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DB Reference N°: IDB-P610191-11/20

Country: Jamaica

Institution: Inter-American Development Bank

Sector: Medical Services

Deadline:

Status: Published

Loan N°./Financing:

Project: Support for the Health Systems Strengthening Programme (HSSP)

Title: HEALTH SYSTEM SUPPORT SPECIALIST

MINISTRY OF HEALTH

INTER-AMERICAN BANK - SUPPORT FOR THE HEALTH SYSTEMS STRENGTHENING FOR THE PREVENTION AND CARE MANAGEMENT OF NON-COMMUNICABLE DISEASES PROGRAMME

TERMS OF REFERENCE

HEALTH SYSTEM SUPPORT SPECIALIST

I. BACKGROUND

The Government of Jamaica (GoJ) and the Inter-American Development Bank (IDB) have negotiated a loan agreement to improve health system efficiency in Jamaica. The objective of the Support for the Health Systems Strengthening Programme (HSSP) is to improve the health of Jamaica's population by strengthening comprehensive policies for the prevention of Non-Communicable (Chronic) Diseases. As part of the initial preparation activities for the project the Ministry is required to establish a Project Execution Unit (PEU). The PEU will be responsible for programme administration, including planning, budgeting, accounting, procurement, application of social and environmental safeguards, monitoring, and reporting regarding progress on programme implementation.

The IDB infusion of significant investment resources through the two loans, will require strong and efficient project management capacity to plan, organize and manage the loan resources to bring about successful completion of specific project goals and objectives. Lessons learned from several IDB funded projects indicate that an experienced and qualified project team is a critical success factor and is predictive of successful project management. To this end, the Ministry is seeking to secure the services of a Health Systems Support Specialist to strengthen execution capacity within the MOH.

II. OBJECTIVE OF THE CONSULTANCY

The main objective is to provide technical support to the Office of the Chief Medical Officer, Ministry of Health for the implementation of the IDB Programme: *Support for the Health Systems Strengthening for the Prevention and Care Management of Non-Communicable Diseases,* with particular emphasis on program goals to strengthen health systems and health care delivery towards prevention, treatment and management of non-communicable diseases. The consultancy will support the MOH technical team to design and implement health strategies and facilitate inter agency and inter-sectoral coordination and enhance collaboration among respective agencies.

III. SCOPE OF WORK

- To provide support to the collection and preparation of the necessary documents in implementation of Programme, in particular related to data analysis, building databases and systems to ensure data quality of health indicators as required by the MOH.
- To gather and assist in compiling information for the development of framework of services and resources needed for different level of health centres.
- To gather information necessary and assist in mapping of health centres in each parish for the provision of health care along the structure of community, district and parish/ comprehensive health centres.
- To gather information and assist in developing plan for the Human Resources need for Primary Care.
- To gather information and provide coordination related to the monitoring, evaluation and expansion of the Reducing Waiting Times Project.
- To coordinate and monitor the work of Technical Consultants engaged to develop polices, guidelines, etc aligned to the policy matrix.
- To prepare the monitoring and management control plans for implementation of technical elements of the loan programs.
- Assist the MOH with technical activities related to meeting conditions for disbursement pre- and post-approval of the loans.
- Support the Ministry with designing, planning and implementing activities related to improving the delivery of primary health care services particularly in terms of the prevention and management of PHC
- Support the MOH in designing strategies, including communications, to encourage the uptake of NCD primary care services such as screening and treatment.
- Support the implementation of the Programme's M&E plan and advise of linkages to the national M&E framework and MoH M&E function within the Research and Policy Division of the MoH
- To evaluate the technical progress of the two loans with all its components and outputs. To regularly inform MOH stakeholders and the IDB on the maintenance of the execution structure and mechanisms.
- To gather information necessary for the preparation of regular reports and for particular inquiries concerning the execution of the project.
- To keep the Bank, PIOJ, Chief Medical Officer and the Permanent Secretary of MOH informed, on the project's technical progress, participating in all supervision visits and ensuring the fulfillment of all commitments recorded in the related Aide Memoirs.
- To share technical knowledge with other MOH staff members through regular seminars and on-the-job training.
- To give response to requests from the civic and non-governmental representatives concerning technical the progress of the project
- To execute additional activities as established in the Loan's Agreements and in the Operational Manual.
- Performing any other duties that may be assigned by the Permanent Secretary, Chief Medical Officer or Programme Manager.

IV. QUALIFICATIONS AND EXPERIENCE

The consultant must hold a Master's degree in public health or similar fields of knowledge, and have a minimum of five (5) years' transferable experience in health systems development and or health services delivery, preferably with a focus on the prevention, management and treatment of NCDs. The experience demonstrated should be applicable to a practical primary health care system. The consultant must have demonstrated in-depth knowledge of health network

systems strengthening from primary care level to secondary care level as well as proven skills in health system strengthening, health strategic planning and policy development.

V. SUPERVISION

The consultant activities will be supervised by the Chief Medical Officer of MOH.

VI. DELIVERABLES

#	Required Product	Frequency	Delivery date
1.	Work Plan to include an approach to the project, a Gantt Chart outlining tasks, duration, start and finish dates and resources.	Once	Within 20 working days after the signing of the contract
2	Twenty- two (22) monthly reports on the consultant's above- mentioned activities and outlining: • Progress made during the period (planned vs actual targets) • All advice provided within the period • Proposed activities for the ensuing month • Risks, challenges, gaps and recommendations for addressing them	Monthly	End of each month
3	Particular reports as requested by the Permanent Secretary, Chief Medical Officer, the PEU and the Bank concerning the project's progress.	As requested	As requested
4	Final Report on all the activities carried out during the contract's period as well as the conclusions	Once	End of contract

VII. CHARACTERISTICS OF THE ASSIGNMENT

Reporting Relationships: The consultant will report directly to the Chief Medical Officer and will also have a reporting relationship with the Programme Manager, PEU.

All deliverables and/or reports will be reviewed and approved by the Chief Medical Officer.

Nature of the Assignment: The assignment is on purely contractual basis. The tenure will be co-terminus with the project duration. The contract will be for the duration shown below in the first instance, and extended based on satisfactory performance.

Level of effort: Full time level of effort with full days Monday through Friday, operating normally within a professional office environment. Some weekend or evening hours may be necessary.

	This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
Duration of contract:	Twenty-Four (24) months (subject to renewal)
Location:	Kingston, Jamaica | Travel may be required to other Government entities within and outside the Kingston Metropolitan Area.
Type of Consultancy:	Individual
Type of contract:	Lump-sum payments based on scheduled deliverables.
Financing Agreements:	Consultancy payments will be made through the Ministry of Health.

OTHER REQUIREMENTS

- A valid driver's license and owns a reliable motor vehicle;
- Willingness to work beyond normal working hours and on weekends, whenever the need arises.