

## NOTICE FOR VACANCY

Technical Assistant on Monitoring and Evaluation of  
WHO Health Emergencies Programme Activities  
in the Philippines



**World Health  
Organization**

Representative Office  
for the Philippines

### 1. Summary

The World Health Organization – Country Office in the Philippines (WCO PHL) is looking for an individual contractual partner who will serve as technical assistant on monitoring and evaluation of WHO Health Emergencies Programme Preparedness and Response (WHE) activities in the Philippines, under a Special Services Agreement (SSA) contract.

The submission of applications is due by 28 October 2022.

### 2. Background

The World Health Organization – Country Office in the Philippines (WCO PHL) Health Emergencies Programme (WHE) aims to minimise the impacts of health emergencies across the Philippines through implementing preparedness and readiness activities while also supporting the Philippines to meet the core obligations of the International Health Regulations (IHR 2005).

The WCO PHL WHE has a number of projects that are planned or underway across areas including outbreak response, genomic surveillance, One Health, and disaster readiness and response. Projects are delivered in collaboration with various partners and the scope of programs range from national to Local Government Unit (LGU). Projects are developed and delivered in line with the Asia Pacific Strategy for emerging Diseases and Public Health Emergencies (APSED III) framework, which aims to strengthen implementation of IHR 2005).

The WCO PHL WHE is seeking an incumbent to support the monitoring and evaluation of these projects and to support establishment of processes that can be adapted to future programmes. The incumbent should also contribute to capacity building in monitoring and evaluation with partners. The overall aim of this position is to contribute to improved programme delivery and support For the Future strategy of achieving the healthiest and safest region by 2030.

### 3. Timeline

The contract period is from **3 November 2022 to 30 April 2023**. Depending on the availability of funds and satisfactory work the contact can be extended.

### 4. Place of Assignment

The incumbent will be based in Manila, Philippines with the option of limited remote support (except in the scenario that travel restrictions are reinstated, limiting relocation).

## 5. Scope of Work

Under the overall supervision of the WHO Health Emergency Technical Officer in WHO Philippines and in close collaboration with technical leads in the WHO Country Office for relevant projects, the incumbent will lead monitoring and evaluation of ongoing and planned projects in the Health Emergencies Team. The incumbent will:

- Lead the design and implementation of evaluation frameworks for specific projects that contribute to strengthened global health security in the Philippines;
- Contribute to qualitative and quantitative data collection;
- Lead analysis of monitoring and evaluation data, including triangulation of evaluation and other data;
- Provide technical support and build the capacity of the DOH and other partners in designing and implementing evaluation plans;
- Contribute to M&E report back sessions with DOH, project teams, implementing partners, and others;
- Provide interim reports and recommendations to support the refinement of projects throughout the project life cycle;
- Provide technical support and assist in monitoring and evaluating existing surveillance systems at the national and subnational level; and
- Maintain project management calendars to ensure timely reporting of programme outcomes.

### **Deliverables:**

- Evaluation plan for each project
- Evaluation reports for each project
- Submission of a report at the end of the contract

## 6. Qualifications

The contractual partner must fulfil the following qualifications:

### **Education and Certifications**

- Essential: First university degree in public health, epidemiology, programme evaluation, or related degrees from an accredited/recognized institute.
- Desirable: Advanced university degree in public health, epidemiology or statistics. Specialized training in epidemiology, health management, or humanitarian interventions.

### **Work Experience**

- Essential: A minimum of three years of relevant experience, at the national and international levels, in monitoring and evaluating technical programmes or operations or financial reporting, in a public health or humanitarian international context.
- Desirable: Experience with the UN system or other international organizations is an advantage.

**Technical skills and knowledge:**

- Proven ability to design log frames and implement evaluation frameworks
- Strong quantitative and qualitative data collection and analysis skills
- Ability to present data clearly and generate reports
- Excellent inter-personal skills, diplomacy and ability to communicate effectively with senior officials, multiple stakeholders and professionals
- Excellent analytical, planning and organizational skills
- Ability to work collaboratively in a multicultural environment with limited supervision
- Ability to work under pressure and across multiple projects

**Language requirements:**

- Fluent written and spoken English required.
- Written and spoken Filipino is an advantage.

In addition, the incumbent must have no direct or indirect involvement or interest, in any form, in the tobacco industry, alcohol industry, arms dealing, drugs or human trafficking, and breast substitutes. The Consultant and personnel involved in this work shall have no conflicts of interest in relation to the work being undertaken.

**7. Competencies**

- Building and promoting partnerships across the organization and beyond
- Moving forward in a changing environment
- Ensuring the effective use of resources
- Fostering Integration and teamwork
- Communication in a credible and effective way

**8. Ethical and Professional Standards**

- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment, and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates

**9. Medical Clearance**

The selected SSA will be expected to provide a medical certificate of fitness for work.

## 10. Travel

The SSA may be expected to travel within the country to carry out mission/s, if needed.

## 11. Submission Requirements

Interested individuals should submit electronic copies of the following:

- Cover letter
- Curriculum vitae

Address all applications to:

**Dr Graham Harrison**

Officer-in-Charge, WHO Representative in the Philippines  
Ground Floor, Building 3, Department of Health  
San Lazaro Compound  
Rizal Avenue, Sta Cruz, Manila

Please submit the electronic copy of the applications with the title: **Technical Assistant on Monitoring and Evaluation of WHO Health Emergencies Programme Activities in the Philippines** to Mrs Ying Chen ([cheny@who.int](mailto:cheny@who.int)) with a copy to [wpphlwr@who.int](mailto:wpphlwr@who.int). Only shortlisted applicants will be contacted by WHO Philippines.

The deadline for submission of applications is on **28 October 2022**