

## Terms of Reference

### India KM/Health Financing Consultant

#### 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 India and other countries in Asia, supporting the P4H Asia Network Community manager and 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 among which:

- 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*”, which includes **Knowledge Management**, a workstream that is largely using the P4H digital platform.
- the support to “*facilitation of national dialogue on financing UHC*” that is done mostly at country level; **India** is a key country for the network, both in terms of existing processes and reforms in UHC and in terms of population
- the support to “*functional health financing networks*”; this output includes **Facilitation / community management 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: | <a href="mailto:bayarsaikhand@who.int">bayarsaikhand@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>Continuous update of the India page of the digital platform and development of the community of users in India.</b></p> <p>Activity 1.1:<br/>The consultant will use connections in India, researches, and the work he/she will engage in to submit the proposed posts 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:<br/>The consultant will develop strategies for the platform to meet the needs of its target, and to support the registration of a large &amp; relevant community of users in India.</p> | Evaluated prior to each instalment |
| <u>Output 2:</u> | <p><b>Fosters collaborations in India and participation of India 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 every 2 months.</b></p> <p>Activity 2.1:<br/>The consultant will engage with all relevant partners, development partners, academia, etc... to foster collaborations responding to the needs of the country</p> <p>Activity 2.2:<br/>The consultant will support the P4H-CD in developing a strategy to bring the government of India or a relevant Indian institution in the P4H network as a P4H member by engaging with potential institutions &amp; academia.</p> <p>Activity 2.3:<br/>The consultant will support the participation of India in regional and/or global knowledge management events.</p>                       | Evaluated prior to each instalment |
| <u>Output 3</u>  | <p><b>The consultant will provide his/her expertise to the P4H Coordination Desk for the technical reviews and technical productions for the P4H digital platform and digital environment in general - at least 1 document per month</b></p> <p>Activity 3.1<br/>The consultant will review technical documents proposed by the P4H coordination desk members.</p> <p>Activity 3.2<br/>The consultant will bring his/her technical expertise to the P4H-CD in developing methodologies for production of technical contributions by the P4H CT members.</p>   | Evaluated prior to each instalment |

**5. \* Duration**

**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:**

- Master in public health with speciality in health financing or economics

**- Experience required:**

- At least 5 years in health financing

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

- Knowledge of the P4H webplatform or similar one(s)

- Thorough knowledge of India Health Financing and Social Health Protection landscapes

**- Language requirements:**

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 |            |           |

*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 22, 2021 COB, Geneva time.

**c. Deadline for submission of proposal**

The deadline for final submissions of proposals is **September 30, 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.**