international level, at least 3 of these in a public health, animal heath, or environment context  
• Experience with coordination and management of large, complex projects with diverse partners  
• Organisation of large expert and technical consultations involving multiple sectors  
• Experience working in UN environment, preferably with WHO. Experience working with OIE and FAO desirable  
• Basic understanding of concepts of zoonotic infectious diseases and/or multisectoral collaboration/One Health  
  
Skills / Technical skills and knowledge:  
Excellent project management skills  
Excellent communication and interpersonal skills and sensitivity to political and cultural issues  
Proven ability to work in and manage multisectoral teams at the international level  
Proven ability to meet tight deadlines  
Ability to write clearly and concisely in English  
  
Language requirements:  
Mother tongue level written and spoken English. Basic knowledge of French or another UN language desirable.  
  
Place of assignment  
Geneva, Switzerland and travel as requested

Although this will be an initial 6-month contract, there is the potential for extension up to 18 months.

For more information, write to [jngona@yahoo.fr](mailto:jngona@yahoo.fr)