

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

National Consultant – Digital Health Coordination, Solomon Islands

BACKGROUND

Solomon Islands National Development Strategy 2016-2035 emphasizes prioritization of information and communication technologies for improved access and quality of social services. Likewise, the National Health Strategic Plan 2022-2031 emphasizes health information systems improvement as a key objective. Currently, Health Information System (HIS) in Solomon is mainly based on a combination of paper based reporting from Health facilities to Provincial level and entry of facility-based data into the District Health Information system 2 (DHIS2) application at Provincial level for data aggregation. During the Covid 19 Pandemic, Solomon Islands introduced the COVID-19 tracking system in DHIS2 that assisted in patient tracking, appointments for vaccinations and follow up. Additionally, the Ministry of Health and Medical Services (MHMS) is using mSupply application to manage medical supplies and logistics.

The MHMS with support from partners has embarked on development of a new digital health strategy to provide guidance and direction for investments in digital health in the country. As this is an ongoing process, the MHMS with support from UNICEF and funding from the Government of Japan has commenced the process of improving patient identification and follow-up through unique identity using Master Patient Index (MPI) and digitizing immunization records to enable easy access to a child's complete immunization history for both health facilities and individuals. The objective of this electronic immunization of this initiative is to provide frontline health workers with the essential tools for recording and reporting as well as client follow up to improve the quality of reporting and follow up of missed appointments. Additionally, it aims to enable access to real-time, high-quality, combined data for informed strategic decision-making at both the national and sub-national levels. The Master Patient Index (MPI) is a cutting-edge technology that matches individual information across different health data systems and prevents the creation of duplicate patient records. This technology ensures that each patient has a unique identifier, allowing for accurate tracking of immunization history and reducing errors in data management. By streamlining information across various platforms, the MPI enhances the overall efficiency and effectiveness of the immunization registry system.

UNICEF, working with MHMS, is looking to hire a committed, business-focused national consultant to coordinate and facilitate the implementation of the MPI and an Electronic Immunisation Register (EIR) as a pilot that would be scaled up country wide in a step-wise manner. The coordinator will play a crucial role in ensuring successful implementation, providing technical support to the Health Information Management (HIS) unit of MHMS and successful integration of the EIR/MPI initiative within the existing healthcare system. Strong communication and organizational skills are essential for this position to effectively engage stakeholders and drive sustainable change.

OBJECTIVE / SCOPE OF WORK			
<p>This consultancy's overall objective is to facilitate and coordinate the implementation of digital health initiatives and technologies, particularly the EIR/MPI project.</p> <p>More specifically, the consultant is expected to:</p> <ul style="list-style-type: none"> - coordinate overall project management activities, in terms of resources, equipment and information/knowledge - provide technical support to the HIS unit of MHMS and ICT unit of Ministry of Finance. - support the implementation, monitoring, quality assurance, reporting and documentation of EIR/MPI initiative - ensure effective communication and collaboration among all stakeholders involved - monitor and evaluate the progress of digital health projects to ensure successful implementation - identify any potential (ICT related, programmatic, and/or managerial) challenges or barriers that may arise during the process and develop strategies to address them in a timely manner - report regularly to project stakeholders on the status of the project and any key milestones achieved 			
ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS BUDGET PER DELIVERABLE			
ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT
<p>Coordinate overall project management activities, resources, equipment, and information through inception work</p> <ul style="list-style-type: none"> - Analyse risks and opportunities - Create and maintain comprehensive project documentation, plans, meeting minutes and reports 	<ol style="list-style-type: none"> 1. Report template developed 2. Project knowledge management system established (filing and timely sharing of all projects related documents with stakeholders) 3. Project Risk Register developed & maintained 4. Contribute and obtain endorsement to key Project deliverables & documentations 		
<p>Act as the project focal point of contact and communicate project status to all stakeholders</p> <ul style="list-style-type: none"> - Coordinate digital health stakeholder engagement - Represent the EIR/MPI project in the Digital Health Technical Working Group, providing periodic updates to the group as required - Support for engagement and maintenance of partnerships and networks 	<ol style="list-style-type: none"> 1. Regular communication with key stakeholders maintained 2. Monthly EPI/MPI project updates and presentation of EIR/MPI project updates to the Digital Health Technical Working Group required 		
<p>Assist in collecting existing information and data to support assessment, requirements gathering and planning activities.</p> <ul style="list-style-type: none"> - Closely monitor state of implementation, gather relevant data, prepare updates for the Project Team (different departments of MHMS and (EPI, HIS, UNICEF and vendor), ICT unit of Ministry of Finance, and other relevant partners such as WHO - Collect, analyse and consolidate relevant data to facilitate monitoring of progress (including 	<ol style="list-style-type: none"> 1. Baseline report 2. Monthly quality assurance and monitoring reports to project sites 		

