

TERMS OF REFERENCE	
Position Title:	Advisor for Planning and Monitoring
ARF Professional Discipline Category and Job Level:	To be negotiated with successful applicant. ARF rates (C2 will be used if recruiting internationally).
Location:	Suva, Fiji
Reporting To:	FHSSP Program Director and the Permanent Secretary for Health, Ministry of Health
Objectives:	To provide support to the Policy, Planning and Analysis Division, Ministry of Health to strengthen planning and monitoring capacity across all levels of the health system.
Scope and Specific Duties:	<ul style="list-style-type: none"> • Work with the Deputy Secretary Policy, Planning and Analysis as a key counterpart • To strengthen capacity at a senior level to identify core indicators for the MoH to be able to report on MDG goals, FHSSP objectives and the MoH Strategic Plan and Annual Corporate Plans. • Work with Division of Policy, Planning and Analysis, Health Information, Divisional Heads and Medical Superintendents, Clinical Service networks and Sub-divisional teams to strengthen systems and officer's capacities to ensure essential data is collected, collated and analysed and used at each level to plan, manage and be responsive to changing situations. • Work with the Health information unit to establish indicators of efficiency, effectiveness and impact and other indicators as required. • Provide technical input on the use of information to inform day-to-day management. • Strengthen the capacity of Ministry of Health at corporate, divisional and sub-divisional level in the use of surveys, studies and research to support monitoring. • Contribute to the development of the MoH M&E framework at national and divisional levels and provide advice on the implementation and reporting against the frameworks. • Support the development and monitoring of strategic, annual corporate and business plans for the Ministry of Health. • Ensure the FHSSP M&E framework is congruent with the MoH framework, and that the contributions of FHSSP can be realistically measured as part of the broader MoH initiatives. • Work with other Development Partners eg Global Fund in setting up systems at the MoH with links to PATIS and LIS.
Duration and Phasing:	2 years full time to be co-located with the Ministry of Health, Suva.
Performance	<ul style="list-style-type: none"> • Core indicators identified against MDG 4 & 5 goals, FHSSP

Expectations:	<p>objectives to enable MOH to report against the MoH Strategic Plan and Annual Corporate Plan as well as FHSSP Annual Plan.</p> <ul style="list-style-type: none"> • The data collection, collation and analysis capacity of MoH officers is enhanced to enable better use of data to plan, and manage situations. • Systems are developed to enable HMIS data to be used to inform day to day management of activities. • MoH M&E framework at national and divisional levels is developed and implemented and informs the FHSSP M&E Framework and Annual Plans. • Clear involvement in the development and monitoring of strategic, annual, corporate and business plans for MOH and FHSSP as appropriate. • FHSSP M&E framework is congruent with MOH M&E framework and measurable in practice.
Reporting:	<p>The Adviser will be required to provide a range of reports including:</p> <ul style="list-style-type: none"> • Analytical Quarterly Progress Reports • Taking the co-lead role in building the capacity of the Policy, Planning and Analysis Division and supporting the MoH in producing the MoH Annual M&E reports • Contributing to FHSSP Annual M&E reports • Technical and exit report. <p>Each report that is provided by the Adviser should be:</p> <ul style="list-style-type: none"> • Of the highest standard of quality including report content, formatting, spelling and grammar; • Prepared in accordance with Ministry of Health guidelines and other best practice guides such as AusGUIDE and FHSSP reporting guidelines; • Provided as an electronic MS Word file; and • Delivered by the required date. <p>The required draft reports must be provided to the FHSSP Deputy Program Director - Technical and Deputy Secretary Policy, Planning and Analysis, MOH at the agreed times. Technical feedback on the report will be given at this stage. Following agreement the reports will then be submitted to the FHSSP Program Director. If appropriate, following the Program Director's approval the report will be submitted to the Permanent Secretary for Health and AusAID. Following endorsement of the PSH, the report will be submitted to the Program Coordinating Committee. Only after the approvals of the Program Coordinating Committee will the report said to be final.</p>
Key Selection Criteria	<ol style="list-style-type: none"> 1. Five+ years' experience working with/in partner government systems in a developing country context to build capacity and strengthen systems around Monitoring and Planning. 2. Demonstrated experience in the development of monitoring and evaluation frameworks in a health environment. 3. Demonstrated experience in developing health policy and strategic planning in a developing country.

