**Consultancy Opportunity**

**Analyst, Finance Continuous ImprovemenT (MATERNITY COVER)**

**(081-2025-GAVI-RFQ)**

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| **Opening Date:**  17/06/2025 | **Closing Date:**  26/06/2025 |
| All responses by email to: [procurement@gavi.org](file:///C:/Users/mwattinger/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/ILKZ9D01/procurement@gavi.org)  *(submissions are due before midnight Geneva Time on the Closing Date)* | |

1. **Background and Introduction**

Gavi Alliance’s (“**Gavi**”) mission is to save children’s lives and protect people’s health by increasing access to immunisation in poor countries.

Gavi is a unique organisation that aligns public and private resources in a global effort to create greater access to the benefits of immunisation. It does this with precision and in creative, innovative ways to ensure that donor contributions efficiently save lives and help build self-sufficiency in the world’s poorest communities and regions.

For more information, please visit the Gavi website: <http://www.gavi.org/about/mission>

1. **Background of the team and purpose of the role**

The Finance team is running a Portfolio of Continuous Improvement initiatives to improve business processes, generate efficiencies and to streamline user experience. The Analyst, Finance Continuous Improvement (CI) will support the Sr. Manager Finance Systems, Processes and Strategic Initiatives in managing the Finance Continuous Improvement Portfolio and related initiatives. She/he will monitor the portfolio from demand intake to delivery, work with Product Managers and IT team and regularly report on status, escalate issues and track delivery.

Occasionally, they will also provide support to specific Continuous Improvement Projects (e.g. DAX) on topics related to change and project management and quality assurance.

1. **Description of Services:**

**The Analyst, Finance CI to assist the Sr. Manager Finance Systems, Processes and Strategic Initiatives manage the Finance Continuous Improvement Portfolio and support related initiatives**

**The incumbent is expected to**

* Manage the Continuous Improvement Portfolio (from demand intake to delivery)
* Participate in cross-functional initiatives
* Work with Portfolio Manager, Product Managers, IT Business Partner in identifying improvement opportunities, prioritise and plan deliveries
* Manage Quality Assurance activities
* Support Project Management activities

**Main Duties & Responsibilities:**

Business Analysis

• Work with Continuous Improvement team members, Product Managers and Subject Matter Experts to identify opportunities, pain points, root cause and solutions

• Support the analysis and mapping of business processes

• Support elicitation of functional requirements

• Support As-Is vs To-Be designs using quantitative & qualitative assessments

• Engage with KMTS during process assessment to ensure integration

Quality Assurance

• Design test scripts in partnership with Subject Matter Experts

• Perform and Coordinate User Acceptance Testing activities

• Engage KMTS to ensure clear articulation of issues and monitor implementation of follow-up, corrective actions

• Continuously improve test scripts and the Quality Assurance process

Data management

• Develop Project Portfolio reports and related statistics

• Analyse data sets pertaining to process performance, development of metrics and business analysis related activities

Project and Change Management Support

• Support the change management activities and adoption of changes

• Lead the creation of training documentation and training videos

• Coordinate ad-hoc and regular training sessions

• Support Portfolio Management activities related to demand intake and oversight of delivery

***Note: The essential functions listed in this section are not exhaustive of the job responsibilities; other duties may be assigned consistently with the department needs.***

1. **Location:** Gavi Alliance HQ, Geneva, Switzerland or remote (subject to discussion)
2. **Qualifications and work experience required:**

*Academic*

* Degree in Finance, Computer Science, Engineering or a related field;
* Master’s in business administration desirable.

*Skills/competencies*

* Excellent interpersonal skills, ability to build relationship and communicate at all levels internally;
* Initial exposure as key user to ERP software (SAP, Oracle, MS Dynamics) and to reporting tools e.g. Power Bi;
* Experience with training content generation tools: Camtasia, iLearn or other Learning Management Systems;
* Project management: knowledge of project management principles (agile, waterfall);
* Demonstrated experience in change management, development of training materials and delivery of training sessions;
* Results oriented, pragmatic and assertive;
* Desirable
* Good ability to adapt to complex business environments and situations;
* Operates well under stress, flexible and focuses on delivering results;
* Integrity and principles-based work ethics;
* Ability to move at operational and tactical level;
* Ability to work in a multicultural environment and establish harmonious and effective working relations, both within and outside the organisation.
* Minimum of 4 years of experience in business application consulting, project management or business analysis in a related position in commercial or in non-for-profit organisations;

***Note: short-listed candidates may be asked to complete a timed test to demonstrate their data management, analysis and communication skills.***

*Languages:*

* Written and spoken fluency in English;
* Fluency in French or other languages of Gavi-supported countries can be an asset.

**Duration of Assignment:** 14 July 2025 to 31 December 2025 (with a possibility of an extension)

1. **Selection Process and expected timelines**

* Interested parties should respond by completing Annex One and returning their application before midnight on the Closing Date;
* Gavi will shortlist and invite for written tests and/or interviews (1-2 weeks)
* Contract negotiation and signature (1-2 weeks)

***We are committed to fostering a just, equitable and diverse culture free from racism and discrimination in which all staff, partners and stakeholders feel empowered, safe and heard.***

Please note that as a vaccine organisation and in order to provide duty of care towards its employees, consultants, and individual contractors working on site, Gavi is requiring all of them to confirm that they are fully vaccinated[[1]](#footnote-2) against Covid-19 as a condition for engagement with us.

