



**Pan American
Health
Organization**



**World Health
Organization**

REGIONAL OFFICE FOR THE **Americas**

TERMS OF REFERENCE

Title: Results Based Budgeting for Health Coordinator

EOI Number: EOI/JAM/21-002

Issuing Date for application: 9 May 2021

Closing Date: 21 May 2021

Duration of the consultancy: 2 years

E-mail Address for Response: jamhrm@paho.org

Background

The Pan American Health Organization (PAHO) is an international public health organization with more than 100 years of experience in improving the health and living standards of the people of the Americas. PAHO is an agency of the United Nations system, serving as the Regional Office for the Americas of the World Health Organization and the specialized health agency of the Inter-American System.

To support the Government of Jamaica, PAHO, UNICEF and UNDP embarked, in collaboration with the MOFPS and PIOJ, on a Joint Project (JP) aimed at strengthening the Public Finance Management capacity of the Ministry of Health and Wellness thereby ensuring efficient, effective and equitable resource allocation towards the achievement not only of the SDGs, but also of the country's national outcomes reflected in Jamaica Vision 2030. This increased capacity, together with diagnostic budget analyses, development of financial simulation models and budget tracking systems, will enable the reprioritization of funds to services which affect the most deprived and vulnerable populations including children and women and people with disabilities.

With the technical guidance from the PAHO, the Joint Project (JP) will work on realizing the key strategic outcome of the MOHW Vision for Health 2030 to improve the efficiency of the allocation and utilization of funds provided to the public health sector for the delivery of health care services. As stated in the National Health Services Act, 1997, service delivery is regionalized with the MOHW's four Regional Health Authorities (RHAs) responsible for delivering quality healthcare service in the four regions – North East, Western, Southern and South East.

The Joint Project (JP) is programmed for implementation over a two-year period in close collaboration with the PAHO; UNDP and UNICEF, and seeks:

1. To strengthen the Public Finance Management capacity of the Ministry of Health and Wellness;
2. To promote efficient, effective and equitable resource allocation towards the achievement not only of the SDGs, but also of the country's national outcomes reflected in Jamaica Vision 2030.

3. Develop effective, accountable and transparent institutions as well as implement effective and targeted capacity-building.

The PAHO invites suitably qualified consultants to indicate their interest in providing support to the implementation of the Joint Project within the MOHW, as a Results Based Budgeting for Health Coordinator. This position will be responsible for harmonizing the activities supported by the Joint Project with ongoing initiatives implemented by the Ministry of Health and Wellness as well as organizing and coordinating the interventions planned under the Joint Project with the Ministry of Health and Wellness.

Purpose of the Consultancy

The Results Based Budgeting for Health Coordinator will be responsible for harmonizing the activities supported by the Joint Project with ongoing initiatives implemented by the Ministry of Health and Wellness as well as organizing and coordinating the interventions planned under the Joint Project with the Ministry of Health and Wellness.

Specific objectives of the Consultancy

- Provide support to MOHW to improve implementation of the Results Based Budgeting (RBB) system to reprioritize expenditure towards strategies and programmes that are more efficient and effective in supporting the achievement of the SDGs.
- Assist the MOHW in conducting diagnostic budget analyses to identify inefficiencies, leakages and wastages in resource usage and highlighting areas where performance of service delivery in strategic areas is sub-optimal to enable corrective action.
- Support the development of a financial model for the MOHW that will enable the planning and development team to cost the financial sustainability of policy options and assess the potential impact of certain expenditure decision on outcome indicators.

