



## Terms of Reference for the Vaccine Confidence Fund Technical Expert

### Background

The *Alliance for Advancing Health Online* is bringing collaborators from the technology, health, global development, and academic sectors together to advance public understanding of how social media can best be utilized to better understand and increase the health and resiliency of communities around the world. The *Alliance* launched its first program of research in June 2021—the Vaccine Confidence Fund (“the Fund”), which funded 33 research projects. To respond to the quickly evolving landscape, persistent unmet needs, insights and lessons learned via the first round of research, the Alliance is now launching a **second round of funding to explore how social media can be leveraged to increase vaccination confidence and uptake for COVID-19 and routine immunizations**. Meta and Merck & Co. are financially sponsoring the Fund.

The Fund Manager, Global Impact, is seeking to contract a Technical Expert (TE) to support the selection, monitoring and reporting of VCF-supported grantees and research, to ensure the more technical aspects of research ensuring robust methodology and industry standards are followed.

For more information on the Vaccine Confidence Fund and RFP see:  
<https://vaccineconfidencefund.org/rfps/>

### Technical Expert Role

The Technical Expert, as a paid consultant, is expected to work closely with and advise the fund manager, Global Impact, to support the selection, monitoring and reporting for grantees of the second Vaccine Confidence Fund. The role of the expert is to ensure that research is of sound scientific merit and conducted in conformity with generally accepted standards of research. **The TE will review the proposals for technical feasibility including assessing accurate methodology, theoretical frameworks, statistical models, and proposed outcomes.** They will also, where possible, provide input and recommendations on research questions or framing of problem statements.

The TE will also support the GI team in kick-off meetings, reviewing changes and addressing issues that arise in the proposed methodologies. The TE will provide expert evaluation and insights for the final report, drafting the synthesis and summary of research findings within the report.

The Technical Expert will assist Global Impact in the following tasks:

- Share the RFP within relevant networks
- Review, assess and score assigned proposals (using Global Impact’s online proposal review system) in a timely manner according to the scoring matrix and Fund Principles.

**The TE’s review will focus on the following tasks:**

- Review the research question and feasibility of the proposed methodology.
- Evaluate the accuracy of the proposed research experimental design method for the given problem statement.
- Leverage knowledge of existing tools to evaluate and assess the methodological quality of proposed research.
- Review research for both internal and external validity and risk of bias.
- Evaluate primary and secondary outcomes in relation to the fund's end goal of impacting real world health outcomes.
- Attend kick-off meetings with selected grantees to provide input on any questions or proposed changes to methodology and address any questions of a technical nature with grantees.
- Provide ongoing monitoring support to the GI team and grantees as requested (with a cap on total hours).
- Review mid-term reports and provide suggestions, flag potential issues.
- Review final reports and support the GI team in identifying key insights and drafting more technical sections of the final report (see previous final report [here](#)).

**Proposed Duration**

Global Impact is seeking the immediate support of a Technical Expert for the duration of the project, November 2022 – June 2024. It is expected that the TE will review, score, and provide feedback on approximately 50-75 proposals @ 30-60 min each during the November-December review period.

In addition, the TE is expected to join kick-off meetings (5-10 meetings @30 min. ea.) with selected grantees and provide support to GI in monitoring grantees and producing the final report.

**The proposed time allocation is as follows:**

- November 2022 – 50 hours/month or 10-12 hours/week for reviews
- December 2022 – 20 hours/month for final decisions and close out of review
- January 2023 – 20 hours /month for kickoff meetings with grantees
- June 2023 – 20 hours/month for mid-term meetings with grantees
- March-June 2024 – approximately 80 hours over 3 months to assist with final report
- Additional ongoing support – allocation of 20 hours in the interim months to support the Fund

**The schedule for the Fund is as follows:**

Date	Activity
August 1 <sup>st</sup> , 2022	- Application window opens
October 31 <sup>st</sup> , 2022	- Submission deadline
October – November, 2022	- Selection and grant awards (rolling basis)
June - July 2023	- Mid-term review of funded research projects
March 15 <sup>th</sup> , 2024	- Final grantee reporting deadline
June - July 2024	- Final report launched

**Expected Competencies:**

- Minimum of a master's degree in immunology, health research, sociology, behavioral science, or another relevant field
- A minimum of 5-7 years' experience as a researcher
- A thorough knowledge of research procedures and best practices, data analytics, statistics, survey design, sampling strategies, research design, research report writing, and source analysis
- Knowledge of research methodology and experimental techniques for gathering both qualitative and quantitative data
- Experience conducting studies measuring online and offline behaviors
- Experience in conducting impact evaluations that leverage experimental design (RCT) and other causal inference methods

**Desired Competencies:**

- Experience in reviewing and scoring research proposals
- Experience with grants management a plus
- A history of published articles, studies, or research work is a plus
- Knowledge of current vaccine related research and ability to identify research gaps that may be relevant to the Fund

This is a paid contract position. In your cover letter, please specify your desired hourly rate. The estimated number of hours for this position is 200 through mid-2024.

Interested candidates should submit a resume and cover letter to the Fund manager, Global Impact, via: Laura Blyler, Program Manager at [laura.blyler@charity.org](mailto:laura.blyler@charity.org).