If you wish to apply, please visit our Careers webpage and apply by sending your application to [procurement@gavi.org](mailto:procurement@gavi.org) with the title **081-2025-GAVI-RFQ** - " **Analyst, Finance Continuous Improvement (Maternity Cover)**" before the closing date of **26th June 2025**.

**ANNEX ONE**

**SUBMISSION FORM**

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| **Consultancy Opportunity for the services of Analyst, Finance Continuous Improvement (Maternity Cover)**  **(Gavi reference 081-2025-GAVI-RFQ)**  **IF ANY OF THE INFORMATION PROVIDED BELOW IS CONFIDENTIAL, PLEASE STATE SO IN THE RESPONSE.** | |
| Applicant name: |  |
| Address of residence: |  |
| Business type: | ☐Non-profit ☐ For-profit  ☐Individual ☐Other: |
| Daily rate (currency & amount): |  |
| Resume (attach CV) or description of past services, similar to this position: | Attach |
| Short letter outlining motivation and relevance of experience to date: | Attach |
| Valid passport and work permit (\*) | ☐ Yes No |
| This information certified by: |  |
| Application Source | ☐ Gavi website Devex  ☐ Linkedin Other |
| Date: |  |
| Signature: |  |

\* Applicants must hold a valid working permit for the Country where they are based. Please note if applicant is selected, a copy of their passport, will be required. In the event that the work location is Switzerland, Gavi may at its discretion assist the Consultant in obtaining a Work Permit in Switzerland for the duration of the contract.

Please do not submit generic marketing materials, broadly descriptive attachments, or other general literature.

**ANNEX TWO**

## CONSULTANCY OPPORTUNITY RULES

Gavi invites you to submit a competitive bid by responding to this “Consultancy Opportunity ”, based on the below outlined rules:

1. This entire Consultancy Opportunity and all related discussions, meetings, exchanges of information, and subsequent negotiations that may occur are confidential.
2. The issuance of this Consultancy Opportunity in no way commits Gavi to make an award. Gavi is under no obligation to justify the reasons for its supplier(s) choices as a result of this Consultancy Opportunity . Gavi may choose not to justify its business rewarding decision to the participants to this tender.
3. Gavi reserves the right to:

* reject any proposal without obligation or liability to the potential bidder;
* withdraw this Consultancy Opportunity at any time before or after submission of bids, without prior notice, explanation or reason;
* accept other than the lowest price offer;
* award a contract on the basis of initial offers received, without discussions or requests for best and final offers;
* decide not to award any contract to any bidder responding to this Consultancy Opportunity ,

1. You agree that your bid is valid for no less than sixty (60) days from the quotation due date.
2. Faxed copies will not be accepted. Late quotations are subject to rejection.
3. Gavi reserves the right to request additional data, information, discussions or presentations to support part of, or your entire bid proposal. Bidders or their representatives must be available to discuss the details of their proposal during the evaluation process.
4. All responses should be submitted in electronic format.
5. The proposed timeline set out above indicates the process Gavi intends to follow. Gavi reserves the right to make changes to this timeline.
6. If the applicant is a US Citizen or resident (Green Card holder) or a non-US person living or working in the US, Applicants should be aware of OFAC regulations.
7. As a vaccine organisation and in order to provide duty of care towards its employees, consultants, and individual contractors working on site, Gavi requires all its Employees and Contractors to confirm their full vaccination status against Covid-19 as a condition for contracting, specifically fully vaccinated means one of the following:

* Confirmation of receipt of one dose of the Covid-19 vaccination listed in WHO’s Emergency Use Listing and being scheduled to receive a second dose in the near future or confirmation that one has previously had Covid-19 thereby being exempted from a second dose of the vaccine.
* Confirmation of receipt of two doses of a Covid-19 vaccine.
* Confirmation of receipt of received one dose of the J&J Covid-19 vaccine.

1. Fully vaccinated means one of the following categories:

   * You have received one dose of the Covid-19 vaccination listed in [WHO’s Emergency Use Listing](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fextranet.who.int%2Fpqweb%2Fvaccines%2Fcovid-19-vaccines&data=04%7C01%7Coelbakkali%40gavi.org%7C4f324df0b4d34d8a511d08d9b8d04e5e%7C1de6d9f30daf4df6b9d65959f16f6118%7C0%7C0%7C637744027078327646%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ORIr8XidKbIQaihJfsHQx3m5boj0FLsbS5010bRoawY%3D&reserved=0), and you are scheduled to receive a second dose in the near future or you have previously had Covid-19 thereby exempting you from a second dose.
   * You have received two doses of the Covid-19 vaccination.
   * You have received one dose of the J&J Covid-19 vaccine.

   [↑](#footnote-ref-2)