

Terms of Reference

Knowledge Management/Communications Expert for the Commonwealth of Independent States (CIS) countries

Consultant Contract administered by:

Unit:	PHF
Department:	HGF

1. Purpose of the Consultancy

The purpose of this consultancy is to contribute to the expansion of the P4H Coordination Desk activities in the specific areas mentioned below with the proposed deliverables. The individual consultant will enhance P4H's knowledge management and communications primarily through the P4H digital platform.

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 breakthrough 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:	Bayarsaikhan Dorjsuren	Email:	bayarsaikhand@who.int
Unit Head or Team Lead:	Claude Meyer (Team Lead, PHF unit)	Email:	Meyerc@who.int

4. Deliverables

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 and Universal Health Coverage 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.

Outputs	Deliverables	Expected delivery date
Output 1 Improved quality of the digital platform content.	Deliverable 1: Review, analyse and select news, events and externally submitted technical documents and reports to populate country pages for Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Republic of Moldova, Mongolia, Russian Federation, Tajikistan, Turkmenistan, Ukraine and Uzbekistan. It also includes country and topic specific blogs; peer-reviewed articles and other publications for technical review by the P4H coordination desk core team.	Report 1 on publications (Nov 1 - Feb 28) Report 2 publications (Mar 1 - July 25)
Output 2: Increased P4H reputational capital and visibility in the region.	Deliverable 2: Expand P4H presence in the region by offering opportunities for networking among country experts from the listed countries through bi- and multilateral discussion aimed to improve knowledge, understanding and clarity of P4H work, value propositions and benefits of partnerships among mentioned countries by demonstrating usefulness of P4H products and platform. Activities must include planning and organizing at least two webinars (or workshops or roundtable discussions) agreed by and attended by country representatives	Report on activities, including two webinars (or workshops or roundtable discussions) (Nov 1 - July 25)
Output 3 Constant support the Central Asia & CIS network.	Deliverable 3: Promote P4H work and products such as the P4H digital platform, P4H country focal persons, the Leadership for UHC Programme (L4UHC) and other products and publications. Activities must also include promoting the P4H digital platform by inviting new users and engaging existing users.	Report 1 on activities (Nov 1 - Feb 28) Report 2 activities (Mar 1 - July 25)
Output 4 Improved quality of knowledge management	Deliverable 4: Enable capacity-building in the region by guiding and supporting country experts in development of policy briefs, studies and situational assessments related to UHC and health financing reforms supported by P4H sub-regional partnership collaboration.	Report on activities, including two studies and two policy-briefs (Nov 1 - July 25)

in the region.	Activities must include facilitating country experts in conducting at least two studies (research studies or situational assessments with data collection) and developing of at least two policy-briefs	
Output 5 Identified and addressed regional needs.	Deliverable 5: Assess the interests, opportunities, and possible barriers faced by existing and potential users of P4H digital platform, P4H partners and members and suggest actions needed to address the identified issues and opportunities. Activities must include attending regular coordination desk meetings (core and extended), participating in weekly Asia network team meetings, and any Technical Expert Group meetings during the period of performance; contributions to improvement of P4H knowledge management	List of meetings attended and interim report on contributions (Nov 1 - Feb 28) List of meetings attended and final report on contributions (Mar 1 - July 25)

5. Duration and Remuneration (exclusive of per diem, travel costs or other expenses)

Expected start date: 01/11/2021

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:

Bachelor's degree in Public Health or health-related field, Master's degree in health-related field (public health, health management, health administration) or financial management

- Experience required:

7 years of experience in health policy development, implementation, analysis and management.

Previous work experience for at least 3 years in health policymaking, public health planning and project management at the national level

Experience working with an international organization

- Skills / Technical skills and knowledge:

Excellent communication, teamwork and coordination skills as well as strong analytical skills and experience with technical reporting.

Graduate level understanding of health care management, health financing concepts, social health protection and universal health coverage.

- Language requirements:

Excellent spoken and written English communication, fluent Russian language is desired

8. Place of assignment

Remotely

9. Travel

The Consultant is expected to travel (if regulations permitting) 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.*