	<ol style="list-style-type: none"> 4. Demonstrated experience in facilitating complex stakeholder engagement including community level consultations. 5. Demonstrated ability to work in a team based environment and contribute to the successful achievement of plans and frameworks. 6. Advanced post-graduate qualifications in epidemiology, public health, international development, monitoring and evaluation or related discipline. 7. High level interpersonal skills with a demonstrated capacity to build positive relationships across a broad demographic area. 8. Demonstrated experience in working in the Pacific context 9. Enhanced cultural awareness and sensitivity to customs and cultural differences
FHSSP Background:	<p>Australia provides significant bilateral support to Fiji, as well as supporting a number of regional health programs. Australia's aid program in Fiji continues to focus on providing support to the health and education sectors and to support the people of Fiji by maintaining programs that improve their livelihoods. Consistent with Australian whole of government engagement in Fiji, the Aid Program has been recalibrated to focus on mitigating the social and economic impacts on vulnerable groups affected by political instability and the global recession.</p> <p>The Goal of the Fiji Health Sector Support Program is to remain engaged in the Fiji health sector by contributing to the Fiji Ministry of Health's efforts to achieve its higher level strategic objectives in relation to infant mortality (MDG4), maternal mortality (MDG 5) and the prevention and management of diabetes as outlined in the MoH Strategic Plan.</p> <p>The Program Objectives are:</p> <ol style="list-style-type: none"> 1. To institutionalise a safe motherhood program at decentralised levels throughout Fiji 2. To strengthen infant immunisation and care and the management of childhood illnesses and thus institutionalise a "healthy child" program throughout Fiji 3. To improve prevention and management of diabetes and hypertension at decentralised levels 4. To revitalize an effective network of village/community health workers as the first point of contact with the health system for people at community level 5. To strengthen key components of the health system to support decentralized service delivery (including Health information, Monitoring & Evaluation, Strategic and Operational Planning, Supervision, Operational Research) <p>The priority areas for FHSSP as outlined in the design document took particular account of the current and future strategic priorities of the Fiji MoH, and the Program objectives are closely aligned with those of the MoH Strategic Plans 2007-2011 and 2011-2015. The aim is to improve the delivery of essential health services at decentralised levels; to revitalise primary health care; to support the</p>

	<p>MoH in working towards the achievement of the MDGs; and to increase health development partner harmonization, with the long term aim of working towards sectorial coordination.</p> <p>The achievement of these program objectives will directly support the achievement of three of the seven Health Outcomes identified in the MoH's Strategic Plan 2011-2015, namely:</p> <ul style="list-style-type: none"> • Reduced burden of Non-Communicable Diseases; • Improved family health and reduced maternal morbidity and mortality; and • Improved child health and reduced child morbidity and mortality <p>The Fiji Health Sector Support Program is funded by the Australian Government Aid Program, and is managed by Brisbane-based company JTA International.</p>
JTA Values:	<p>JTA International (JTA) has been established with a clear vision to draw the best of international health professionals together in an environment which encourages intellectual stimulation, ideas and knowledge sharing to the betterment of health in developing countries. Through this team of health professionals, JTA aims to provide excellent project management, health consulting, teaching and to contribute to knowledge generation in health and development.</p> <p>The Adviser must demonstrate a high level of integrity, and a commitment to JTA's values of:</p> <ul style="list-style-type: none"> • We embrace challenges; • We are accountable for our commitments; • We are self reflecting, questioning and strive for personal and professional excellence; • Honesty, integrity and respect for others underpin all our actions; and • We are working for a better world. <p>The FHSSP Team has also developed a specific set of values. These values are:</p> <ul style="list-style-type: none"> • Commitment to work and organization • Respect and sensitivity to diversity and interpersonal skills • Integrity and high standards of personal conduct • Open communication • Flexibility and Responsiveness • Resilience

DRAFT ONLY

TERMS OF REFERENCE	
Position Title:	Public Health Information System (STA)
Remuneration	To be negotiated with successful applicant. ARF rates (B3 will be used if recruiting internationally).
Location:	Suva, Fiji
Reporting To:	FHSSP Program Director and MOH Director for Information, Planning and Infrastructure
Objectives:	<ul style="list-style-type: none"> • To provide technical assistance in revising the Public Health Information System, both paper components and electronic reporting system • To ensure it captures essential information for decision making at both the senior management and operational levels.
Scope:	<p>The STA will;</p> <ul style="list-style-type: none"> • Consolidate all the relevant recommendations from previous PHIS reviews by various stakeholders to be used as a guideline for the revision • Determine the public health data needs of the data users at different levels (e.g. policy and decision-makers, for program development, implementation and monitoring) • Based on the recommendations of previous reviews, to manage and guide the revision the data tools of PHIS in consultation with key stakeholders • Manage and guide the revision of the PHIS manual so that it incorporates the changes made and to ensure that it provides clear instructions on how the tools are to be filled and utilized, including the reporting channel. • In consultation with senior management of MOH decide on a pilot site/s and and coordinate and guide the conduct of the pilot. • Coordinate the pilot to the revised data tools and based on lessons learnt from the piloting ,finalise the data tools and the manual for implementation • Manage the development of training material and conduct 'train the trainer' training • Review the efficiencies of the existing chain of PH information management from source to national database with examples of how this may link to PATIS translates to policy and defines best practice. • Develop reporting templates for use at the various levels

