TERMS OF REFERENCE
(FOR Temporary Appointments)

UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Health Officer-NOB

Section: Health

Duration: 364 days

Duty Station: Cox's Bazar

Reports to: Health Specialist
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1. Purpose of Assignment:

The current Country Programme of UNICEF focuses on the reduction of maternal, neonatal and under-five mortality and morbidity through health system strengthening. UNICEF provides support for Primary Health Care services and Immunization to the Rohingya and as well to Health Systems Strengthening to the Government of Bangladesh through support through additional Human Resources, Planning, Capacity building, DHIS-2 management, and support for the SCANUs and NSUs. Jointly with Government of Bangladesh, UNICEF has demonstrated novel strategies in establishing integrated health to enrich the DHIS2 through development and / or integration of different components of the MIS for various programme like IMCI, EmONC, Newborn health, EPI. However, there is an inherent weakness within the existing HMIS as population-based coverage data of key MNCH indicators are not collected. The reports generated by HMIS lack completeness to track progress on key MNCH indicators. The current MIS doesn't capture all the project MIS data that reflects a nationally representative integrated MIS on MNCH. There are also various challenges with regards to Quality-of-Care improvement, and the results-based monitoring and planning of programs.

Health system strengthening components cutting across health financing, service delivery, medicines and supplies, health workforce and governance, embedded in the current health program are yet to be aligned across all existing programs and projects with the national level. Focus should be given to capacity building of health managers at district and sub-district level on data analysis, evidence-based health planning and monitoring. Facility based health management information system is in place, but focus is needed on utilization and data quality aspects. Establishing a strong e-HMIS and e-EPI which are the building blocks of Health system strengthening, will contribute to the sustainability of health system. Support to managers of various health financing functions, supply planning, service delivery and mapping and technical support for capacity building will form key areas of intervention in this role.

2. Major duties and responsibilities:

The Health Officer will report to the Health Specialist Team Lead. The Health Officer-HSS will provide professional technical, operational and administrative assistance throughout the programming process for the Health Programme goals on objectives within the Country Programme on all the pillars of Health System Strengthening

The Health Officer will play an important role in establishing and maintaining information and data from development planning to delivery of results, by preparing, executing, managing, and implementing a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, and evaluating and reporting of results. This will include using various tools for planning, guidance on health financing, human resources for health and supply chain management. Focus will be on transformation of digital health and digitalization of the electronic Expanded Programme on Immunization (e-EPI), more importantly supporting programme with data generation, data integration, data visualization and establishing electronic Health Management Information Systems (eHMIS). This will include:

1. Support to programme development and planning for Health Systems Strengthening (HSS) core functions of service delivery, financing, medicines, HIS, health workforce and governance.
2. Programme management, monitoring and delivery of results, data management and preparation of reports, including introduction of newer technologies – e-HMIS, e-EPI, digital health platforms

3. Technical and operational support to programme implementation, support to program planning and management of health supplies and partners.
4. Networking and partnership building with health stakeholders, government, and health sector.
5. Innovation, knowledge management and capacity building, of stakeholders

1. Support to programme development and planning for Health Systems Strengthening (HSS) core functions of service delivery, financing, medicines, health information systems, health workforce and governance
- Conduct and update the situation analysis for the development, design, and management of health-related programmes covering core functions of the Health Systems Strengthening (HSS)
- Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning. Coordination on annual work planning, its approval, HAC and JRP etc.
- Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results-based planning, and monitoring and evaluation of results.
- Prepare required documentations and materials to facilitate the programme review and approval process.

2. Programme management, monitoring and delivery of results, data management and preparation of reports, inclusive of the use of newer technologies

- Work closely and collaboratively with colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations, and/or to alert appropriate officials and stakeholders for higher-level intervention and decisions.

- Coordinate the donor reporting (writing and editing) for the health section and liaison with other relevant sections towards it's timely submission. Keep record of reports and assessments for easy reference and to capture and institutionalize lessons learned.

- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts to assess programmes and to report on required action/interventions at the higher level of programme management. Collaborate with relevant sections for internal and external reporting like RAM, CRAVE, Sitreps etc.

- Monitor and report on the use of sectoral programme resources (financial, administrative, and other assets), and verify compliance with approved allocation and goals, organizational rules, regulations, procedures, as well as donor commitments, standards of accountability, and integrity. Report on issues identified to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.

- Provide technical support to the roll out of newer technologies such as e-HMIS, e-EPI, digital health platforms, and e-tracker roll out for EPI and maternal health. Apply newer technologies and innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.

- Maintain database and information management for the section through the use and update of regular dashboard and UNICEF reporting mechanisms for HAC and JRP, highlighting progress and achievements.

