TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

National Consultant - Fiji Digital Health Coordination

BACKGROUND

Fiji has always acknowledged the pivotal importance of digital health and implemented several digital health solutions. During the Pandemic, Fiji emerged as a prominent country in the Pacific region for the implementation of several new digital systems to address COVID-19 pandemic, including the Vaccine Registration System (VRS) and the contact tracing programme called 'care Fiji'. However, the routine immunization data system remains analogue, lacking digitization, and there is a notable absence of an integrated digital immunization register. Health staff are currently required to devote substantial effort to generate monthly reports based on indicators using paper-based immunization record systems. The lack of timely and reliable data limits the systematic implementation of defaulter tracing and micro-planning, which are essential for ensuring efficient and equitable coverage of immunization services. Digitizing the routine immunization data system and establishing an integrated digital immunization register would greatly improve the efficiency and effectiveness of immunization services in Fiji. By streamlining data collection and analysis, health staff can focus more on providing quality care and reaching vulnerable populations with necessary vaccinations.

With financial backing from the Government of Japan and technical and operational assistance from UNICEF, the Fiji Ministry of Health and Medical Services (MHMS) has commenced the process of converting immunization records into digital format and creating a comprehensive immunization information system. The objective of this electronic immunization registry (EIR) initiative is to provide frontline health workers with the essential tools and procedures to improve the delivery and standard of immunization services. 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 EIR/MPI initiative. This is in line with the Fiji digital health strategy 2023-2027 and its implementation plan, which emphasize the business and change management process beyond technically focused product implementation. The project coordinator will play a crucial role in ensuring successful implementation and 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

This consultancy's overall objective is to facilitate and coordinate the implementation of digital health initiatives and technologies, particularly the EIR/MPI project.

More specifically, the consultant is expected to:
- coordinate overall project management activities, in terms of resources, equipment and information/knowledge
- 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
Coordinate overall project management activities, resources, equipment, and information through inception work - Analyse risks and opportunities - Create and maintain comprehensive project documentation, plans, meeting minutes and reports	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		
Act as the project focal point of contact and communicate project status to all stakeholders - Coordinate digital health stakeholder engagement - Represent the EIR/MPI project in the Digital Health Technical Advisory Group, providing periodic updates to the group as required - Support for engagement and maintenance of partnerships and networks	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 Advisory Group (TAG) as required 3. TAG meeting minutes circulated for follow-up actions		
Assist in collecting existing information and data to support assessment, requirements gathering and planning activities. - Closely monitor state of implementation, gather relevant data, prepare updates for the Project Team (different departments of MHMS (Family Health/EPI, ICT, Digital Health Programme Management Unit (PMU)), UNICEF and vendor) and other relevant partners - Collect, analyse and consolidate relevant data to facilitate monitoring of progress (including ICT supply/equipment monitoring) and the identification of common problems which cause delay.	1. Baseline report 2. Monthly quality assurance and monitoring reports		

- Undertake Quality Assurance (QA) activities on project deliverables and compilation and submission of reports			
Provide support to Project Team for roll-out of the EIR/MPI integrated platform, with emphasis on change management process - Identify pilot facilities - 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	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		
Plan, organize, and coordinate meetings, workshops, trainings, and any other project related activities, in close coordination with the Project team	1. Organisation and minutes of monthly coordination meetings among the core group of implementers 2. Organisation of EIR/MPI orientation / training workshops 3. Organisation of a convergence workshop in close coordination with MHMS, UNICEF and other stakeholders		
Identify and develop communication products to document the EIR/MPI initiative implementation, achievements and lessons learned	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.

Work Experience and Skills :
- Minimum of five (5) years of experience in ICT Technologies with emphasis on Information system development and implementation
- Proven work experience as a Project Coordinator.
- Experience in project management from conception to delivery.
- 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.

- 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.
- Demonstrated experience coordinating between multiple remote teams and stakeholders.
- Fluency in English. 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 MHMS and deployed to the government premises. S/he will work under supervision of UNICEF MCH Specialist and MHMS Head of Family Health, in close coordination with the UNICEF Immunization Specialist, MHMS Immunization Manager, Fiji Digital Health Technical Advisory Group on a day-to-day basis. The consultant will be based full time in Suva, Fiji, 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 Head of Family Health.

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.