	<p>within the health systems and data flow process.</p> <ul style="list-style-type: none"> • Design and manage the development of basic data entry, transfer and reporting software for use at various levels, including design of reports against national key performance indicators. • Test the software and confirm fit for purpose and develop user guide for M&E and reporting components of system. •
Duration and Phasing:	Commence in early November 2011 with duration of two weeks in Fiji.
Performance Expectations:	As a result of the work of the STA, FHSSP will have supported the MoH to address the data gaps in the Public Health Information System so that it becomes a more reliable and effective health information system for the collection, analysis, interpretation and utilization of public health information.
Reporting:	<p>The STA will provide an analyzed summary of the input provided along with the recommendations.</p> <p>The STA will report to the FHSSP Program Director and MOH Director Information, Planning and Infrastructure. The STA will provide regular feedback reports based on each milestone under specific responsibilities in accordance with the following standards:</p> <ul style="list-style-type: none"> • Meets the highest standards of quality, including report content, format, spelling and grammar; • Addresses all the activities listed in the above Objectives and Scope; • Is prepared in accordance with the FHSSP Guidelines for Reporting; and • Is provided in electronic format in Microsoft Word. <p>The required reports must be provided to the FHSSP Deputy Director Technical at the agreed times. Technical feedback on the report will be given at this stage. Following agreement the reports will then be submitted to the FHSSP Program Director and MOH Director information, Planning & Infrastructure. If appropriate, following the Program Director's approval the report will be submitted to the Permanent Secretary for Health. Following endorsement of the PSH, the report will be submitted to the Program Coordinating Committee. Only after the approvals of the Program Coordinating Committee will the report said to be final.</p> <p>The draft reports are to be provided in electronic format within two weeks of the completion.</p>
Key Selection Criteria:	<p>Required Experience</p> <ul style="list-style-type: none"> • Demonstrated ability to design organisation improvement

	<p>projects including the assessment process.</p> <ul style="list-style-type: none"> • Operational experience successfully managing National Health Information Systems projects; • Experience in designing health information systems consisting of the organizational, human and technical components to deliver information required to meet the needs of decision makers at all levels in the health system including the alignment with key national performance indicators. • ; • A working understanding of the Fiji Public Service and Ministry of Health is desirable; • Experience working in a developing country setting, particularly the Pacific, is preferable (but not required); <p>Required Skills</p> <ul style="list-style-type: none"> • Good understanding of analysis and interpretation of health information for management and planning including the calculation and use of key public health performance indicators; • Understanding of the computer systems that support HIM • Highly developed written communication and report writing skills; <p>Required Qualifications</p> <ul style="list-style-type: none"> • Post-graduate qualifications in health information management, public health or a related discipline (preferred but not required); • Highly developed interpersonal communication skills; • Ability to recognise, respect and work within a cross-cultural setting; • Ability to gain the respect and trust of clinicians and other key stakeholders; • Experience in a Pacific development setting preferred but not essential; • Tolerance for differences, flexibility, perceptiveness and a sense of humour.
FHSSP Background:	<p>Australia provides significant bilateral support to Fiji, as well as supporting a number of regional health programs. Australia's aid program in Fiji continues to focus on providing support to the health and education sectors and to support the people of Fiji by maintaining programs that improve their livelihoods. Consistent with Australian whole of government engagement in Fiji, the Aid Program has been recalibrated to focus on mitigating the social and economic impacts on vulnerable groups affected by political instability and the global recession.</p>

	<p>The Goal of the Fiji Health Sector Support Program is to remain engaged in the Fiji health sector by contributing to the Fiji Ministry of Health's efforts to achieve its higher level strategic objectives in relation to infant mortality (MDG4), maternal mortality (MDG 5) and the prevention and management of diabetes as outlined in the MoH Strategic Plan.</p> <p>The Program Objectives are:</p> <ol style="list-style-type: none"> 6. To institutionalise a safe motherhood program at decentralised levels throughout Fiji 7. To strengthen infant immunisation and care and the management of childhood illnesses and thus institutionalise a "healthy child" program throughout Fiji 8. To improve prevention and management of diabetes and hypertension at decentralised levels 9. To revitalize an effective network of village/community health workers as the first point of contact with the health system for people at community level 10. To strengthen key components of the health system to support decentralized service delivery (including Health information, Monitoring & Evaluation, Strategic and Operational Planning, Supervision, Operational Research) <p>The priority areas for FHSSP as outlined in the design document took particular account of the current and future strategic priorities of the Fiji MoH, and the Program objectives are closely aligned with those of the MoH Strategic Plans 2007-2011 and 2011-2015. The aim is to improve the delivery of essential health services at decentralised levels; to revitalise primary health care; to support the MoH in working towards the achievement of the MDGs; and to increase health development partner harmonization, with the long term aim of working towards sectorial coordination.</p> <p>The achievement of these program objectives will directly support the achievement of three of the seven Health Outcomes identified in the MoH's Strategic Plan 2011-2015, namely:</p> <ul style="list-style-type: none"> • Reduced burden of Non-Communicable Diseases; • Improved family health and reduced maternal morbidity and mortality; and • Improved child health and reduced child morbidity and mortality <p>The Fiji Health Sector Support Program is funded by the Australian Government Aid Program, and is managed by Brisbane-based company JTA International.</p>
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