

Terms of Reference
P4H Asian network community manager

Consultant Contract administered by:

Unit:	PHF
Department:	HGF

1. * Purpose of the Consultancy

The individual consultant will participate in the knowledge management workstream of the P4H network workplan. His / her functions focus on the documentation of health financing and social health protection reforms and processes through the P4H digital platform.

2. * Background

P4H is the global network for health financing and social health protection. Created in 2007, it is made up of the World Health Organization (WHO), the World Bank (WB), the International Labor Organization (ILO), the African Development Bank (ADB), the Asian Development Bank (AfDB), the Global Fund (GFTAM), the Global Financing Facility (GFF), the Council of Europe Development Bank (CEB), France, Germany, Kazakhstan, Morocco, Russia, Spain, Switzerland, the United States and the two schools of public health (SPH) of Seoul National University (SNU), the Republic of Korea, and Fudan University in Shanghai, China.

The Network aims to promote equitable and sustainable health financing systems to advance towards UHC by strengthening contributions and creating synergies.

The Network Result Framework includes 5 outputs, among which are

- **Knowledge Management:** to support knowledge exchange, *demand-based quality joint technical assistance, and knowledge generation, including the development of global goods for UHC to ensure alignment among partners at regional level* on the P4H digital platform.
- **Regional Dialogue on Financing UHC:** to facilitate technical and research exchange in P4H Asia network
- **Community Management:** to support to “functional health financing networks” of P4H Asia network

3. *Technical Supervision

The selected Consultant will work on the supervision of:

Responsible Officer:	DORJSUREN, Bayarsaikhan, Senior Health Systems’ Advisor, HGF, PHF	Email:	bayarsaikhand@who.int
Unit Head or Team Lead:	Claude Meyer, Unit Head, HGF, PHF	Email:	meyerc@who.int

4. * Deliverables and Schedule of payment

The selected individual consultant will focus on countries in Asia, facilitate P4H partnership collaboration and knowledge sharing among Asian countries and networking of experts in the Asia Region, populate the relevant pages of the digital platform based on research of information under the supervision of the P4H Coordination Desk, and contribute to information, evidence and knowledge exchanges and review of latest trends and development relevant to health financing for social health protection in Asia.

S. No.	Deliverable	Expected delivery date
<u>Output 1</u>	<p>Lead dialogues and continuous update of the Asian countries page of the digital platform and development of the community of users in Asia.</p> <p>Activity 1.1: The consultant will initiate, develop and lead collaborations in Asia by establishing contacts, supporting research works and reform activities he/she will engage in to submit proposals to his/her supervisor and post what will be accepted following the instructions regarding the contextualization and other supporting information required. The consultant will use the publishing guidelines of the P4H network digital platform to regularly update the country page, and he/she will specifically document the processes and methodologies of collaborative actions.</p> <p>Activity 1.2: The consultant will develop strategies for technical discussions and the platform to meet the needs of its target and to support the registration of a large & relevant community of users in Asia</p>	25 July 2022
<u>Output 2:</u>	<p>Fosters collaborations in Asia and participation of the region in the P4H global and Asia regional networks by initiating and supporting joint partnership activities and organizing webinars, studies, exchanges, etc., at least 1 activity quarterly.</p> <p>Activity 2.1: The consultant will initiate, coordinate, and lead P4H work with all relevant partners, development partners, academia, etc. to foster collaborations in response to the needs of the Asian region and countries.</p> <p>Activity 2.2: The consultant will smoothly support the P4H-CD in developing a strategy to bring Asia or relevant regional institutions into the P4H global network as active members.</p> <p>Activity 2.3: The consultant will support and facilitate the participation of Asian countries in regional and/or global knowledge management events.</p>	25 July 2022
<u>Output 3</u>	<p>The consultant will support technical content writing for the P4H digital platform and digital environment in general with at least 1 document review quarterly, and at least 1 relevant document written or co-written by him/herself quarterly.</p> <p>Activity 3.1 The consultant will review technical documents proposed by his</p>	25 July 2022

	<p>supervisor.</p> <p>Activity 3.2 The consultant will suggest topics & format to his/her supervisor and P4H-CD and participate in developing methodologies for the production of technical contributions both by him/herself and/or by other P4H CT members.</p>	
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5. * Duration

Expected Start date: **16 November 2021 - End date: 25 July 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:

- Post graduate degree in public health with specialty in health financing, economics, and relevant fields

- Experience required:

- At least 5 years in health financing

- Skills / Technical skills and knowledge:

- Knowledge of the P4H web platform or similar one(s)

- Knowledge of Health Financing and Social Health Protection landscapes in Asia.

- Knowledge of at least one Asian country health financing and social health protection systems.

- Language requirements:

English Read - Write - Speak expert.

Additional Asian language literacy is a plus

8. Place of assignment

Home working

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
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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.

10. * 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.
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>). 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 (alliodm@who.int) no later than September 20th COB, Geneva time.

c. Deadline for submission of proposal

The deadline for final submissions of proposals is **September 27th COB, Geneva time.**

d. Email address for submission of proposal

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