



# INDIVIDUAL CONSULTANCY

## to work on strategic purchasing and digital technologies for health financing

### Terms of Reference

#### Consultant Contract administered by:

Unit:	HEF
Department:	HGF

#### 1. Purpose of the Consultancy

The consultant will contribute to the production of the deliverables of the workstreams related to health financing, strategic purchasing and digital technologies for health financing. This will primarily include the input to guidance material, such as policy briefs and issue papers. The consultant will also contribute to the organisation of various knowledge sharing, capacity strengthening and dissemination events. The envisaged period of this consultancy is 10 months.

#### 2. Background

One of the core areas of work of the Health Financing Team is on strategic purchasing. The envisaged outputs of HEF are to enhance conceptual clarity and consensus on strategic purchasing questions at country and global level, to increase knowledge on how to manage a shift towards more strategic purchasing in countries and to strengthen capacity on strategic purchasing.

Another focus will be on exploring the issues raised by digital technologies for health financing, reviewing country experiences and facilitating knowledge sharing within the health financing community and beyond.

#### 3. Deliverables and Schedule of payment

S. No.	Deliverable	Expected delivery date
<u>Output 1</u>	<p><b>Output 1: Contribute to the production of HEF publications related to strategic purchasing in collaboration with and under the guidance of HEF staff, with a focus on digital technologies for health financing</b></p> <p><b>Activity 1.1:</b> Contribute to the development of an analytical framework and methodology to assess health financing specific digital technologies</p> <p><b>Activity 1.2:</b> Undertake literature searches and produce syntheses on selected topics related to digital technologies in health financing</p> <p><b>Activity 1.3:</b> Support the knowledge sharing process among partners, country officials and researchers on digital technologies for health financing</p> <p><b>Activity 1.4:</b> Support the drafting of HEF publications in the field of digital technologies for health financing</p>	30 April

	<b>Activity 1.5:</b> Contribute to the review of country experiences applying digital technologies	
<b>Output 2:</b>	<p><b>Output 2: Support the HEF team to produce HEF publications and to develop and organize capacity strengthening /knowledge sharing activities in the field of strategic purchasing.</b></p> <p><b>Activity 2.1:</b> Support the drafting of HEF publications on strategic purchasing assessments and support the dissemination of these</p> <p><b>Activity 2.2:</b> Contribute to the documentation and assessment of country experiences of purchasing reforms</p> <p><b>Activity 2.3:</b> Undertake literature reviews on various sub-themes related to strategic purchasing</p> <p><b>Activity 2.4:</b> Support the organization of virtual workshops, capacity strengthening and dissemination events as well as the facilitation of virtual co-learning working groups in the field of strategic purchasing</p>	30 April

#### 4. Duration

**Start date: 15 June 2021, or as soon as possible**

**End date: 30 April 2022, or thereafter depending on start date**

#### 5. Total amount of consultancy (exclusive of per diem, travel costs or other expenses):

The Candidate is expected to provide a quotation in which she/he will itemize the costs per Output and specify her/his daily and/or monthly rate.

The Consultant will be paid as per WHO official Consultants rates, depending on the level of expertise and experience.

#### 6. Specific requirements

##### - Qualifications required:

- Master Degree in a relevant field (economics, health economics, health service management, health financing, political science, digital health)

##### - Experience required:

- Minimum of 5 years of overall work experience in policy analysis, conceptual work and drafting of documents, as well as project management
- Minimum of 5 years of experience in health system development and health financing

##### - Skills / Technical skills and knowledge:

- Specific technical knowledge in health financing, strategic purchasing and digital technologies
- Excellent writing skills in English to draft documents
- Good organisational and managerial skills to organise workshops
- Experience in country policy advisory and technical support desirable
- Work experience with WHO or the UN desirable

##### - Language requirements:

English (Read - Write – Speak): Expert)

Another UN language is an asset

## **7. Place of assignment**

The consultant's place of residence

## **8. Travel**

The Consultant is **NOT** expected to travel.

## **9. How to prepare and submit a proposal in reply to this tender?**

### **a. Content of the proposal**

1. A cover letter explaining the bidder's motivation for applying to this position and briefly outlining their experience in the field of strategic purchasing and digital technologies for health financing.
2. A copy, in .pdf format, of the bidder's updated CV or Personal History Form (preferred option, detailed instructions on how to do this through the following link: <http://www.who.int/careers/process/instructions-for-candidates.pdf?ua=1>) including the publication list and two reference persons.  
*PLEASE NOTE: The selected candidate(s) will be asked to produce copies of all degrees/diplomas/certificates as mentioned in their CVs or Personal History Forms, as well as a copy of their passport and other documents as appropriate.*
3. Full contact details.
4. Description and contact details of at least two recent references (the references shall be related to the present Terms of Reference).

Incomplete proposals will not be considered.

### **b. Questions during preparation of proposal**

A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO via e-mail (mathaueri@who.int) no later than 19 May/17.00 hours, Geneva time (GMT + 2).

### **c. Deadline for submission of proposal**

The deadline for final submissions of proposals is **26 May /17 hours, Geneva time (GMT + 2).**

### **d. Email address for submission of proposal**

Final duly completed proposals should be submitted in electronic format by e-mail to: mathaueri@who.int.