

## Terms of Reference

### PROGRAM OFFICER

#### World Bank Health Portfolio (EERP/IFISH/REDISSE/COVID-19)

#### 1. Background

The Government of Liberia (GoL) has received financing from the World Bank Group for the implementation of Health-related projects in support of the national development agenda. The Ministry of Health (MoH) is responsible for the implementation. In order to undertake this assignment, the MoH has set up a Project Implementation Unit (PIU) that is charged with the responsibility of overseeing, coordinating, and managing World Bank-financed projects in accordance with the financing agreement and project implementation manual (PIM). Currently, the unit is managing a portfolio of four projects, namely: Ebola Emergency Response Project (EERP), Institutional Foundations to Improve Services for Health (IFISH) Project, Regional Disease Surveillance Systems Enhancement Project (REDISSE) Project, and Liberia COVID-19 Emergency Response Project. In order to effectively implement planned activities across the four projects, the MoH wishes to recruit a Program Officer to support project implementation.

#### 2. Objective of the Assignment

The objective of this assignment is to coordinate and provide technical support and assistance to implementers of project components and sub-components. This will entail providing subject-matter inputs into technical documents; coordinating the development of annual workplans and budgets; monitoring and evaluating the implementation of project activities; coordinating the development of annual and semi-annual reports; and documenting lessons learned throughout implementation.

#### 3. Scope of Work

##### a) Task one (1): Technical Assistant to Implementers

- Review and provide technical inputs to implementers' activity plans, concept notes, terms of references, and other technical documents that may be required across the four projects under the PIU
- Assist implementers in carrying out planned activities approved in the project annual work plan
- Coordinate and assist implementers in developing and reporting activity status report quarterly to feed into the project implementation status report
- Support the implementers in the compilation and submission of reports and evidence of implementation to the World Bank after completion of activities and during closing procedures of the projects.
- Monitor activities agreed based on the work plan and provide hands-on support to implementers where weaknesses have been identified during supervision visits, program reviews and assessments.
- Support implementers in identifying activities where environmental and social safeguards require mitigation interventions and support them in planning and executing them.
- Support implementers in timely submitting quality package for activities that require procurement processes.
- Coordinate among Implementers and organize meetings on arising issues and ensure an effective follow-up of recommendations adopted during meetings

b) Task Two: Technical Assistance for Overall Project Management

- Ensure that Project Technical Committee (PTC) is functional and meetings are held and documented according to the project covenant. The program officer will work with the PTC chairperson in carrying out this task
- Participate in the monitoring of project (regular update of the project result framework) and supervision visits to project supported counties/institutions, hospitals, and primary health facilities
- Document lesson learned during project implementation
- Support the PIU in complying with the reporting requirements during the projects' closing procedures.
- Act as a liaison between the implementers and the environmental and social safeguards staff of the PIU to ensure that the team is fully involved in activities where mitigation interventions are required
- Perform any other duties as may be assigned by the Project Manager

**4. Qualification, Experience, Skills, and Competencies**

- A Master's degree in Public Health or Social Sciences (Business Studies, Economics, Project Management etc) with a minimum of 4 years relevant experience; OR a Bachelor's Degree in any of the above-stated fields with 6 years relevant experience with strong knowledge and practice in the Liberian Health System; and
- Experience in the management of projects and/or programs.
- Ability to plan and coordinate the implementation of workplans; documentation and organizational skills;
- Proven analytical, inter-personal, communication, and writing skills;
- Ability to work in a multicultural environment with a team of professional staff and capacity for creativity and initiative;
- Flexibility and adaptability to work under pressure and meet specific deadlines;
- Proficiency in the use of Microsoft Office suite of applications (Word, Excel, and PowerPoint);
- Confidentiality, integrity, and professionalism in the execution of duties and personal conduct; and
- Ability and willingness to occasionally travel outside Monrovia on supervision and implementation support visits to the counties.

**5. Remuneration**

- The Program Officer will get into an Individual Contract with MoH through PIU and will be paid based on agreed terms and conditions; and
- Payment of fees will be based on receipt of clearly defined deliverables by specific timelines.

**6. Reporting**

The Program Officer will report to the Project Manager through the Deputy Project manager of the Project Implementation Unit.

**7. Timing**

It is anticipated that this assignment will cover the initial period of 12 months with the possibility of extension, subject to satisfactory performance and the availability of fund.

**8. Location**

- The Program Officer will be located in Monrovia, Liberia, with travels to target counties supported by the World Bank funded projects