



Project Coordinators (2), South Sudan Health Pooled Fund, Phase 2

Job Description: Project Coordinator – Health Pooled Fund

Location: To be determined

Number of Posts: 2

Reports to: HPF Field Manager

Start date: Immediately

End of Contract: March 2018

Terms of Reference Health Pooled Fund Project Coordinators

Introduction

The HPFII is an 18-month extension of three and a half year fund, currently supported by the governments of United States of America, Canada, the British Government's Department for International Development (DFID), the Swedish International Development Cooperation Agency (SIDA) and the European Union (EU). The HPF 2 supports services in eight (8) former of South Sudan's ten states or twenty one (21) of the current twenty eight states including Eastern Equatorial, Northern Bahr el Ghazal, and Western Bahr el Ghazal, Warrap, Unity, Lakes, Central Equatorial and Western Equatorial States. In October 2016, DFID extended the contract to act as Fund Manager for the HPF to a consortium of organisations led by Crown Agents.

Whilst supporting Health Service Delivery (HSD) and Health Systems Strengthening (HSS), the HPF will also help strengthen and enable the Government of the Republic of South Sudan (GRSS) to be the leader in developing a health delivery system that saves lives. This will be achieved through supporting transition to government-led service delivery by project conclusion in 2018.

The key objectives of the HPF are to:

1. Objective 1: To increase access, use and quality of health services across all levels, particularly for women, children and vulnerable groups
2. Objective 2: To strengthen the health system under the stewardship of the County Health Departments
3. Objective 3: To increase access to nutrition services particularly for pregnant women and young children

Key Roles of HPF Project Coordinators

The HPF Project Coordinator is the main HPF representative in regions where HPF funded projects operate. The main aim is to integrate the HPF within the SMoH/CHDs, thus building local capacity and the ability to respond to public health priorities and oversee the HPF activities. The Project Coordinator will support the relevant government institutions to take ownership and leadership in planning and implementing HPF activities, with a focus on Health System Strengthening including Public Financial Management as well as oversight of service delivery contracts.

- Project coordinator is the line manager the project driver and any other staff that will be deployed to the field.
- Support the dissemination of MoH policies, and GRSS policies as relevant.
- Represent the HPF Team Leader in activities at Regional /State and County Level
- Any other assigned duty

Key Deliverables

In line with the project outputs of realising stronger health facilities and service delivery, improved community governance and ownership, greater accountability and stronger health systems, the Project Coordinator will specifically be responsible for the following deliverables that will contribute to the overall outputs:

1. Reports to the Field Operations manager
2. Regular communication to provide updates on projects using various forms of communication relevant for the message and audience; these include the security situation, monthly field visit reports and reports on workshops conducted.
3. Updates on outcomes of annual reviews needs assessments and capacity building plans
4. Draft success stories on key project impacts in the counties
5. Notify HPF on changes in political /security context in the region as and when they occur to inform implementation, security and safety of staff and other related partners
6. Support the implementation of an appropriate visibility strategy
7. Report challenges and/or solutions and gaps if any
8. Facilitate the data flow of all reporting.

Applications

Interested individuals are invited to submit their CVs clearly demonstrating their experience in the above criteria for consideration along with details of their availability and anticipated fee rate to recruitment@crownagents.co.uk cc, roland.kusiima@nftconsult.com

Dead Line for application: 20th February 2017

This position is for **South Sudanese** candidates only.

Females encouraged to apply

The Project Coordinator will facilitate joint planning and management through support to the State Ministries and oversight committees, helping government, NGOs and other stakeholders work together to set objectives and measure progress. They will work with the Health System Strengthening Manager and PFM Manager to support the State Ministries of Health and CHDs in identifying existing capacity needs and developing relevant strategies and customised interventions to address them and coordinate the PFM activities. The Project Coordinators will conduct periodic HPF procured asset verification, review the NGO reports and also verify that the reported progress is true by visiting CHDs and health facilities/meeting with VHCs/communities.

Duties and Responsibilities of HPF Project Coordinator

The Project Coordinator will be responsible for all HPF funded projects in his/her area and is expected to ensure integrity, high level transparency and commitment in the delivery on the project. In the performance of their duties, the Project Coordinator will be required to follow Standard Operating Procedures provided by the HPF and to seek guidance as needed in regards to technical issues, and any other challenges or questions that may arise. The main roles and responsibilities include:

- Support planning and management of the program activities and outputs at the field level to ensure the project achieves its objective of improving quality health services
- The Project Coordinators will take lead in reviewing all the technical reports from the Implementing Partners which include, county and hospital projects in their lots and areas of operation
- Track the performance of the project activities and targets against the expected results and advise on implementation process to ensure the project is progressing towards attaining its targets
- Conduct periodic analysis of impact of the project at the field level and promote learning and sharing of best practices and lessons learnt through documentation
- Support county-level reporting to SMOHs, MOH and HPF Juba secretariat especially the HMIS, IDSR, E-Monthly and QTPRs
- Support the HPF finance unit in tracking Implementing Partners' budget expenditures against actual approved budgets and advise on cost deviations during budget realignments
- The Project Coordinator will support the HRIS/PFM activities in the States including attending the CTMC meetings, facilitate communication among line ministries and ensure Implementing Partners adhere to government public financial management benchmarks as determined by HPF management.
- Review Implementing Partners monthly technical reports and provide feedback to the IPs through the M&E Unit on project performance
- Coordinate HPF support to avoid duplication, maximize coverage and inter-sectorial collaboration
- In line with the communication strategies of the consortium, ensure visibility of the project and project strategies at field level
- Support collection of stories and photographs that demonstrate the positive impact of the project
- Monitor the performance of the implementing Partner in regards to adherence to contracts, including regular visits to the Counties, health facilities and communities
- Track work plan progress and participate in the review meetings between SMOH, CHDs and Implementing Partners
- Coordinate HPF needs assessments and capacity building plans leading to potential support in future in identified gaps.
- Act as liaison between SMOH, CHDs and the Implementing Partners
- Manages on behalf of the SMOH the state support fund to ensure it serves the intended purpose.
- Create an enabling environment to promote information sharing, partnerships and cordial relationship between community based organisations, government structures, implementing partners and target communities where the project works
- Support the implementing partners to ensure timely, accurate and quality monthly narrative and financial reports are submitted in line with HPF procedures.