

# **Terms of Reference for updating the National Reference Manual of the Expanded Programme on Immunization for the Ministry of Health, Maternal and Child Health Department**

## **1. Background**

The Expanded Programme on Immunization (EPI) is a programme of the World Health Organization (WHO), Pan American Health Organization (PAHO), and the nations of the world. EPI has been a priority programme for PAHO/WHO since its inception around 1977 in the Americas.

Guyana implemented EPI in the earlier 1970s and focused on six- (6) vaccine-preventable diseases, namely, measles, paralytic poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, and tuberculosis. These preventable diseases were selected because they had high global occurrence rates with corresponding morbidities, disabilities, and mortalities. Currently, the programme has 18 antigens that are presently vaccinating adults and children. During the pandemic for the last two years, the programme has also added COVID-19 vaccines.

The Government of Guyana's policy on EPI is to provide immunization for all target populations to eliminate vaccine-preventable diseases, such as whooping cough, measles, poliomyelitis, tuberculosis, yellow fever, diphtheria, tetanus, mumps, rubella, Hemophilus Influenzae Type B, and Hepatitis.

EPI has been reporting high coverages over the last year; however, with the additional vaccines added to the routine schedule, there is a need for updating the National Reference Manual for the EPI since the last update was done in 2015. New vaccines have been added to the routine programme and in addition due to the COVID-19 pandemic, information on these vaccines should be included as well.

## **2. Goal**

Update the National EPI reference Manual to include updated information on vaccine preventable diseases including the COVID-19 vaccines and training material guides.

## **3. Objectives**

- Review the existing National Reference EPI Manual 2015 for Health Workers Manual and update same according to the newer updates of PAHO/WHO.

#### **4. The Assignment**

- The contractor will be tasked with updating and editing the National Reference EPI Manual of 2015.
- Collaborate with the Ministry of Health, Maternal and Child Health Department and the Health Sciences Education Department on the updating of manual.
- Conduct consultative sessions with the relevant personnel for the updating of the manual
- The Consultant will be responsible for reviewing the previous work reporting document. In addition, Graphics Design, Editing, Slides and Content Writing would be included in the Manual. Included in the EPI reference manual would be training power point slides per chapter.
- Liaise with the EPI Department, MOH, in this task to ensure that all the activities are included in the Manual
- Provide monthly written feedback to PAHO/WHO on the implementation progress on the National EPI Reference Manual and any other task as specified by the Project Officer.
- List of areas to include in the new Manual , new vaccines introduced in the EPI programme, surveillance updates, COVID-19 vaccines , cold chain management and any other areas as specified by the EPI Department and PAHO/WHO focal point.

#### **5. Professional Qualifications, experience, and other conditions**

- Academic Qualifications with a first degree in medical or a health-related field plus a Master of Public Health or any Postgraduate studies in a health-related field.
- Previous experience in the Maternal and Child Health/ Expanded Programme on Immunization over the last 3 years.
- Previous experience in working on Projects in Maternal and Child Health Good human relations skills must be demonstrated in dealing with all internal and external stakeholders.
- Good communication and teamwork skills.
- Flexibility is to be demonstrated in meeting the goals and objectives.
- Ability to conduct training with groups of young adults.
- Confidentiality and integrity are always to be maintained.

#### **6. Duration of contract**

1 July 2023 to 15 November 2023

## **8. Supervision**

The local contractor would be supervised by Specialist, Family and Community Health /IM Focal Point and PAHO/WHO Representative, Guyana Office