

## Terms of Reference

### Francophone Africa Platform Contributor

---

#### 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 will include the documentation of health financing and social health protection reforms and processes through the P4H digital platform. He / she will focus on francophone countries in Africa, supporting the P4H Country Focal Persons and populating the relevant pages of the digital platform based on research of information and under the supervision of the P4H Coordination Desk.

#### 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 include 5 outputs including the support to *“coherent frameworks supporting UHC, through demand-based quality joint technical assistance, knowledge generation, exchange and translation, including the development of global goods for UHC, is created, ensuring alignment among partners at country level”*; this output include Knowledge Management, a workstream that is largely using the P4H digital platform.

#### 3. Technical Supervision

The selected Consultant will work on the supervision of:

Responsible Officer:	Alexis Bigeard, Health Systems’ Advisor, HGF, PHF	Email:	<a href="mailto:bigearda@who.int">bigearda@who.int</a>
Unit Head or Team Lead:	Claude Meyer, Unit Head, HGF, PHF	Email:	<a href="mailto:meyerc@who.int">meyerc@who.int</a>

#### 4. \* Deliverables and Schedule of payment

S. No.	Deliverable	Expected delivery date
<u>Output 1</u>	<p><b>News and events</b> posted in the digital web platform in country pages and regional collaboration(s) of francophone Africa: <b>at least 15 per month</b></p> <p>Activity 1.1: The consultant will do research in internet and other possible research, submit the proposed posts to the P4H Coordination Desk (CD), and post what will be accepted following the instructions regarding the contextualization and other supporting information required.</p> <p>Activity 1.2: The consultant will identify relevant institutions such as regional and sub-regional institutions to capture key documents, news and events</p>	Evaluated prior to each instalment
<u>Output 2:</u>	<p>The consultant will liaise with P4H Country Focal Persons working in a francophone environment to support them in documenting their country pages in the web platform. At the end of the contract, <b>80% CFP country pages (potentially up to 10 persons / pages) will show relevant information as stated in the P4H country page publishing guideline. Pages will be improved regularly all along the contract period.</b></p> <p>Activity 2.1: The consultant will reach out to the CFPs to understand their work, their expectations regarding the design and content of the country page they are in charge of; he/she will support the documentation of the page including organizing, posting and writing what needs be.</p>	Evaluated prior to each instalment
Output 3	<p>The consultant will edit and disseminate <b>newsletters</b> for francophone Africa countries with an objective of KM and increase in P4H digital platform membership, with a scope of a specific country or a sub-region (eg: Western Africa), <b>at least 1 per month.</b></p> <p>Activity 3.1 The consultant will prepare the newsletters with relevant colleagues, especially CFP, and revise them based on supervision instruction</p> <p>Activity 3.2 The consultant will disseminate the newsletter to the relevant recipients, guided by the CFPs and the CD, and he/she will support the registration process of recipients to the platform for those who need it.</p>	Evaluated prior to each instalment
Output 4	<p>The consultant will conduct <b>surveys</b> to capture the platform users' expectations. Expected number of surveys <b>during the contract is 2 and total cohort is of at least 20 people.</b></p> <p>Activity 4.1 Together with the CD &amp;/or CFP, the consultant will do surveys and conduct investigations to existing users and capture their expectations regarding the digital platform content and more.</p>	End of contract

**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:

- A first university degree in communications, journalism, international development, social sciences or related field.

Experience required:

- At least 5 years as communication officer or journalist

- At least 2 years working in the field of health

- Experience working with the UN

Skills / Technical skills and knowledge:

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

- Knowledge of information checking and writing

Language requirements:

French Read - Write - Speak expert

English Read - Write - Speak intermediate

**8. \* Place of assignment**

Home working

**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.

## 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 20, 2021 COB, Geneva time.

### c. Deadline for submission of proposal

The deadline for final submissions of proposals is **September 28, 2021 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.