



Call for Consultant for the Bloomberg Philanthropies Data for Health Initiative (D4H)

Vital Strategies

Terms of Reference

Title: Consultant

Contract Type: Consultant

Duration of Contract: 12 Months

Start Date: September 2017

Application Deadline: 18 August 2017, New York City, COB

Duty Station: Asia Region, Specific Country Based on the country of residence of the Consultant

Vital Strategies (VS), based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

Background:

VS, in partnership with other global public health organizations, is implementing a multi-year program to improve civil registration and vital statistics (CRVS) in 20 countries and municipalities in Africa, Latin America, Asia, and the Pacific. The CRVS Improvement Program is a major component of the wider D4H initiative which aims to enhance public health data capacity in low- and middle-income countries. The goal of the initiative is to ensure that hundreds of millions more people live in countries where data are used to steer public policy and program decisions. The CRVS Improvement Program will involve interventions designed to improve the registration of births and deaths, improve the existence and quality of cause of death information for both facility- and home-based events, and improve the timeliness of available vital statistics information and reports.

Activities

The Consultant will own project management responsibilities for technical assistance interventions in Sri Lanka and Philippines through February, 2018. Significant travel for onsite engagement will be required.

Project Planning and management

- As part of Country Implementation Team, execute existing work plans that identify priority results and sequenced activities needed to complete the planned interventions;
- Coordinate resources (staff time, money, material) required to deliver results for each phase of work;
- Develop a feasible implementation schedule for project completion;
- Determine deadlines for key project milestones and deliverables;
- Ongoing troubleshooting, revision and adjustment of work plans as needed in response to changing local conditions.

Implementation and Progress Monitoring

Manage and support in-country Country Coordinator consultants who will work closely with key government ministries to oversee implementation of the Initiative;

- Draft and ensure execution of key project documents with relevant in-country Ministries and personnel (e.g., Memorandum of Understanding, consulting contracts, or sub-grant agreements)
- Daily communication with the VS Director, Deputy Director of Technical Implementation, Deputy Director of Project Management, technical experts, and in-country Country Coordinators, to support execution of work plans according to schedule
- Partner with Country Coordinators to organize and support in-country trainings, meetings, and workshops as per country work plans
- Identify, surface, and trouble-shoot bottlenecks and delays
- Work with the Deputy Director of Project Management to draft regular progress reports, including monthly and quarterly one-page updates

Requirements:

Education and Experience

- Post-graduate degree in relevant field (e.g. public health, epidemiology) from a recognized university
- At least 5-7 years' experience working on international development projects, ideally on projects in multiple low- and middle-income countries and on projects with strong data and information or M&E components

Skills

- Strong project management skills including financial and technical oversight with the ability to manage multiple ongoing tasks. Familiarity with Smartsheet or MS Project a plus.
- Proficient user of Microsoft Office suite (MS Word, Excel, Outlook, PowerPoint)
- Excellent interpersonal communication skills
- Ability to work independently and self-direct as well as across cultures and in a team of a broad range of government, academic and other stakeholders
- Patience and adaptability to rapidly adapt to change
- Capable of quickly understanding and analyzing complex problems and situations and identifying solutions to achieve objectives

Travel

- Willingness to travel up to 40% regionally in Asia as well as occasional intercontinental trips

Languages

- English language fluency (written and spoken)
- Proficiency in languages in addition to English preferred

How to Apply:

Please send CV and a cover letter, including salary expectations, to hr@vitalstrategies.org quoting reference "Asia-Pacific D4H Consultant" with the consultancy applied for in the subject line.

Closing date for applications: August 18, 2016. Only selected prospective consultants will be contacted.