3. Technical and operational support to programme implementation, support to program planning and management of health supplies and partners

- Conduct regular programme field visits and surveys, and share information with partners and stakeholders to assess progress and provide technical support and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks, and potential problems for timely action to achieve results.

- Provide technical and operational support to government counterparts, NGO partners, UN system partners, and other country office partners/donors on the application and understanding

of UNICEF policies, strategies, processes, and best practices on health-related issues to support programme implementation, operations, and delivery of results.

- Provide regular monitoring and management of health supplies, working with partners to ensure that timely utilization of resources and prepositioning for emergencies.

- Provide support to program implementation through management of partners and ensuring timely processes are maintained for HACT, liquidations and reporting.

4. **Networking and partnership building with health stakeholders, government and health sector.**
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   - Build and sustain effective close working partnerships with health sector, government counterparts and national stakeholders through active sharing of information and knowledge to enhance programme implementation and build capacity of stakeholders to deliver concrete and sustainable results.
   - Draft communication and information materials for programme advocacy to promote awareness, establish partnerships/alliances, and support fund raising for health programmes. Provide donor support visits.
   - Participate in appropriate inter-agency partners/colleagues on health programmes/projects, and to integrate and harmonize UNICEF's position and strategies.

5. **Innovation, knowledge management and capacity building, of stakeholders**
   - Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
   - Engage with colleagues across the country and office of Cox' Bazar as well as with partners, for the production, sharing, utilization and management of knowledge products, and creating space for learning and knowledge sharing through various forums.

   - Research and report on development trends (e.g., political social, economic, health) for higher management use to enhance programme management, efficiency, and delivery of results

   - Manage internal webinars and meetings, and it's related logistics, for exchange of knowledge on the health programme

   - Design and rollout of internal management and reporting tools that track programme activities.

   - Coordinate and manage the video newsletters, draft/proofread scripts/ stories, and other communication products that feature from the health programme. Promote content publishing via internal channels, including ICON, Yammer, external channels, UNICEF websites and other social media.

   - Collaborate with the Communications, Advocacy and Partnerships (CAP) team to improve visibility and presence online.

   - Assist with oversight of research and ensure results are available for use in knowledge products.
   - Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

EDUCATION & OTHER SKILL:
A university degree in one of the following fields is required: public health, pediatric health, family health, health research, global/international health, health policy and/or management, biostatistics, epidemiology, ICT, or another relevant technical field.
WORK EXPERIENCE:
A minimum of two years of professional experience in one or more of the following areas is required: public health planning and management, health management information systems, maternal and neonatal health care, health emergency/humanitarian preparedness or knowledge management.

Good knowledge and understanding of the health sector, including national-level policies, programs, and best practices.
Experience in working collaboratively with internal teams and partners
Experience in analyzing complex data, identifying trends and drawing sound conclusions.
Strong written and verbal communication skills

Desirable experience:
Experience working with DHIS-2, HMIS, e-tracker, digital health or relevant health monitoring tools.
Experience in developing and managing Knowledge Management products and newsletters
Ability to communicate complex technical information to stakeholders through clear and accurate narratives and data visualization.
Proficiency in technology platforms for knowledge-sharing specific to UNICEF (i.e. including Office 365 – specifically MS Sharepoint, Excel, PowerBI, Drupal, and Power Automate)
Relevant experience in Bangladesh with UN system agency or organizations.

LANGUAGE PROFICIENCY:
 Fluency in English and Bengali is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

<u>Values</u>	<u>Core competencies</u>
▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability ▪ Sustainability	▪ Demonstrates Self Awareness and Ethical Awareness (1) ▪ Works Collaboratively with others (1) ▪ Builds and Maintains Partnerships (1) ▪ Innovates and Embraces Change (1) ▪ Thinks and Acts Strategically (1) ▪ Drive to achieve impactful results (1) ▪ Manages ambiguity and complexity (1)

Child Safeguarding Certification
(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective <u>01 January 2021</u>, Child Safeguarding Certification is required for all recruitments.

1.Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	☐ Yes	☒ No
2a. Is this a Direct* contact role?	☒ Yes	☐ No

2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. *"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.*	☒ Yes	☐ No
3a. Is this a Child data role? *:	☒ Yes	☐ No
3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) * *"Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".*	☒ Yes	☐ No
4. Is this a Safeguarding response role* *Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations*	☐ Yes	☒ No
5. Is this an Assessed risk role*? *The incumbent will engage with particularly vulnerable children[1]; or Measures to manage other safeguarding risks are considered unlikely to be effective[2].*	☐ Yes	☒ No

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[1] Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

[2] i.e. the role-risk will be compounded by other residual risks.