

Consultant Scope of Work: Policy Use Case Analysis

BACKGROUND

CORE Group fosters collaborative action and learning to improve and expand community-focused public health practices. Established in 1997 in Washington D.C., CORE Group is an independent not-for-profit hybrid, membership organization, and home of the International Community Health Network, which brings together over 20,000 global health practitioners-CORE Group member organizations, scholars, advocates, and donors to support the global health of underserved women, children, adolescents, and communities around the world.

CORE Group also implements projects including the CORE Group Partner Project. Support to the Gavi ZIP program, and Small Grants for Scaled Impact Grants Program and hosts membership engagement activities such as regional conferences, workshops, and on-line learning.

Learn more here: www.coregroup.org.

SCOPE OF WORK

This consultancy contract will work with CORE Group on deliverables for Gavi, the Vaccine Alliance. Gavi's [Fragility, emergencies, and displaced populations policy](#) (FED) went into effect in July 2022. The purpose of this consultancy is to categorize the use cases for which FED funds have been used and make recommendations that will inform Gavi's 6.0 internal review and approval processes. The scope for analysis is:

- 2022 - June 2024: A high level, general categorization and summary of FED funding approvals
- July 2024 - Present: A thorough categorization, analysis, and summary of FED funding approvals

The main deliverables of this consultancy are to produce:

1. A spreadsheet listing the funding requests and uses for FED funds that includes meaningful tags for categorization. Categories will be agreed upon after a draft categorization is submitted for review.
2. A summary of findings (~3-4 pages) that includes a descriptive accounting of the cases for which FED funds have been used, including overlap of Gavi-identified use cases and an assessment of the ambiguity and complexity of processing the requests. Summary should include the following sections:
 - a. High level summary of FED use cases and findings for 2022-June 2024

- b. Thorough analysis, summary and findings for July 2024 – present
 - c. An assessment of the ambiguity and complexity of processing the requests, based on available documentation
 - d. Recommendations for Gavi internally to streamline future request management processes based on FED use cases, complexity, and categories. Recommendations may include differentiated pathways such as review by management teams, approval bodies, or independent review committees to right-size Gavi's approval oversight.
3. PowerPoint slide deck (~10 slides) that summarizes findings and recommendations.
 4. Presentation to Gavi stakeholders with synthesized findings and recommendation.

The consultant will have access to the working Excel spreadsheet that the FED Senior Programme Manager has used, as well as internal emails, memos, and spending for FED funding requests from the past year. The consultant will organize, categorize and tag the requests and approvals, and note the internal process steps involved.

General responsibilities will include, but will not be limited to:

- Meet with the following key stakeholders (CORE Group Manager, Gavi Senior Technical Lead, Gavi FED Senior Programme Manager) regularly to understand, shape, and refine deliverables, with frequent feedback loops
- Read, analyze, and synthesize relevant FED documents, including FED flexibility tracker, memos, spending, and emails
- Propose meaningful categories and tags to understand FED use cases for review and refinement
- Draft deliverables and complete 3 rounds of review, feedback, and edits
- Present synthesized findings and recommendations to Gavi staff

Payments will be made in tranches based on deliverables below:

25% of contract

- Following initial meetings and document review, 1 page work plan with methodology, process, and timeline, approved by donor and CORE Group
- Deliverable 1 satisfactorily completed

50% of contract

- Deliverable 2 satisfactorily completed, including 3 rounds of review and edits

25% of contract

- Deliverables 3 and 4 satisfactorily completed, including 3 rounds of review and edits for Deliverable 3

Timeline and Pay Rate:

This consultancy will begin in April or May 2025. Work will be done on a part-time basis over 2-4 weeks total. Pay will be a total contract value of \$10,000, upon satisfactory completion of the deliverables above. Estimated timeframe is as follows:

- Week 1 Initial meetings, document review and alignment on approach and meaningful categories
- Week 2 Complete deliverable 1
- Week 3 Complete deliverable 2
- Week 4 Complete deliverable 3 and 4

Reports to: CORE Group Project and Learning Manager

Location: Remote

REQUIREMENTS

- **Advanced degree** (Master's or higher) in Public Health, International Development, Public Policy, Health Systems, or a related field.
- **5+ years of professional experience** in global health, health financing, or related fields, ideally with exposure to fragile or humanitarian contexts.
- **Demonstrated experience in qualitative and quantitative analysis**, particularly in synthesizing information from multiple sources (e.g., documents, spreadsheets, emails) and generate clear, meaningful categorization and tagging systems.
- **Excellent written communication skills**, with experience producing succinct executive summaries, reports, and slide decks for high-level stakeholders.
- **Experience working with or in multilateral/global health institutions** (e.g., Gavi, WHO, UNICEF) or in cross-institutional initiatives.
- **Proficiency in Excel and PowerPoint**, and comfort preparing materials for executive-level audiences.
- **Fluency in English**

Preferred:

- Familiarity with **Gavi's funding mechanisms, policies, and operational structures**, particularly in fragile and emergency contexts.
- Previous experience conducting **policy reviews or funding use case analyses** in a global setting.
- Experience designing or improving **review and approval processes**, especially those involving risk assessment or multi-stakeholder input.
- Ability to work independently with limited oversight, while maintaining communication and responsiveness to feedback.

HOW TO APPLY

Email your application package to jobs@coregroup.org. Use "Policy Use Case Analysis" as the subject line.

Expressions of interest should include:

- Resume or CV
- Cover letter
- One-page concept note on how applicant would approach the analysis, or a work sample similar to this proposed scope of work
- 3 references

Submit documents as PDF documents saved with the following naming convention: last name, first name. Include a work sample and 3 references in your expression of interest, including each contact's email address, title, and organization.

No phone calls, please. Only potential interviewees will be contacted.