

## Terms of Reference

### P4H Digital Platform Contributor & Knowledge Management

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**Consultant Contract administered by:**

Unit:	PHF
Department:	HGF

#### 1. Purpose of the Consultancy

The purpose of this individual consultancy is to contribute to the expansion of the P4H Coordination Desk activities in the specific areas mentioned below in the proposed deliverables. The consultant will enhance P4H's knowledge management and communications primarily through the P4H digital platform. This platform leverages collaboration across networks committed to UHC, as requested by WHO and other constituents.

In collaboration with the P4H Coordination Desk, the consultant will provide support in:

- identifying news on the internet regarding financing reforms related to social protection, Universal Health Coverage and COVID-19 and publish them in the P4H digital platform on a set of underserved countries;
- strengthening the P4H social media presence; and
- contributing to the quality of P4H products through knowledge management and communication.

#### 2. Background

P4H is a global network dedicated to health financing towards universal health coverage (UHC) through insight and knowledge brokerage, technical assistance co-ordination and policy dialogue advocacy. P4H is committed to promoting health systems strengthening, equitable access to quality services and financial risk protection. The P4H network supports the health-related Sustainable Development Goals and the UHC target specifically.

P4H is a transformative network set up in 2007 upon a G8 initiative. As of November 2020, the Network is comprised of 18 member organizations: the World Health Organization (WHO), the World Bank (WB), the International Labor Organization (ILO), the African Development Bank (AfDB), the Asian Development Bank (ADB), the Global Fund (GFTAM), The Global Financing Facility (GFF), The Council of Europe Development Bank (CEB), France, Germany, Kazakhstan, Morocco, Russia, Spain, Switzerland, the USA and the two Schools of Public Health (SPH) of Seoul National University (SNU) & Shanghai Fudan University.

With ongoing coordination of activities across 32 countries (mainly low and middle-income countries) and on the lookout for broader geographical distribution of the portfolio, there is increasing rationale to showcase how P4H has made a break through as the Global network working across health, finance and social protection sectors, filling three key roles: knowledge broker, market place and growth driver. This thought leadership is most tangible through its new digital platform which encompasses new work processes and helps shifting up to more inclusive collaborative models, insight sharing and product development.

### 3. Technical Supervision

The selected Consultant will work on the supervision of:

Responsible Officer:	Alexis Bigeard (Health Systems Advisor, P4H)	Email:	Bigearda@who.int
Unit Head or Team Lead:	Claude Meyer (Team Lead, PHF unit)	Email:	Meyerc@who.int

### 4. Deliverables and Schedule of payment

S. No.	Deliverable	Expected delivery date	Amount to be paid
<u>Output 1</u> Improve quality of the digital platform content.	Activity 1.1: Populate country pages including mid-east and previously neglected pages other than LAC with news and documents related to health financing and social health protection for UHC, as well as COVID financing (Deliverable 2)	Deliverable 2 Matrix of reviewed posts (Nov 21-Jan22)	Jan 15, 2022
	Activity 1.2: Assist in managing digital platform publishing of external submissions subsequent to technical review by the coordination desk core team. These will potentially include: Documents and reports; blogs; peer reviewed articles (Deliverable 4)	Deliverable 4: List of external submissions posted (Nov 21-Mar 22)	March 15, 2022
	Activity 1.3 Assist Asia Network and CIS with increased quality on relevant country pages (contributes to Deliverable 5).	Deliverable 5: Report on support to Asia Network and CIS	May 15, 2022
<u>Output 2:</u> Increased P4H reputational capital and visibility	Activity 2.1: Improve P4H social media presence including Twitter, LinkedIn, Facebook (Deliverable 3)	Deliverable 3: Report on social media status	Feb 15, 2022
	Activity 2.2: Contribute to quality of communications through formatting and data visualizations (Deliverable 6) Activity 2.3: Support Asia Network and CIS community with improved reputational capital (contributes to Deliverable 5).	Deliverable 6: Examples of all contributions to quality improvement (Nov 21-May 22)	April 15, 2022
<u>Output 3</u> improved quality knowledge management /communications	Activity 3.1 Attend regular coordination desk meetings (core and extended), participate in monthly country team meetings, and any Technical Expert Group meetings during the period of performance (Deliverable 1)	Deliverable 1 List of meetings attended, dates and topics (Nov 20-Jan22) to be updated monthly	Dec 15, 2021
	Activity 3.2 Propose, contribute to and draft guidelines and policy note to improve efficiency of P4H knowledge management and communication (Deliverable 6)	Deliverable 7 Final report	July 25, 2022

### 5. Duration

**Expected Start date: 16/11/2021 - End date: 25/07/2022**

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

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

## 7. Specific requirements

### - Qualifications required:

University level bachelor's degree in communications required, additional certificates desirable.

### - Experience required:

3 years' work experience in communications or related fields, with at least 6 months with an international project or organization.

Previous work experience in design, communications, social media and event planning.

Experience working with an international organization.

International experience desirable.

### - Skills / Technical skills and knowledge:

Excellent communication, teamwork and coordination skills.

Experience with digital platforms a must, as well as social media and software for communication.

Basic understanding of health financing, social health protection and universal health coverage.

### - Language requirements:

Excellent spoken and written English communication

## 8. Place of assignment

Remote

## 9. Travel

☒ The Consultant is expected to travel, including for taking up assignment, according to the itinerary and estimated schedule below:

Travel dates				Location:
From	02/01/2022	To	09/01/2022	Geneva
Purpose:		Coordination Team meeting		

Travel dates				Location:
From	03/07/2022	To	10/07/2022	Geneva
Purpose:		Coordination Team meeting		

The travel to Geneva is needed for the following reasons:

- The P4H Network Coordination Team members work across seven different organizations, in many different countries. Of course, most of our P4H meetings take place online but even our P4H Steering Group considers that the P4H team needs to meet face to face once or twice a year to guarantee a minimal level of strategic coherence within the network.
- The depth of interactions among P4H Coordination Team members is much greater during face to face meetings and one of the P4H Network Outputs (approved P4H Results Framework) is the

promotion of innovative approaches in health financing. Innovations are more likely to be triggered when human interactions across organizations are deeper.

- Several P4H Steering Group members (French MoFA, German BMZ, Swiss SDC) have asked to meet the P4H Coordination Team members face to face and the most efficient way to do this is to invite everybody in Geneva.

*All **travel arrangements** will be made by WHO – WHO will not be responsible for tickets purchased by the Consultant without the express, prior authorization of WHO. While on mission under the terms of this consultancy, the Consultant will receive **subsistence allowance** in line with the instructions applicable locally, or up to the maximum of the UN DSA.*

*The Consultant may apply for a **UN Certificate** prior to travelling.*

*Visas requirements: it is the Consultant's responsibility to fulfil **visa requirements** and ask for visa support letter(s) if needed.*