

## TERMS OF REFERENCE

### SHORT TITLE OF ASSIGNMENT

National consultant to support digital health system information management and harmonization

### BACKGROUND

The Vanuatu Health Sector Strategy 2021 – 2030 highlighted the importance of evidence generation to support decision-making for planning and management of health services, and monitoring the operation of policies and strategies. While the core indicators for measuring progress and improving health information system have been established, the system and processes to collect health information and report progress have been weak limiting the ability of managers, health workers, and partners to fully understand the situation and address challenges. Health information remains a critical area requiring technical support to strengthen the primary health system of Vanuatu.

### OBJECTIVE / SCOPE OF WORK

This consultancy is aimed at strengthening capacity to support timely and quality data collection, analysis, reporting and dissemination of routine health information. Specifically, the consultant is expected to:

- Support the national health information system (HIS) unit in developing, testing, maintaining, and pushing for interoperability of various digital health information platforms and solutions that collect routine health information specifically the District Health Information System version 2 (DHIS2) as well as integrate missing yet critical newborn, child and nutrition indicators
- Improve capacity of provincial health teams, primary health care workers, and health and nutrition partners on using health information tools and platforms, and encouraging evidence-informed decision-making through bottleneck analysis of key maternal and child health and nutrition interventions
- Facilitate the institutionalization of a system for assessing quality of data including routine monitoring of data, discrete data quality reviews (conducted annually), and periodic in-depth assessments of priority health programmes
- Support the Vanuatu Ministry of Health (VanMoH) to identify weaknesses in the data management system and interventions for system strengthening
- Assist in monitoring the performance of data quality over time and the capacity to produce good-quality data

### ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEDULE PER DELIVERABLE

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
Baseline assessment (desk review): i) landscape analysis of the health information system of Vanuatu, identifying strengths and weaknesses and recommending actions for system strengthening; ii) review of data disaggregation and key indicator framework for Reproductive, Maternal, Newborn, Child and Adolescent	Deliverable 1a: 2024 VanMoH Health Information System Situational Analysis (Baseline)  Deliverable 1b: Report on review of Vanuatu DHIS2 RMNCAH+N indicator framework  Deliverable 1c: 2024 DHIS2 Key RMNCAH Indicators Performance Review Report		

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
Health and Nutrition (RMNCAH+N), with attention to its alignment with global and regional indicators, and iii) review performance, highlighting progress made in 2024 against RMCNAH+N indicators			
Desk review and consultative meetings with key stakeholders to design and plan the data quality review (DQR) exercise for routine health information system	Deliverable 2: 2025 Vanuatu DQR Design and Plan		
Implementation of 2025 Vanuatu DQR and Plan in pilot provinces	Deliverable 3a: DQR Pilot Report highlighting best practices, challenges, and recommendations to consider for scale up		
Rollout of 2025 Vanuatu DQR and Plan in 6 provinces nationwide	Deliverable 3b: Consolidated 2025 DQR Training and Initial Implementation Report in 6 Provinces		
Support MoH with RMNCAH and nutrition performance review	Deliverable 4a: Mid-year review report of the 2025 DHIS2 key RMNCAH indicators		
	Deliverable 4b: Report on 2025 DHIS2 Key RMNCAH Indicators		
	Deliverable 4c: Mid-year review report of the 2026 DHIS2 key RMNCAH indicators		
	Deliverable 4d: 2026 DHIS2 Key RMNCAH Indicators Report		
Design, train and operationalize bottleneck analysis of key RMNCAH+N interventions at the national level	Deliverable 5a: Report of bottleneck analysis implementation at the national level, including tools and guidelines for bottleneck analysis		
Training and operationalization of bottleneck analysis of key RMNCAH+N interventions in pilot provinces	Deliverable 5b: Report of bottleneck analysis implementation in pilot provinces		
Monitoring of the DQR and bottleneck analysis in all provinces	Deliverable 6: Consolidated monitoring report highlighting strengths, weaknesses, opportunities and threats in the implementation of DQR and bottleneck analysis		
Endline assessment of the health information system (desk review, performance monitoring) of the health	Deliverable 7: 2024 VanMoH Health Information System Situational Analysis (Endline)		

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
information system and indicator framework in Vanuatu			
<b>TOTAL</b>		<b>442 days</b>	<b>100%</b>

#### QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors  Masters  PhD  Other

- Bachelor’s degree in public health, health administration, medical and/or biological sciences or other relevant disciplines is required
- Certificate in digital health, health information management, or monitoring and evaluation is required
- A minimum of two years of professional work experience in health monitoring and information management is required
- Excellent understanding about the Vanuatu Health Information System is required
- Experience working with the Government would be an asset
- Ability to work in a team, to deliver within deadline, good interpersonal skills and accountability for own actions are required
- Languages: Proficiency in English and Bislama, verbal and written, is required

#### CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The national consultant will be reporting to the Health and Nutrition Specialist in Vanuatu Field Office, and will be based in Port Vila, UNICEF Vanuatu Office with travel to relevant provinces. The consultant will work 2 days weekly in UNICEF to attend and participate in relevant meetings as well as work on UNICEF-related initiatives on health information management and spend 3 days weekly in VanMoH to support HIS team activities and implementation. UNICEF will provide workspace, the consultant is expected to use own equipment. Travel costs to and within provinces (transport and DSA) will be covered by UNICEF if included in the financial proposal and contract of the consultant.

#### ADMINISTRATIVE ISSUES

- Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

## GUIDANCE FOR APPLICANTS

Please submit a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:

- Monthly / Daily fees– based on the deliverables in the Terms of Reference above
- Travel (economy air ticket where applicable to take up assignment and field mission travel)
- Living allowance where travel is required
- Miscellaneous- to cover visa, health insurance (including medical evacuation for international consultants), communications, and other costs.