

Health Pooled Fund 3: South Sudan

Short term Data Entry consultancy

Job Title: Data entry Consultant **Working with:** Deputy team leader, HSSD manager & the EPI team

Location: Juba South Sudan **Start date:** 4th-12th May



1. Who we are

ShimaHR consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of the Health Pooled Fund (HPF)

The third phase of the South Sudan Health Pooled Fund (HPF3) is a five-year multi-donor programme led by the British Government's Department for International Development (DFID) and including the Government of Canada, the Swedish International Development and Cooperation Agency (SIDA) and United States Agency for International Development (USAID). HPF3 began in October 2018 and will end in October 2023, with an annual budget of approximately £70 million.

The programme aims to have improved impact on health and nutrition status for the population that saves lives and reduces morbidity (including maternal, infant and under-5 mortality), and has the following five principal outputs

- Output 1: Delivery and increased availability/ readiness of quality health services at facilities.
- Output 2: Community level interventions that increase awareness, prevention and treatment of common conditions.
- Output 3: Availability of safe, effective and quality essential medicines and supplies.
- Output 4: Stable health systems that enhance accountability and responsive to the needs of the people.
- Output 5: Funds and processes that are efficient, effective, and inclusive and offer value for money.

The programme supports health services in eight of the ten former states of South Sudan, with the other two covered by the World Bank. HPF3 merges two previous health programmes – HPF2 and the Integrated Community Case Management 2 (ICCM2) to deliver services in 55 administrative Counties in the eight former states. HPF3 fund manager issued 22 contracts to 12 implementing partners who are responsible for the delivery of services at the community and facility level.

2. Objectives of the consultancy

The consultancy has the following objectives, to support specific EPI and Cold Chain assessments within this project:

- The data entry person shall ensure the development of the data entry tool
- Enter all the questioner data information into this tool.
- The Data entry focal person to coordinate with Data analyst and share the required data

3. Scope of Work

3.1 Specific Tasks

The Consultant will conduct the following specific tasks:

	Description of tasks	Due by	
1	<ul style="list-style-type: none">• Complete data entry of questionnaires into database.	4 th – 8 th MAY 2020	
2	<ul style="list-style-type: none">• Support data analyst in data cleaning and analysis	11 th to 12 th MAY, 2020	

4. Outputs

The Consultant will produce the following outputs:

	Outputs	Due by	Means of Verification
1	<ul style="list-style-type: none">• Compile clean data ready for analysis• Support in Data analysis	<ul style="list-style-type: none">• 4th of May 2020 expected to provide clean data ready for analysis• Up to 12th of May 2020	<ul style="list-style-type: none">• Compile clean data ready for analysis• EPI/CCE Data analysis report.

All outputs and other deliverables will be approved by the deputy team leader.

5. Payment Schedule

As per contract – output-based

6. Timeframe or Duration

The Consultant will provide support from 8th MAY to 12th MAY 2020. *The timeline provided may be subject to change based on the needs of the programme.*

7. Reporting and communication

The consultant will work closely with the deputy team leader, HSSD manager and the EPI team. For contractual, administrative and financial matters, the consultant will report to Crown Agents

8. Expenses budget

Not applicable

9. Individual(s) requirements

The consultant must have:

- Excellent knowledge of Computer applications: MS word, Excel, Access.
- Proficient in Data entry
- In depth knowledge and experience in data collection and compilation.
- Diploma /Bachelor's Degree in a related field with minimum three of year's professional management or implementation experience
- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications and ability to work with database applications,
- Ability to work effectively as a team member and independently,
- The candidate must have excellent English written and verbal communication skills
- Must be a South Sudanese National

10. HPF Responsibilities

HPF will support administration and logistics including:

- Access to relevant documents including data entry data base.

How to Apply

Interested candidates may submit their application attaching a current CV detailing their experience for the post including daytime telephone contacts and three referees, preferably previous line managers to recruitment@shimahr.com on or before Monday 20th April, 2020. Only email applications through the stated email address will be received.

Only shortlisted candidates will be contacted

