CDC Foundation Consultancy Announcement: Partnering for Vaccine Equity Program (P4VE)
Remote, Up to 300 hours
September 1, 2023 – April 29, 2024

Overview
The CDC Foundation seeks expertise in Monitoring & Evaluation (M&E) to
1) provide technical assistance on monitoring and evaluation to the 100+ community-based organizations (CBOs) who have been awarded funds as part of the Partnering for Vaccine Equity Program (P4VE) in the United States Program and
2) support evaluation of the overall P4VE program.

The P4VE Program’s goals are to increase access and acceptance of influenza and COVID-19 vaccines for adults (18+ years of age or older) experiencing disparities, especially among racial and ethnic communities; and build the capacity and resiliency of CBOs around: vaccine misinformation, vaccine opportunities, and vaccine coverage. The P4VE Program is a federally funded, five-year initiative that is currently in its third year of implementation. This is an ideal time to evaluate what has been accomplished to date and determine how to plan to document lessons learned for the remaining program period. The consultant will be based in the United States and support the CDC Foundation P4VE Team and the 100+ CBO partners across the country to further the goal of collecting and reporting accurate data and creating and conducting a robust evaluation plan for the entire program period, through April 29, 2026. The ideal candidate will be able to provide expertise and experience in quantitative and qualitative program evaluation design and analysis and data visualization methodology to assess and convey the effectiveness of the P4VE Program.

The expected level of effort is approximately 10-15 hours a week for up to 300 hours from the award of the contract to April 29, 2024.

Consultant Activities:
Work closely with P4VE Program Officer who leads the data management and serves as the primary point of contact with the data registry to do the following:

- Lead design, planning and execution of an evaluation plan from start to finish, including strategy development; development of methods, tools, and materials; data analysis; partner engagement; program definitions; and creation of messages and stories for dissemination.
- Advise CBO partners and CDC Foundation P4VE program officers on evaluative instrument design and implementation, in addition to aiding in designing survey instruments as needed.
- Develop data driven briefing documents and evaluation reports, using data visualization methodology to assess and convey the effectiveness of both individual CBO efforts as well as the overall program.

Expected Deliverables:
For CBO partners:
- One interactive webinar for CBOs on the M&E evaluation plan
- In coordination with the P4VE Program Officers and the Senior Capacity Development Officer, 1:1 sessions with P4VE CBOs to support their M&E efforts
- Develop M&E resources such as reporting templates, logic models, etc. to meet the identified needs

For the P4VE Team:
- Analyze, interpret, and identify trends in P4VE data collected from community-based organizations, social media partners, and the CDC Foundation’s Vaccine Resource Hub.
• Design, implement, and maintain standard operating procedures, data management and evaluation plans, and improve the current Power Bi data dashboard and reports.
• Assist in producing data visualization and informatics products to convey the impact of the P4VE program.
• Advise P4VE program officers and partners on evaluative survey instrument design and implementation, in addition to designing survey instruments as needed.
• Develop data driven briefing documents and evaluation reports.
• Draft a report evaluating the program progress for year 1 and year 2
• Utilizing the quarterly REDCap data,
  o measure the effectiveness of the program;
  o identify areas for improvement and additional focus to ensure the program is optimizing our approaches to reach programmatic goals;
  o Utilize and if needed build upon the P4VE PowerBi dashboard and current reports.
• Develop a results-based monitoring and evaluation plan for years 3, 4, and 5 to track progress, improve activities, objectively verify outcomes and impact, and facilitate learning of lessons that can inform more effective future interventions.
• Participate in the Evaluation Learning Group to support the development of a CDC Foundation Evaluation Toolkit.

Required qualifications:
The respondent should offer:
• Public health expertise
• Expertise and experience in quantitative and qualitative evaluation design and analysis, as well as data visualization methodology
• Demonstrated communication and teamwork skills
• Master’s degree in public health, program measurement and evaluation, or related field with an emphasis on evaluation

Desired qualifications:
• Experience working with community-based organizations
• Experience with evaluation of vaccination/immunization programs and/or health equity programs

To apply, please send a statement of qualifications (e.g. Curriculum Vitae or resume) and letter of interest to the contacts listed below by Friday, July 21st. Only respondents who are selected for interviews will be contacted.
Nina Bobowski, MPH, Partnering for Vaccine Equity (P4VE) Program Director
CDC Foundation
nbobowski@cdcfoundation.org