

Annex B: CBM's General Advisor Job Description

Scope of Work Long-Term Technical Advisor HRH2030-Capacity Building for Malaria

This Scope of Work sets forth the services to be provided by the long-term Advisor as part of the Human Resources for Health in 2030 (HRH2030)-Capacity Building for Malaria Activity.

Overview

Among the U. S. President's Malaria Initiative's (PMI's) strategic approaches for 2015-2020 is a focus on building capacity and strengthening health systems for malaria control of target countries, including national malaria control program (NMCP) stakeholders, among others. In PMI non-focus countries that are experiencing persistent Global Fund to Fight AIDS, Tuberculosis and Malaria grant implementation challenges, PMI provides technical support through long-term advisors who are seconded to NMCPs. These advisors will work within and with the NMCPs to provide technical support to build the NMCP's capacity and ensure collaboration with other partners in country to optimize malaria interventions supported by Global Fund resources and to improve the management and overall effectiveness of the NMCP. This support will ultimately contribute to improved grant performance.

The HRH2030-Capacity Building for Malaria Activity will build on the long-term technical assistance programs implemented by the Leadership, Management, and Governance Project, the Maternal and Child Survival Program, and others to improve country Global Fund grant performance. The purpose of the HRH2030-Capacity Building for Malaria Activity is to improve country Global Fund grant performance through change in policy or guidelines, improvement in monitoring and evaluation (M&E) systems, or reduced stockouts. The objectives of the Activity are to strengthen:

1. NMCPs' institutional capacity to ensure effective implementation of high-quality malaria control services at all levels of the health system.
2. NMCPs' leadership, health workforce, and procurement and supply management to support successful implementation of the Global Fund's new funding model.
3. LTTAs and NMCP technical knowledge and experience, and M&E management in malaria control.

To achieve these objectives, HRH2030 will address Area 5 of PMI's strategic approach: "Building capacity and health systems" and operate under the PMI principle to "work within national malaria control strategies and plans and strengthen the capacity of national institutions, host-country systems, and professionals to address the challenges of malaria control, building country ownership and sustainability."

Principal Duties and Responsibilities

1. Assist the NMCP in taking appropriate management actions (planning, M&E, coordination, etc.) to meet the Global Fund grant requirements and/or conditions precedent to enable speedy Global Fund disbursements.
2. Assist the NMCP in the planning, logistics, communications, and M&E of national and subnational level activities, such as ITN distribution campaigns, among others.
3. Assist the NMCP in the design and implementation of the national malaria M&E plan, including collecting data from NMCP partners on their activities. The LTTA will also provide expert advice and practical experience in helping the NMCP and other in-country malaria stakeholders to jointly monitor inputs, outcomes, and progress towards goals.

4. Assist the NMCP and the Ministry of Health to initiate and conduct policy dialogue between the Global Fund Portfolio Manager and country team to facilitate implementation of existing grants and development of new grants.
5. Collaborate with the NMCP senior staff, implementing partners, and other stakeholders and donors, such as the World Health Organization, UNICEF, World Bank, and non-governmental organizations to identify and to provide support in addressing malaria control intervention gaps in-country, consistent with the malaria control coverage needs identified by the NMCP strategy.
6. Work in collaboration with the NMCP and implementing partners to support a malaria routine data system as part of the country's health management information system.
7. Work with the NMCP and other stakeholders to ensure full accountability and value for Global Fund resources provided for malaria control.
8. Assist the NMCP in developing plans to manage the Global Fund activities, such as ITN distribution campaigns. This includes providing managerial support to the NMCP leadership to brainstorm and identify technical interventions to be covered by future funding from the Global Fund.
9. Assist the NMCP in strengthening the HRH management and organizational capacity.

Expected Activity Results

HRH2030 anticipates the long-term advisor to contribute to achieving the following Capacity Building for Malaria outcomes:

- Outcome 1.1: Implementation of country NMCP work plans outlining NMCP structure and function areas for capacity building strengthened and sustained.
- Outcome 1.2: Capacity of NMCPs to implement strategic plans to effectively guide its long-term vision for malaria control strengthened.
- Outcome 2.1: NMCP's human resources management systems and processes improved to address its health workforce needs.
- Outcome 2.2: NMCP's procurement and supply management pillars for malaria strengthened to improve malaria control.
- Outcome 3.1: Community of Practice platform for NMCPs and long-term advisors to support knowledge sharing practices developed and sustained.
- Outcome 3.2: Capacity of NMCPs to effectively monitor and evaluate progress through country M&E plans improved.

Supervision

The long-term advisor will report directly to the HRH2030 Capacity Building for Malaria director who is located in Washington, D.C. The long-term advisor will also receive technical oversight from the NMCP director in country. The position will not have supervisory responsibility within the NMCP.

Qualifications

1. Advanced degree (Masters, PhD, or MD) in a health-related or other relevant field. Specialized experience in malaria is not required, but preferred.
2. At least ten years of progressively responsible experience in designing, implementing and managing malaria and/or other health programs in developing countries, with a preference given to candidates with West African experience.
3. Demonstrated experience managing successful teams comprised of experienced professionals.
4. Demonstrated technical leadership, program management, strategic planning, policy experience, and problem solving skills working on complex projects in a highly sensitive environment.
5. Demonstrated ability to bring a south-to-south perspective, evidence-based, successful approaches, and ways of tackling challenges, particularly in the West African region.

6. Experience with large donor-funded public health programs, especially USAID.
7. Experience with and deep understanding of PMI and Global Fund processes, systems, and operating procedures (proposal development and submission, monitoring and evaluation and reporting).
8. Ability to work effectively in a team environment with a broad range of local and USG personnel and partners, communicate information to both health and non-health audiences, achieve consensus on policy, project, research, and administrative matters, and have demonstrated skills in donor coordination and collaboration.
9. Experience with and ability to interface with the private sector and establish public-private partnerships.
10. Experience in strengthening HRH management and organizational capacity and skills.
11. Proven ability to communicate clearly and concisely – both orally and in writing in English required. Depending on the country of assignment for the LTTA, fluency in oral and written French may also be required.
12. Excellent verbal and written communication skills, tact, and diplomacy are required to establish and develop sustainable working relationships and a high level of trust with public/private organizations as well as prepare regular and ad hoc reports, activity documentation and briefing papers.
13. Excellent computer skills (MS Word, Excel, Power Point, and Outlook, Access, SPSS, and other statistical and other relevant software) are required to effectively implement, analyze, monitor, and manage activity goals, inputs, outcomes, and achievements.