

NOTICE OF VACANCY

Consultant on Donor Relationship and Government Interaction in the area of Health Emergency Programme



World Health Organization

Representative Office
for the Philippines

1. Summary

This consultancy is to provide effective support to the Health Emergency programme in WHO Philippines in support to the Government of the Philippines.

The World Health Organization (WHO) Philippines is searching for an individual contractual partner to provide support on partner coordination, donor relationship and government interaction in the area of health emergency programme.

Background

While the Covid-19 pandemic is still on-going, the Philippines is at the same time prone to natural disasters and disease outbreaks consequently. As there are numerous stakeholders as well as several government agencies actively involved in the preparedness and response activities, WHO's leading role of the health cluster is critical. It is therefore important to have strong support in terms of coordination and relationship management, as well as tracking and monitoring the progress of the projects.

2. Timeline

The consultant shall be contracted from 1 February – 29 July 2022.

3. Place of Assignment

Manila, Philippines.

4. Scope of Work

Under the guidance of Programme management and administrative Officer in WHO Philippines and close collaboration with DOH and other partners, the consultant will provide support to support partner coordination, donor relationship and government interaction. Besides, the consultant will support any other duties related to programme management upon agreement with the WHO Representative in the Philippines.

Outputs

- **Output 1:** Support the partner coordination for the Health Emergency programme and other related areas.
 - **Deliverable 1.1:** Attend the UN coordination/cluster meetings as assigned and provide briefings to PMAO and WR.
 - **Deliverable 1.2:** Identify any opportunities, duplication and/or gaps for collaboration.
- **Output 2:** Support the implementation monitoring and donor reporting for the Health Emergency programme.
 - **Deliverable 2.1:** Monitor the implementation of the projects under the programme and make suggestions to the team on a regular basis.

- **Deliverable 2.2:** Assist in writing of the donor reports.
- **Output 3:** Provide assistance to the technical teams in the TOR preparation of the TAs.
 - **Deliverable 3.1:** Assist the teams in incorporating the Fit for the Future in the TORs of the TAs.
 - **Deliverable 3.2:** Provide support to the teams in assuring the maximum impact of the TORs, in line with the project objectives, the Programme Budget outputs and outcomes.
- **Output 4:** Support the monitoring of the TA request list from the DOH according to the priorities in order to achieve higher efficiency and impact.
 - **Deliverable 4.1:** Map the TA requests with the existing and projected funding according to the priority.
 - **Deliverable 4.2:** Monitor the implementation progress of the TA requests.

5. Qualifications

A. Specific requirements

Education:

- University degree in public health, social science, programme management, international development or related area.

Experience required:

- Five (5) years of experience in programme/project management in developing countries.
- Experiences in preparation of terms of reference and reports in public health or social development
- Experience with working in international or bi-lateral agencies in public health or related field will be an asset

Skills / technical skills and knowledge:

- Understand WHO or UN programme monitoring and reporting
- Strong writing skills of analysis and reports
- Strong understanding of and familiarities with rules and procedures of United Nations or international organizations will be an asset
- Strong interpersonal and communications skills

Language requirements:

- Highly proficient in English written and oral communication.

B. Competencies

- Communicating in a credible and effective way
- Knowing and managing yourself
- Producing results
- Moving forward in a changing environment
- Fostering integration and teamwork
- Respecting and promoting individual and cultural differences
- Setting an example

6. Submission Requirements

Interested individual contractual partner should submit electronic copies of the following:

- Cover letter
- Curriculum vitae

Address all proposals to:

Dr Rabindra Abeyasinghe

WHO Representative to the Philippines

Ground Floor, Building 3, Department of Health San Lazaro Compound

Rizal Avenue, Sta Cruz, Manila

Please submit the electronic copy of the proposals with the title “**Consultant on Donor Relationship and Government Interaction in the area of Health Emergency Programme**” to Mrs Ying Chen (cheny@who.int) and wpphlwr@who.int Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of application is **27 January 2022**.