

**NOTICE OF VACANCY**  
**Technical Assistance on Coordination of**  
**Regional Outreach Support to the ongoing COVID-19**  
**Response Activities in the Philippines**



**World Health  
Organization**

Representative Office  
for the Philippines

## **1. Summary**

The World Health Organization (WHO) Philippines is looking for an individual contractual partner who will provide technical assistance on Coordination of Regional Outreach Support to the ongoing Coronavirus Disease 2019 (COVID-19) response activities in the Philippines.

The submission of applications is due by 25 April 2021.

## **2. Background**

On 31 December 2019, WHO was informed of cases of pneumonia of unknown cause detected in Wuhan City, Hubei Province of China. The pathogen was subsequently identified as a Severe Acute Respiratory Syndrome Coronavirus 2 (SARS CoV-2) with cases detected worldwide. On 31 January 2020, WHO declared the Public Health Emergency of International Concern (PHEIC) and Coronavirus Disease 2019 (COVID-19) has been characterized as pandemic by the World Health Organization (WHO) Director-General. As cases continue to be reported globally, enhanced preparedness and response efforts are required in the Region.

The COVID-19 response operations in the WHO Western Pacific Region (WPR) are expected to continue for several months. To support the response in the Philippines, the WHO Country Office (WCO) is being strengthened in order to provide technical assistance to the Member State.

### **Outbreak Response**

The purpose of this emergency deployment is to support effective response operations related to the COVID-19 pandemic, with a technical focus on Regional Outreach Support, as part of the Incident Management Team (IMT) of the WHO Country Office in Philippines, working in support of the Department of Health (DOH) Philippines.

## **3. Timeline**

The contract period is from **1 May to 31 August 2021**. Depending on availability of funds and satisfactory work the contact can be extended.

## **4. Place of Assignment**

The consultancy 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 Country Office Incident Manager (IM), the Consultant will provide support to strengthen the COVID-19 response activities at regional and provincial levels.

### **Method(s) to carry out the activity**

The consultant will be assigned to:

- Work in close coordination with the Regional Outreach Advisor, COVID-19 Incident Manager (IM) and COVID-19 Incident Management Team (IMT) to ensure response priorities and activities are managed effectively and in compliance with WHO technical guidelines and national standards.
- Monitor and report the COVID-19 epidemiological situation and actions in selected priority regions and provinces
- Collate and verify information including response actions with counterparts at regional and provincial levels based on priority provinces identified through risk assessment processes.
- Participate and provide information to the COVID-19 IMT and Information and Planning Pillar, to inform the risk assessment of priority regions and provinces.
- Prepare and disseminate situational reports, technical documents, updates and assessments to key decision-makers in the organizational hierarchy, as required using standard tools and templates.
- Under the supervision of the Regional Outreach Advisor liaise with Department of Health Center for Health Development (DOH-CHD) Regional Program Managers/Unit Heads/ Division Chiefs on current COVID-19 response approach and activities.
- Share and escalate technical issues from region/provinces to the Regional Outreach Advisor for escalation and information to relevant technical IMT pillar leads for appropriate technical support or advice.
- Perform any other incident-specific related duties, as required by the Incident Manager or WHO Country Representative.

### **Deliverable:**

- Weekly Situation Reports (Sitreps)
- Progress interim (monthly) report
- Submission of a report at the end of the consultancy

## 6. Qualifications

The contractual partner must fulfil the following qualifications:

### **Education and Certifications**

- **Essential:** Bachelor's degree in any of the following fields: medicine, public health, nursing or any related fields from a recognized university
- **Desirable:** Master's in public health, health management, social and behavioural change communication, disaster and humanitarian response interventions.

### **Work Experience**

- **Essential:** A minimum of two years of relevant work experience in health sciences at the national or subnational levels, in coordinating, managing and monitoring projects and programmes in a public health or humanitarian context.
- **Desirable:** Experience with the UN system or other international organizations is an advantage.

### **Technical Skills and Knowledge**

- Good technical writing skills
- Excellent communication skills
- Coordinating, planning and organizational skills
- Ability to work in a team with limited supervision
- Knowledgeable in basic computer programs
- Efficient organizational and management skills

### **Language Requirements**

- Written and spoken fluency in English is essential.

In addition, the Consultant must have no direct or indirect interest in the tobacco industry, alcohol industry, arms dealing or human trafficking, and breast milk substitutes.

## 7. Other Requirements

- Readiness to travel, if needed
- Medical Clearance through WHO HR/Admin
- Required and/or willing to relocate to live in close proximity of the DOH premises

## 8. Competencies

The following competencies are mandatory:

- 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
- Ability to communicate in a credible and effective way

## 9. Submission Requirements

Interested individuals should submit electronic copies of the following:

- Cover letter
- Curriculum vitae

Address all applications to:

**Dr Rabindra Abeyasinghe**

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

Please submit the electronic copy of the applications with the title: **Technical Assistance on Coordination of Regional Outreach Support to the ongoing COVID-19 Response Activities in the Philippines** to Mrs Ying Chen ([cheny@who.int](mailto:cheny@who.int)) with a copy to [wpplwr@who.int](mailto:wpplwr@who.int). Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of applications is on **25 April 2021**.