

Terms of Reference

P4H CFP support and Covid-19 & Health Financing Consultant

Consultant Contract administered by:

Unit:	PHF
Department:	HGF

1. * Purpose of the Consultancy

The individual consultant will participate in two set of workstreams of the P4H network workplan that are a/ the deployment and continuation of the P4H Country Focal Persons (CFP) and b/ the one on “Health Financing and pandemic preparedness and response”. His / her functions will include the support in definition and follow-up of P4H Country Focal Persons’ role in Health Financing & COVID-19 Terms of Reference, the support to the ACTA-HF budget guidance note implementation, and the follow-up, support to and documentation of P4H Country Focal Persons’ activities as much as they are connected to Health Financing and COVID-19 .

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.

3. Technical Supervision

The selected Consultant will work on the supervision of:

Responsible Officer:	Bigeard, Alexis, Health Systems’ Advisor, PHF	Email:	bigearda@who.int
Unit Head or Team Lead:	Claude Meyer, Team Lead PHF	Email:	meyerc@who.int

4. * Deliverables and Schedule of payment

S. No.	Deliverable	Expected delivery date
<u>Output</u> <u>1</u>	Support to the definition and follow-up of the Health Financing & COVID-19 Terms of Reference of P4H Country Focal Persons (CFP) New CFP estimate in the period: 10 All ToR follow-up estimate in the period: 25	

	<p>Activity 1.1: The consultant will do a baseline analysis of P4H CFP ToR functions related to Health Financing and COVID-19 including dialogue with CFPs and contracting agencies.</p> <p><i>1.1 Base line</i></p> <p>Activity 1.2 The consultant will support the definition of the new P4H CFP ToR a (including new CFPs and new contracts of existing CFPs) as much as they are related to Health Financing and COVID-19 work. This will be done by understanding the context specificity of the position and by supporting the definition of the ToR.</p> <p><i>1.2 New ToRs – average of 2 per month</i></p> <p>Activity 1.3: The consultant will follow-up the execution of the Health Financing & COVID-19 work carried out by the P4H CFPs using regular exchanges with CFP and/or contracting agencies and capturing the information in relevant monitoring framework to be designed with his/her supervisor.</p> <p><i>1.3 updated monitoring every two months</i></p> <p>Activity 1.4: The consultant will support the documentation of this work carried out by the P4H CFP in all relevant media and reporting formats, which include: the P4H digital ecosystem (P4H web platform, social media accounts and YouTube channel), the newsletters (including the governance newsletters and country / regional newsletters), the P4H CFP reporting templates, the P4H annual review.</p> <p><i>1.4 some information in various media provided every month</i></p>	<p>31st December 2021</p> <p>Every end of the month</p> <p>Every end of the month</p> <p>Every end of the month</p>
<p><u>Output 2:</u></p>	<p>Support to the implementation of the ACTA guidance note for budget dialogue</p> <p>Country implementation estimate: 5</p> <p>Activity 2.1: The consultant will support his/her supervisor in connecting with the P4H CFP & P4H CFP contracting agencies for their understanding of the guidance note, its context, the implementation perspectives, the lessons learnt and good practice, the set-up conditions for implementation.</p> <p><i>2.1 report on exchanges with CFP &/or contracting agencies every month</i></p>	<p>Every end of the month</p>

	<p>Activity 2.2: The consultant will follow-up and support the implementation of the pilot in at least 5 countries as a resource person and connector to the CD for the P4H CFP and P4H CFP contracting agencies, by getting regular updates, identifying bottlenecks, providing advice and channelling information up and downstream.</p> <p><i>2.2 report on activities in countries provided in monthly report</i></p> <p>Activity 2.3: The consultant will support the finalisation and utilization of the pilots in knowledge management within and visibility outside the network.</p> <p><i>2.3 production of documents on the basis of development, at least every 3 months</i></p>	<p>Every end of the month</p> <p>February, May & July</p>
Output 3	<p>The consultant will support some regional activities related to Health Financing & COVID-19 carried out in the framework of the P4H network, especially cross-country studies. At least 1 cross-country study (eg: Western Africa)</p> <p>Activity 3.1 The consultant will support the development of ToR of these activities with relevant partners and colleagues at regional level.</p> <p><i>3.1 ToR of activity and budget developed</i></p> <p>Activity 3.2 The consultant will follow-up the activities in terms of timeframe and quality.</p> <p><i>3.2 activity follow-up report</i></p> <p>Activity 3.3 The consultant will participate in the knowledge management and visibility of the activity once finalized.</p> <p><i>3.3 Activity final report published in P4H digital environment</i></p>	<p>31st December 2021</p> <p>April 2021</p> <p>June 2021</p>

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:

- Master's Degree in public health with speciality in health financing or economics

- Experience required:

- At least 5 years in health financing including Public Financing Management in Health

- Experience working in Health Financing & COVID-19

- Previous work with WHO highly desirable

- Previous work with various bilateral and/or multilateral partners working in Health Financing and/or Social Health Protection highly appreciated

- Skills / Technical skills and knowledge:

- At ease working with new technology (social media, web platform)

- Language requirements:

French & English - Read & Write: expert in one language and at least intermediate in the other

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		

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 29, 2021 COB, Geneva time.

c. Deadline for submission of proposal

The deadline for final submissions of proposals is **October 06, 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.