

Terms of Reference

Senior Contract Management Technical Advisor – Damal Caafimaad

Publication date:

Closing date:

Location: Mogadishu

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Federal Ministry of Health
Somalia

Announcement

General description	<p>Job title: Senior Contract Management Technical Advisor</p> <p>Position Type: International</p> <p>Vacancy reference number:</p> <p>Number of positions: One (1)</p> <p>Location: International with regular travel to Somalia</p> <p>Vacancy announcement date:</p> <p>Vacancy closing date:</p>
Background	<p>The World Bank financed Damal Caafimaad project's development objective is to <i>"improve the coverage of essential health and nutrition services in project areas and strengthen stewardship capacity of Ministries of Health."</i> The project will involve the Federal Ministry of Health (FMOH) contracting NGO health service providers to deliver essential health services. In this model, health service contractors will deliver essential health services, contracted by the FMOH, which) will manage and monitor health service contracts, with day to day monitoring from Federal Member State (FMS) MoHs. The project will also have Third Party Monitoring (TPM) to provide independent generation of data on health services. Health service contracting is a new model in Somalia and systems to manage contracts are nascent.</p>

Scope of services	Under the supervision of the PCIU Senior Programme Coordinator, The Senior Contract Management Technical Advisor (TA) will play a crucial role in supporting the PCIU and PMT to develop contract management systems. The Senior TA will work with the PCIU and PMT to: i) write and develop the contract management manual to ensure the availability of agreed upon detailed management and monitoring guidelines and procedures; ii.) develop contract management template and oversight tools such as supervisory tools, checklists, dashboards, KPI tools etc.; iii.) provide on-the-job training, mentorship, and coaching for contract management staff in the PCIU and PMT; iv.) support the development of contract management training packages; (iv) support the PCIU in ensuring relevant PFM procedures are embedded into contract management guidelines and processes and are followed;
Objective	To support the PCIU and PMT in developing systems, tools, and capacity for contract management to ensure high quality, transparent management of contracts, including managing contract performance to improve health outcomes. The consultant’s role is not to directly manage contracts, but to ensure the systems, procedures, and capacity are in place for effective contract management.
Reports to	The consultant will report to the PCIU Senior Program Coordinator. The Consultant will work alongside the PCIU Contract Management Specialists in the execution of his/her duties.
Duration and Location of Assignment	One (1) year with the possibility for extension depending on performance and need. The duty station is in Mogadishu, Somalia, with possible travel to the Federal Member States. Arrangements for working remotely shall be negotiated with the consultant where necessary.
Description of duties	<p>Guidelines</p> <ul style="list-style-type: none"> • Develop FMOH health service contracting guidelines • Ensure health service contracting guidelines have specific procedures for all aspects of contract management including contract monitoring and performance management • Refer to example guidelines for health service contracting from other relevant countries, as available • Considering the nature of lump sum contract, ensure relevant MoH, Government, and World Bank PFM procedures are incorporated into contract management guidelines in a manner that will not violate term and condition of lump sum contract • Facilitate guidelines review by the Government and the World Bank Somalia health team <p>Tools, Checklists, job-aids and Procedures</p> <ul style="list-style-type: none"> • Develop tools and job aids to facilitate contract management processes as needed / identified through support for contracting • Ensure clear and usable tools and job-aids to support performance management, a sub-component of contract management, including,

	<p>developing performance indicators and benchmarks in consultation with implementing NGOs, review level (Federal/state levels), review frequency, official involved in the review process, decision making process on performance of specific NGO.</p> <ul style="list-style-type: none"> • Develop contract supervisory checklist, building off existing tools where relevant • Develop and design an online contract management systems or databases that can easily monitor and manage contracts during their lifecycle • Lead the development of standardised and a comprehensive contract management manual and contract administration manual for FMOH-Somalia • Support the FMOH the formation of systems applicable to international contracting practice and procedures <p>Training, Coaching, Mentorship, and day-to-day support</p> <ul style="list-style-type: none"> • Train contract management staff and PCIU / PMT relevant staff on contract management procedures, guidelines and tools • Provide ongoing on-the-job training for contract management staff and PCIU / PMT leadership • Provide individualized and group mentorship and coaching on contract management for PCIU and PMT contract management staff and leadership • Support PCIU and PMT staff on day-to-day contract management issues, with a focus on ensuring staff have the tools to implement guidelines • Provide direct on-the-job support for contract performance management • Develop a contextualized, tailored training package for contract management Sub-unit for PCIU. • Support any other areas required by the PCIU related to the contracting arrangement.
<p>Qualifications and experience</p>	<p>Education: At least a Master’s degree in Business Administration, Public Administration, or Public Health with specific contract management training. Having PhD in related area is added advantage.</p> <p>Work experience:</p> <ul style="list-style-type: none"> • At least 10 years of experience in management of contracts for health service delivery • Experience in management of NGO health contracts is strongly preferred • Demonstrated experience developing health service contract management systems is required • Experience with similar tasks in fragile, conflict and violence (FCV) settings is preferred • Demonstrated experience with health service monitoring • Demonstrated experience with coaching, mentorship, and training, preferably in contract management

	<ul style="list-style-type: none"> • Experience working in a fragile context, preferably Somalia • Experience working with Governments in the health sector is required <p>Skills and Attributes</p> <ul style="list-style-type: none"> • The candidate must have an excellent understanding of health service contract management • Strong understanding of health service performance management • Excellent understanding of Public Financial Management (PFM) principles • Excellent interpersonal skills • Excellent understanding to legal aspect of contract management • Strong ability to communicate complex concepts clearly and succinctly to facilitate learning • Ability to develop tools, guidelines, and job-aids • Ability to take initiative, identifying needs and gaps, and working proactively to address gaps and needs • Strong skills in MS Office (Word, Excel, PowerPoint...) • Excellent written and spoken English is required • The ability to work with flexibility in a multi-disciplinary environment • Excellent teamwork and communication skills, and the ability to take initiative • Strong communication skills and the ability to collaborate with people from a variety of backgrounds and positions, including local and national authorities • Team player with the ability to produce results • Good negotiation and communication skills
Deliverables	<ol style="list-style-type: none"> 1. Contract Management Guidelines 2. Contract management performance management tools 3. Job aids for implementing contract management guidelines 4. Contract management supervisory checklist

Complete electronic applications to be sent to [e-mail address] by the closing date stipulated in this announcement. Complete applications meet the criteria outlined below. Incomplete applications and applications received after the closing date for this position will not be considered. Submissions must include:

1. A motivation letter that mentions
 - a. the job title
 - b. the vacancy reference number
 - c. your motivation for applying for the position
2. A complete and up-to-date CV with exact graduation dates and start/end dates of positions held

Positions are awarded based on competency checks. Shortlisted candidates meeting minimum eligibility criteria will be invited for a written test/interview. At time of testing candidates are expected to bring the originals (for verification) and one photocopy of the following:

1. Most recent education certificates/diplomas
2. Identity document

Fraudulent documents and/or fraudulent claims in CVs and supporting documents will result in disqualification at any stage of the recruitment process. Candidates scoring below 60% of total marks for the written test will be disqualified and will not be invited to participate in the interview process.

Written examination questions will be problem-based questions

For any questions regarding the position please contact [name of team leader] by e-mail at [pciuh@moh.gov.so] or by Telephone +252615816412 or questions can be directed to the Procurement Specialist for this position: [name of Procurement Specialist] at [procurement.damalcaafimaad@gmail.com]