Detailed description of duties and tasks

1. In coordination with MOFPS, support MOHW to conduct a capacity assessment and develop a training agenda on RBB and Public Finance Management in line with the JP objectives. This assessment should include the following:
 - a. status of existing components, systems and guidelines related to strategic planning, performance management, monitoring, evaluation and accountability, developed by MOFPS.
 - b. Identify areas of need for capacity strengthening.
2. Support JP training activities to key staff within the Ministry, at Regional Offices and in Agencies on the areas identified as priorities by the JP such as:
 - a. Key Performance Indicators (KPIs)
 - b. Budget Analysis techniques
 - c. Monitoring and Evaluation approaches and systems
 - d. Analysis and tracking of expenditures in health
3. Support the development of specific planning, budgeting and monitoring guidelines for MOHW under the guidance of the experts recruited under the JP.
4. Support the launching, coordination and effective implementation of all PFM technical assistance initiatives within the MOHW, Regional Offices and Agencies. This entails support to ensure that tools developed are integrated in the budget process in MOHW.
5. Support MOHW to monitor the improvement in allocation /expenditure of resources aligned to key priorities and reporting on changes where necessary.

6. In consultation with the project consultant and the relevant heads of department develop periodic PFM action/work reports which clearly shows priority reform arrears, specific interventions, planned, impact areas, key deliverables, timelines, and technical assistance required.
7. Holding regular meetings with/under the Steering Committee to review progress against the work plan, identify challenges; with a view spot gaps for new initiatives.
8. Provide operational support in building the PFM capacity and support alignment between the Policy, Planning and Development and Finance Division of the MOHW.
9. Support the alignment of budget line items with the Programme budget principles in close collaboration with the MOFPS and ensure consistency of the MOHW budget
10. Support the implementation of the Performance Management Appraisal System (PMAS) review individual staff performance assessment mechanism and the achievement of Programme goals, making recommendations for alignment as necessary.
11. Address current key data challenges and identify key data analytics tools within and without the UN group for adoption/adaptation by the MOHW.
12. Support the training in cost accounting to strengthen the budget preparation process through inter alia, simulating Programme response to various budget scenarios.
13. Present a case study to demonstrate Programme matrix approaches, cost accounting, revenue projection and Programme activity/target simulation.
14. Provide support to the MOHW and the JP in the identification of and realization of 3-budget diagnostic analyses. This entails facilitating the internal meetings, coordination with the consultants in charge of the analysis, providing the necessary data and feedback to ensure a successful completion.
15. Support the team recruited by the JP for the development of a financial Simulation Model for MOHW adapted to Jamaica based on a quantitative reference scenario projecting the development of the health system needs and resources requirements according to policy assumptions and targets.
16. Support the development of the National Health Accounts and Fiscal Space study with policy options.

Deliverables/Outputs

The consultant will be required to produce monthly reports with updates describing their contribution to the achievement of key activities described in this Terms of Reference or any other activities agreed. The reports should be submitted to the PAHO.

The consolidated report will be based on the outputs agreed in the workplan of the Joint Project that will be developed within the first month of the consultancy.

Reporting Lines

The Coordinator will be supervised by the PAHO Advisor, Health Systems and Services. The PAHO Advisor, Health Systems and Services will supervise activities of the consultant, certify the deliverables and manage all contractual responsibilities in keeping with the anticipated results.

The Coordinator will work in close collaboration with the Ministry of Health and Wellness, Performance Management and Evaluation Branch (PMEB) and the Finance Division, including the Budgeting Section of the MOHW, as well as the Ministry of Finance and Public Service, the Cabinet Office and the Planning Institute of Jamaica.

Duration

The consultancy is expected to have a duration of 24 months. The first contract will be for one year, followed by a second contract by taking into account a positive performance evaluation.

General Instructions

To express interest, the consultant should provide information demonstrating that they have the required qualifications and relevant experience to perform the service. The consultant should meet the following criteria:

Skills and Qualifications required

- A relevant master's degree and/or professional designation in accounting, finance, business administration or related fields.
- At least five years' work experience in public finance.
- Experience in national level planning and budgeting.
- Experience in working on a Public Financial Management Project
- Hands on experience in organizing and facilitating, meetings, training plans, and workshops
- A proven record of teamwork.
- A sound knowledge of spoken and written English
- A sound knowledge of financial, data processing, and analysis
- Good communication and facilitation skills.

Information in the form of Curriculum Vitae/Company Profile should be submitted no later than **21 May 2021; 5pm EST** to jamhrm@paho.org reference EOI/JAM/21-002