



**Pan American
Health
Organization**



**World Health
Organization**

REGIONAL OFFICE FOR THE **Americas**

TERMS OF REFERENCE

Title: Project Coordinator (Consultant)

EOI Number:

Issuing Date for application:

Closing Date:

Duration of the consultancy: 2 years

E-mail Address for Response:

Background

The Pan American Health Organization (PAHO) is an international public health organization with more than 100 years of experience in improving the health and living standards of the people of the Americas. PAHO is an agency of the United Nations system, serving as the Regional Office for the Americas of the World Health Organization and the specialized health agency of the Inter-American System.

The PAHO and the Ministry of Health and Wellness (MOHW) have established a Technical Assistance Cooperation Agreement for strengthening health systems and services in the public health sector towards Universal Access to Health and Universal Health Coverage (the Project).

The purpose of the Project is to provide technical assistance to the MOHW for strengthening of health systems and services in Jamaica and keeping the implementation of the MOHW's 10 Year Strategic Plan: Health Vision 2030 and the country obligations under the Sustainable Development Goal 3.0. The Project addresses the key priorities identified by the MOHW in the 10 Year Strategic Plan Vision for Health 2030.

The key priorities of the Project are as follows:

- Implementation of the care model and integrated health service delivery network;
- Health technology assessment and management;
- Building national capacity for human resources for health planning;
- Strengthening the steering role of the MOHW and functions of the Regional Health Authorities; and
- Institutional strengthening of the National Public Health Laboratory as a reference lab and laboratory network coordinator.

The PAHO invites suitably qualified consultants to indicate their interest in providing support to the implementation of the Technical Assistance Cooperation Agreement for strengthening health systems and services within the MOHW, as Project Coordinator.

Purpose of the Consultancy

The Project Coordinator (Consultant) will provide project management, coordination and administrative support towards the effective and timely implementation of the Project.

The Project Coordinator (Consultant) will be responsible for harmonizing the activities supported by the Technical Assistance Cooperation Agreement with ongoing initiatives implemented by the Ministry of Health and Wellness as well as organizing and coordinating the interventions planned under the Technical Assistance Cooperation Agreement with the Ministry of Health and Wellness.

Detailed description of duties and tasks

Under the supervision of the PAHO Advisor, Health Systems and Services and the direction of the Director Programme Coordination, Planning and Strategic Initiatives of the MOHW, the Project Coordinator (Consultant) will provide project management, coordination and administrative support to ensure the achievement of Project's objectives and delivery of its outputs. Therefore, the Project Coordinator (Consultant) will:

1. Prepare and submit a detailed work plan.
2. Coordinate the implementation of the Project in a timely manner and be responsible for its financial, administrative, and technical oversight in line with MOHW and PAHO's policies and practices.
3. Provide input for the development of technical reports and other project outputs.
4. Provide technical support in the development of plans, terms of reference and strategies for all project components.
5. Design and develop databases to support Project implementation activities.
6. Coordinate recruitment of consultant(s).
7. Participate in the development of standardized M&E tools for data collection, data quality monitoring, analysis and regular reporting on approved indicators and assist with the monitoring and evaluation activities as required.
8. Manage the logistics and coordinate the activities/events, record and disseminate the outputs of technical and other working groups that may be formed in support of the various project deliverables.
9. Organize and manage meetings, including appointments with stakeholders/consultations, logistical arrangements and providing recording secretary support.
10. Liaise and coordinate activities with the relevant divisions, departments and agencies of the MOHW and PAHO to support of the implementation of the Project.
11. Liaise with key stakeholders to optimize access and ensure timely organization and facilitation of activities relating to the Project implementation.
12. Maintain a RAG tracker and circulate reminders/notifications to stakeholders regarding the status of the activities that are moving to amber or red status.
13. Track and monitor the progress of each project initiative and make adjustments as necessary to ensure the successful completion of each project.
14. Maintain project calendar.
15. Ensure clear communication among all groups involved in the successful delivery of each activity of the Project.
16. Assist in the development of presentations to highlight the progress of the project.
17. Ensure the project is properly closed out and project documentation completed and stored.
18. Perform such other duties as may be assigned.

Deliverables/Outputs

The consultant will be required to produce the following deliverables/ outputs:

1. Workplan detailing the updated scope of work, programme schedule, methodology and timelines which will guide the updated implementation..

2. Monthly progress reports detailing:

- the progress made during the period (i.e. planned vs. actual targets, etc.)
- the proposed activities for the ensuing month
- risks, challenges, gaps, and recommendations for addressing them
- adjustments to be made to project plans as required

Monthly reports are to be submitted within five (5) days of the end of each month.

3. Final Report highlighting the nature of the work undertaken noting the level of success and constraints in terms of methodologies used the nature and quality of stakeholder participations, recommendations, evaluation of the project implementation and any lessons learnt during the process.

Reporting Lines

The Project Coordinator (consultant) will be supervised by the PAHO Advisor, Health Systems and Services, under the direction of the Director Programme Coordination, Planning and Strategic Initiatives of the MOHW.

The PAHO Advisor, Health Systems and Services will supervise activities of the consultant, certify the deliverables and manage all contractual responsibilities in keeping with the anticipated results.

The Consultant will work under the direction of the Director Programme Coordination, Planning and Strategic Initiatives, MOHW.

Duration

The consultancy is expected to have a duration of 24 months. There is a probationary period in the first 6 months with a performance evaluation. The contract is planned to start on the 15 March 2024 and finish on 14 March 2025. The position is subject to availability of funding.

General Instructions

To express interest, the consultant should provide information demonstrating that they have the required qualifications and relevant experience to perform the service. The consultant should meet the following criteria:

Qualifications required

- A relevant master's degree in development studies, Business Management, Business Administration, Social Sciences or other relevant discipline including public health related disciplines;
- Five (5) years' experience in the management and implementation of development projects;
- Experience working in public health is desirable; and
- Certification in Project Management, PMP Certification is desired.

Specific skills and competencies required:

- Organization and planning
- Excellent written and verbal English communication
- Strong analytical and evaluating skills with the ability to generate reports
- Teamwork
- Leadership
- Problem solving
- Proficiency in using the Microsoft Office Suite, especially Excel, Word, Power Point, and Outlook
- Ability to multi-task and perform well under pressure

1. PERFORMANCE CRITERIA

- Timely delivery of deliverables and monthly reports. These are to be submitted for review within 5 business days of the due date for review and approval by technical advisor.
- Excellent written and oral communication. Communication is free from error and is written in professional style.
- Works proactively in planning, organizing, and compiling work for submission.
- Conscientious and alert in the establishment and meeting project-related timelines
- Completeness and accuracy of work compiled. Quality of work presented must be of the standard that reflects the requisite rigor, research and acumen associated with the subject area for consultation.
- Understands the power of teamwork and demonstrates strong interpersonal skills in collaborating with colleagues to provide service.