

<b>TERMS OF REFERENCE – Individual Consultant</b>	
Hiring Office:	<b>UNFPA Rwanda</b>
Title:	<b>Health Financing Programme Analyst</b>
Purpose of consultancy:	<p>The Health Financing Programme Analyst post is located in the UNFPA Rwanda Country Office to provide strategic, technical and programmatic support to the 4-year Strategic Investment Facility funded project (2022-2025) on “<i>Innovative Health Sector Investment Model for Health Posts to Achieve Universal Health Coverage in Rwanda</i>”.</p> <p>S/he will act as the project’s focal point, ensuring quality and timely implementation of the project activities, outreach, and day-to-day liaison with implementing partners, stakeholders and government partners, while working in an integrated and collaborative manner with the Country Office’s programme and operations staff.</p> <p>S/he will work under the overall supervision of the Deputy Representative and report directly to the Head of the Sexual and Reproductive Health Unit.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>UNFPA Rwanda has been selected to pilot the project “Innovative Health Sector Investment Model for Health Posts to Achieve Universal Health Coverage in Rwanda” funded by the newly launched global UNFPA Strategic Investment Facility that aims to promote the innovative financing in order to accelerate the achievement of the transformative results and SDGs. The SIF project aims to support the Government of Rwanda to increase access to Primary Health Care through a network of financially sustainable and environmentally friendly health posts. The overall goal is to establish a well-functioning Health Posts managed through a Public Private Partnership model by social entrepreneurs.</p> <p>The Project Coordinator will play a pivotal role in the implementation of project activities and in ensuring the achievement of expected project outcomes through an optimal project implementation, effective use of resources, quality monitoring and communication of results, and adequate coordination including with the Private Sector.</p> <p>More specifically she/he will be responsible for the following substantive duties and responsibilities:</p> <p><b>A. Project Planning, Management and Coordination</b></p> <ul style="list-style-type: none"> <li>• Oversee the implementation of project including development of the Annual Work Plans (AWPs) to ensure timely implementation of the project;</li> </ul>

- Participate in the planning and organization of stakeholder meetings and consultations;
- Manage and monitor agreements signed with Implementing Partners to ensure they deliver quality reports on time;
- Closely follow up on budget expenditure and tracking of overall project delivery within the set timeline and prepare budget revisions, as needed;
- Coordinate and monitor achievement of the AWP activities related to the project by contributing substantially to the review, data analysis and write up of the narrative and financial reports and provide detailed feedback and edits;
- Provide substantive analysis and summaries to the team leader and senior management on the progress, challenges, and lessons learned with regard to major aspects of the project;
- Guide and facilitate planning activities and report production, review and clearances and participate in the evaluation and documentation of program results;
- Take appropriate actions to optimize use of project funds, financial effectiveness and accountability of project activities;
- Oversee preparation of relevant briefing and communication materials, position papers, and talking points related to the project as may be required
- Coordinate partners involved in SIF project to ensure successful and timely introduction of innovative financing instruments into the project.

**B. Project Monitoring and Evaluation (M&E) function**

- Undertakes periodic field visits to monitor and assess programme implementation and decides on required corrective action.
- Initiate costed mid-term and end of term evaluations plans for the project in liaison with IPs and relevant CO units and ensure quality of evaluations products.

**C. Policy Analysis, Knowledge Generation and Innovation**

- Support the office in analysing and interpreting the political, social and economic environment relevant to innovative financing and in the identification of opportunities for UNFPA partnerships;
- Promote knowledge-sharing by documenting project best practices and lessons learned and effectively share these with relevant partners to inform programming, policy and advocacy including with the Strategic Investment Facility Unit at UNFPA HQ;
- Ensure that data obtained and analysis are shared and used to engage local and national governments, as well as regional stakeholders;

	<ul style="list-style-type: none"> <li>● Catalyze and scope for innovative initiatives that enhance programme quality.</li> </ul> <p><b>D. Health Financing Partnerships Development and Resource Mobilization</b></p> <ul style="list-style-type: none"> <li>● Manage partnerships with implementing partners to enhance implementation, use and ownership of the information resulting from the project;</li> <li>● Support CO efforts for resource mobilisation to finance the SDGs, partnership expansion including with the private sector using innovative financing mechanisms;</li> <li>● Collaborate with partners, to ensure collaborative, mutually reinforcing and consistent approaches to supporting the government and one UN efforts for promoting Innovative Financing instruments in financing the health sector;</li> <li>● Coordination of the preparation and execution of the 1000 Health Post in a Land of 1000 Hills Joint Program related activities;</li> <li>● Establish strategic partnerships and initiate other innovative financing proposals in support of the UNFPA Country Programme in Rwanda.</li> <li>● Engage other partners in the private on the overall sustainable financing of the project initiative beyond current funding</li> </ul> <p><b>F. Carry out any other duties as may be required by UNFPA leadership.</b></p>
Duration and working schedule:	11 Months effective August 2022 and on a full time basis. Normal office working hours are 8.00am-5.30pm from Monday-Thursday and 8.00am-2.00pm on Fridays.
Place where services are to be delivered:	UNFPA Rwanda Country Office, Kigali
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Both Electronic and Hard Copy where necessary The consultant will submit a monthly report showing key deliverables achieved by 25 <sup>th</sup> of each month and assignment report at the end of the assignment.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Same as above
Expected travel	The consultant is based at the CO but should travel be required during the course of this assignment, UNFPA Rules and Regulations governing travel will apply.

Supervisory arrangements:	The IC will be supervised by the Head of the Sexual Reproductive Health Unit.
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education:</b> Master's degree in project management, Economic studies, public health, social sciences, demography, development studies or other related fields.</p> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>● 5 years of increasingly responsible professional experience in project management and development relevant to sexual and reproductive health, gender, population and development;</li> <li>● Experience working in projects involving the private sector and promoting access to financing by Small and Medium Enterprises;</li> <li>● Experience in Result Based Financing projects through a Public Private Partnership required or added advantage;</li> <li>● Experience working with government, development partners, civil society organizations, private sector, and youth-led organizations, in particular on public health issues including Primary Health Care;</li> <li>● Proven ability to effectively collaborate with team members to achieve demonstrable results;</li> <li>● Highly motivated, proactive, able to work independently with proven ability to exercise sound judgement and initiative, working in harmony with people from different backgrounds and cultures;</li> <li>● Strong interpersonal, organizational and communication skills;</li> <li>● Familiarity with UNFPA's mandate, policies and procedures, and experience in programme and/or technical assistance with the UN System and other international development organizations will be an added value advantage;</li> <li>● Proficiency in current office software applications (Word, Excel, Power Point).</li> </ul> <p><b>Languages:</b></p> <ul style="list-style-type: none"> <li>● Fluency in English</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	<p>UNFPA will provide:</p> <ul style="list-style-type: none"> <li>● Required documentation</li> <li>● Office space and IT equipment</li> <li>● Other applicable support services where appropriate</li> <li>● DSA and other logistics arrangements, as may be required</li> </ul>