<p>ICT supply/equipment monitoring) and the identification of common problems which cause delay.</p> <ul style="list-style-type: none"> - Undertake Quality Assurance (QA) activities on project deliverables and compilation and submission of reports 			
<p>Provide support to Project Team for roll-out of the EIR/MPI integrated platform, with emphasis on change management process</p> <ul style="list-style-type: none"> - Identify pilot facilities in collaboration with MHMS - Coordinate on system rollout, and go live activities, including identification and monitoring of the equipment support and training activities - Develop an implementation plan and milestones for rollout in pilot facilities - Provide technical assistance (ICT) in the rollout of the EIR/MPI solution - Provide support in the capacity building activities of the system at identified facilities through continuous mentoring and coaching and supportive supervision - Coordinate feedback from pilot facilities back to the Project Team and/or manage any issues arising from the field 	<ol style="list-style-type: none"> 1. List of pilot facilities identified with support needs (capacity building, equipment) 2. Reports on Capacity Development Initiatives 3. Equipment inventory list by sites maintained 4. Detailed Implementation Plan for EIR/MPI rollout 		
<p>Plan, organize, and coordinate meetings, workshops, trainings, and any other project related activities, in close coordination with the Project team</p>	<ol style="list-style-type: none"> 1. Organisation and minutes of monthly coordination meetings among the core group of implementers 2. Organisation of EIR/MPI orientation / training workshops 		
<p>Identify and develop communication products to document the EIR/MPI initiative implementation, achievements and lessons learned</p>	<ol style="list-style-type: none"> 1. EIR/MPI project communication products 		
Total			

QUALIFICATIONS, SPECIALIZED EXPERIENCE, AND ADDITIONAL COMPETENCIES

Bachelors Masters PhD Other

Education:

Bachelor's degree is required in Computer Science, Health Information System or other related fields. Any equivalent combination of education and/or work experience may be considered.

Work Experience and Skills :

- Work experience in project management and coordination.
- Ability to prepare and interpret flowcharts, schedules, and action plans.
- Solid organizational skills, including multitasking and time-management.
- Strong teamwork skills.
- Familiarity with risk management and quality assurance control.
- Hands-on experience with project management tools.
- Minimum of five (5) years of experience in ICT with emphasis on information system development, project management and implementation

- Experience in coordinating or managing country level ICT projects would be advantageous.
- An understanding of Health Information Systems and or Health experience is an added advantage.
- Excellent communication, collaboration, and interpersonal skills with the ability to build strong relationships with diverse stakeholders.
- Fluency in English in both in oral and written communication
- Comfortable coordinating between multiple remote teams and stakeholders.
- Excellent communicator of concepts both verbally and in writing to a developing country government and international audience.
- Experience planning, writing, editing, and collating official reports.

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

Management, Organization, and Timeframe:

The consultant will be seconded to the Solomon Islands MHMS and deployed to the government premises. S/he will work under supervision of UNICEF MCH Specialist and MHMS focal person on EIR/MPI initiative, in close coordination with all other relevant MHMS officials and the UNICEF Immunization Specialist, on a day-to-day basis. The consultant will be based in Honiara, Solomon Islands with field missions to the project pilot sites within the country.

Payment will be made after completion of each of the deliverables and submission of invoices for the actual work completed, subject to satisfactory performance as endorsed by MHMS Director for Policy and Planning.

The duration of the consultancy is 12 months (250 consultancy days).

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, program 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 afterward in your assignment.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- Consultant will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of the offer and before the signature of the contract.
- Deliverables that require payment within less than 30 days should be lumped together for ease of transaction.

The below is to be included in the advert.

NOTE FOR CONSULTANTS: N/A

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

- Monthly / Daily fees– based on the deliverables in the Terms of Reference
- Miscellaneous - to cover health insurance, communications, and other costs.

Note: In-country travel costs do not need be included in the financial proposal, as the details of field missions are yet to be defined.