

## **TERMS OF REFERENCE**

### **National PAHO Consultant to Provide technical support in the Program Management and Partnerships function of the country office and support in the monitoring and reporting of all Programs**

#### **I. Introduction**

The ability of PAHO/WHO country office to better provide the technical support to country to meet its health goals depends largely on clear priorities and synergies between the PAHO Strategic Plan and National Health Strategy.

Therefore, under the supervision of the PAHO/WHO Representative the consultant is responsible for managing the development, implementation, monitoring and reporting of programs for the Country Office, overseeing and guiding people and budget management for the program team, building partnerships and providing support in developing resource mobilization strategies, and managing knowledge building efforts and monitoring new and ongoing partnerships of the country office.

Finally, the Pan American Health Organization/World Health Organization (PAHO/WHO) Guyana Country Office recognizes the importance of a new generation of public health leaders who understand global health issues and the role of international organizations in achieving the Sustainable Development Goals and other health issues. In this regard, the organization will hire a National Professional Consultant engaged in the public health field, matched with appropriate technical skills and with interest in providing support to develop, implement and monitor key activities of the COVID-19 Response plan for Guyana and work with national counterparts and developmental partners for better program coordination and technical support to the country.

#### **II. Goal**

To carry out all program management and partnerships functions for the Guyana Country Office, participate in UN engagements and provide feedback to the PAHO/WHO Representative.

#### **iii. Description of Duties**

Under the direct supervision of the PAHO/WHO Representative, the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

Provide support for strategic and operational planning and the development, implementation and monitoring of the Department's Biennial Work Plan (BWP); support monitoring of ERP's learning plan; support the development and monitoring of ERP's risk mitigation plan;

Support analysis of international development trends and funding frameworks to inform approaches to and engagement with partners for resource mobilization purposes.

Monitor, gather data and process information associated with the development, implementation and evaluation of the Organization's resource mobilization strategy and plan of action.

Contribute to the development of regional donor profiles and solicitation strategies and strengthening and maintaining relations with donors to raise funds, as well as identification and exploitation of new funding opportunities.

Participate in aspects of project review processes, including the Voluntary Contributions review workflow.

Participate in the development of resource mobilization and project management tools and corresponding institutional capacity building.

Support the monitoring of the Organization's voluntary contributions' implementation, including support to the voluntary contributions' repository.

Participate in the development of project proposals and programs in support of the technical work of the Organization.

Contribute to the overall work of the Department by providing research, data analysis and intelligence that informs and supports resource mobilization and project management approaches of Technical Departments

Develop and maintain databases to manage the proposal development process, monitor donor reporting requirements and compliance, and manage knowledge of funders' policies, priorities, cooperation frameworks and their track record with PAHO.

Facilitate the coordination among the PMIS Project Managers and support them in program management issues, specifically with issues related to the results-based management framework

Support the implementation of the Country Office Biennial Work Plan (BWP) and the Semester Work plans (PTS); ensure that the responsible project coordinators provide required planning data and information to adequately assess and report on implementation of projects' expected results, products/services, milestones achievement, etc.

Provide support for the coordination of the performance monitoring and assessment of the Country Office BWP, including the preparation of reports; advising on setting realistic targets and milestones and ensuring up-to-date information to monitor progress on BWP and Products and Services implementation.

Support the preparation of various written outputs, e.g., draft background papers, analysis, sections of reports and studies and other inputs to technical publications. Aid the preparation of technical documents for Governing Bodies meetings, Directing Council

Assist in technical activities related to information and knowledge management (web sites and presentations) in support of the Project program of work

Perform other related duties, as assigned.

#### **IV. Qualifications and Experience**

##### **Education (Qualifications)**

**Essential:** A university degree in one of the health or social sciences and a master's degree in public health, health administration, business, economics, management or a related discipline from a recognized university.

##### **Experience**

**Essential:** Nine years of national experience in the areas of health planning, project management, monitoring and evaluation, including experience in strategy formulation and strategic resource allocation. Experience should also include negotiating and coordinating actions involving several institutions or partners.

**Desirable:** Experience in technical project management in the social fields, preferably health project management requiring coordination among different institutions, national and international, including government authorities would be an asset.

##### **V. Language**

A very good knowledge of written and spoken English and knowledge of Spanish would be an asset.

#### **VI. Project Manager**

Dr. Luis Felipe Codina, PAHO/WHO Representative, Guyana Country Office