

## **Agreement for Performance of Work (APW)**

### **Terms of Reference – Phase 2**

This Agreement for Performance of Work is requested by:

Unit:	Maternal Child Health and Quality Safety (MCQ)
Division:	Division of Health Systems (DHS)

#### **1. Purpose of the Work to be Performed**

Under the guidance of the Coordinator and the Technical Officer (Education and Capacity Building), Maternal Child Health and Quality Safety (MCQ) Unit of the WHO Regional Office for the Western Pacific (WPRO), the contractual partner will provide support to the following:

- (1) To continue to provide coordination support in organizing the Global Health Learning Centre (GHLC) alumni webinar series, which began in Phase 1 of this project, in collaboration with fellows and relevant WHO offices by preparing schedules.
- (2) To continue logistics and coordination support in conducting a tracer study for GHLC alumni (the GHLC experience survey and informant interviews) which were initiated in Phase 1, especially in scheduling interviews, transcribing interview results.
- (3) To continue maintaining the GHLC alumni communication platform (SharePoint and online discussion tools) to support the on-going running of the webinars, discussions and information sharing.
- (4) To continue to collaborate with other support staff in providing support for the GHLC 2022 fellows and facilitate their participation in the GHLC training programme.

#### **2. Background**

MCQ has engaged the services of a contractor from 1 February to 31 July 2022 to provide support in the initiation of the GHLC alumni network, the preparation and launch of the GHLC webinar series, the initiation of the GHLC tracer study. The work that was achieved with the support of the contractor's services includes the completion of the GHLC Contact Survey, the updating of the GHLC database, the launch of the GHLC alumni network, the launch of the webinar series, the development and publication of the GHLC alumni directory and the updating of the GHLC webpage. This is considered Phase 1 of this project.

The work to be covered by this APW is for Phase 2 - a continuation of the earlier work. The contractor will continue to provide coordination support to GHLC alumni network (159 fellows from across 17 countries within the region and across cohorts from 2014 to 2021), the GHLC alumni webinar series and information sharing as well as supporting the GHLC Tracer study phase 2 (Informant interviews) and phase 3 (GHLC Experience Survey) which will build on the results of the GHLC contact survey (that was completed in Phase 1). The contractor is also expected to collaborate with other MCQ support staff in providing support to GHLC 2022 and other MCQ activities. The service of additional workforce is required in view of the following reasons:

- 1) The GHLC webinar series will be organized monthly from July 2022. This event involves coordination with a huge number of fellows and relevant WHO offices, handling communication, facilitating speakers and participants.
- 2) Building on the work completed by the contractor for Phase 1, for the next phases of the GHLC Tracer study - the Informant interviews and GHLC Experience survey will commence. These two activities will

involve active engagement with the GHLC fellows and handling of frequent communication and data collection.

4) The GHLC alumni directory which is developed during Phase 1 will require ongoing monitoring and updating should fellows submit more information.

5) The Informant Interviews are expected to start following the launch of the GHLC alumni network and the GHLC webinar series.

### **3. Planned timelines** (subject to confirmation)

Start date: 18 July 2022

End date: 31 January 2023

### **4. Work to be performed**

Methods to carry out the activities.

Output 1: To provide coordination support in organising the GHLC alumni webinar series in collaboration with fellows and relevant WHO offices.

Deliverable 1: Provisional webinar programmes, profiles of speakers, list of participants, responses to queries, recordings and notes of webinar sessions which are shared with fellows through the GHLC alumni SharePoint.

Output 2: Provide logistics and coordination support for the GHLC alumni tracer study with the focus on the GHLC experience survey and Informant interviews), especially in scheduling interviews, transcribing interview results.

Deliverable 2: Recordings and transcriptions of Informant interviews (36 interviews). Reports on monitoring of the GHLC Experience survey.

Output 3: To maintain the GHLC alumni communication platform (SharePoint and online discussion tools) to support the on-going running of the webinars, discussions and information sharing.

Deliverable 3: Updated the GHLC alumni database and GHLC alumni SharePoint as more information becomes available. Updated GHLC alumni profiles.

Output 4: To collaborate with other support staff in providing support for the GHLC 2022 fellows and facilitate their participation in the GHLC training programme.

Deliverable 4: Updated briefing package for GHLC 2022, supportive documents to facilitate fellows participation in the programme.

### **5. Technical Supervision**

The selected Contractual Partner will work on the supervision of:

Responsible Officer:	Dr Howard Sobel, MCQ/DHS	Email:	<a href="mailto:sobelh@who.int">sobelh@who.int</a>
Manager:	Mr. Martin Taylor, Director, DHS	Email:	<a href="mailto:taylorm@who.int">taylorm@who.int</a>

### **6. Specific requirements**

**EDUCATION:**

Essential: University degree from a recognized educational institution

Desired: A Bachelor of Science Degree in Business Administration, Economics, Statistics, Natural Sciences, Social Sciences, and related degrees

**EXPERIENCE:**

Essential: Minimum of 5 years' experience in administrative and coordination functions

Desired: At least 2 years' experience in a UN agency or international organization

**SKILLS/TECHNICAL SKILLS AND KNOWLEDGE:**

- Detail-oriented with advanced administrative and coordination skills
- Excellent written and oral communication skills
- Ability to collect and organize information
- Experiences in supporting online meetings, online presentations.
- Proficiency in the use of social media platforms, various communication platforms including use of virtual meeting platforms
- Ability to coordinate with external partners, as well as work harmoniously as a member of a team, adapt to diverse education and cultural background and maintain a high standard of personal conduct
- Computer literacy (Word, Excel, PowerPoint, etc.)

**LANGUAGE REQUIREMENTS:**

Advanced level of proficiency in the English language is essential (writing, speaking, reading). Working knowledge of other UN languages is an advantage.

**7. Competencies**

- Teamwork
- Communicating in a credible and effective way
- Producing Results
- Building and Promoting Partnerships Across the Organization and Beyond

**8. Place of assignment**

The contractual partner will provide remote (off-site) support.

**9. Medical clearance**

The contractual partner is not expected to provide a medical certificate of fitness for work.

**10. Travel**

The contractual partner is not expected to travel.

**11. Budget**

The contractual partner will be paid between PHP 60,000-65,000 (to be determined after selection, depending on qualifications) for a minimum number of 20 work days per month.

He/she is expected to schedule days of work from Monday to Friday and follow WHO/WPRO office hours for efficient coordination with MCQ staff.

The contractual partner will submit monthly accomplishment / progress reports to give detailed information on the work that has been completed on agreed deliverables on or before the end of the month after which fees as indicated below will be paid.