

## Terms of Reference

### PBF Officer – Primary Healthcare

#### 1. Background

The Government of Liberia through the Ministry of Health (MoH) is currently implementing the Institutional Foundations to Improve Services for Health (IFISH) Project. The project—valued at US\$85 million is funded by the World Bank. The Project’s Development Objective is: “to improve health services delivery to women, children and adolescents in Liberia.” The project supports five components, namely: (1) Improve health infrastructure; (2) Improve health service delivery; (3) Strategic purchasing and equity in health financing; (4) Project management, and monitoring and evaluation; and (5) Contingent emergency response. Under component 3 of the project, performance-based financing (PBF) is currently being implemented comprehensively in six counties (Gbarpolu, Rivercess, Sinoe, Bomi, Grand Kru, and Maryland); and in Montserrado county at the Redemption Hospital. To support the effective implementation of PBF activities at primary healthcare level in these counties, the MoH seeks to hire a local consultant with the requisite qualification and experience to serve as PBF officer for primary healthcare level implementation.

#### 2. Overall Assignment

To capacitate the PBF unit with the right skills and technical abilities to provide oversight on the implementation of PBF at the primary healthcare level under the IFISH Project.

#### 3. Scope of Work

##### Task 1: Technical Oversight and Coordination

- Facilitate the preparation of technical documents related to PBF implementation at county level (county health team (CHT)) and primary healthcare (PHC) facilities
- Ensure that PBF implementation is carried out in line with the agreed implementation arrangements at the CHTs and PHC facilities
- Provide technical guidance to CHTs and PHC facilities during the development and implementation of quarterly Business Plans
- Coordinate the organization of PBF meetings, workshops, and training sessions
- Support CHTs in the contracting and management of PHC facilities
- Liaise with relevant units at the MoH on how the PBF could be used to enhance the implementation of cross-cutting interventions including regulations on quality
- Assist in the development of annual work plan and budget for the PBF Unit

##### Task 2: Performance Monitoring and Supervision visits

- Monitor CHTs and PHC facilities performance trend with a comparative analysis across PBF indicators on quarterly basis
- Facilitate the organization of annual PBF review meetings
- Carry out technical supportive supervision visits to CHTs and sampled PHC facilities and provide hands-on coaching to enhance performance.

### Task 3: PBF Programmatic Reports

- Collect and collate progress reports from CHTs highlighting successes, challenges, lessons learned, best practices and recommendation.
- Assist the Director PBF in the preparation of quarterly progress review reports.

#### **4. Duration**

The assignment will be for 12 months with possibilities of extension upon satisfactory performance and based on availability of funds.

#### **5. Duty station and Reporting**

The PBF Officer (Primary Healthcare) will be operating from Monrovia, Liberia, with travel to the six counties indicated above. The contract for the officer will be managed by the Project Implementation Unit (PIU). For all day-to-day duties and technical aspects of his/her work, the PBF Officer (Primary Healthcare) will be reporting directly to the Director for PBF at the MoH. He/she will also be required to work in concert with other PBF staff at the PIU and MoH. The officer will also be required to work in unison with other relevant actors from the MoH and development partners.

#### **6. Qualification, Experience and Skills/Attributes**

- a) At least Bachelor of Science degree in Life Sciences (Biology or related), and/or Business Administration and or Management, Public Administration, Nursing, Midwifery, Public Health.
- b) Three (3) to five (5) years of work experience in Health programs and projects in Liberia. This should include experience in program management, and monitoring and evaluation at facility, district, county, or national level.
- c) Knowledge of PBF approaches and principles.
- d) Strong leadership, analytical, and report writing skills
- e) Excellent command of the English language including oral and written skills
- f) Good interpersonal skills and ability to work in multi-cultural environments as a team player
- g) Ability to operate independently with minimal support

#### **7. Remuneration**

The PBF Officer (Primary Healthcare) will be paid based on agreed terms and conditions. Payment of monthly fees will be based on receipt of clearly defined deliverables by specific timelines. The PBF Officer (Primary Healthcare) will be required to submit an activity summary report, attendance record, and invoice to the Manager – PIU for authorization of payment each month.