

Terms of Reference for a Technical Assistant in Monitoring and Evaluation

I-TECH is recruiting a Monitoring and Evaluation Technical Advisor to assist the Lighthouse (HIV/AIDS Clinic) in this collaborative effort. This position will be based in Lilongwe, Malawi. This position is supported by United States PEPFAR funds through the Centers for Disease Control and Prevention (CDC).

Background:

Malawi is one of the countries with high HIV/AIDS prevalence rates in the world, with around 12% of those aged 15 – 49 years infected. The National AIDS Commission (NAC) estimated that in 2007 there were about 900, 000 adults and children living with HIV/AIDS in the country. HIV/AIDS is now the leading cause of death in the most productive age group, resulting in 50,000 to 70,000 adult and child deaths annually. The cumulative number of orphans, directly related to the AIDS epidemic, is approximately 400,000, and more than 60,000 will be added to this each year.

Lighthouse:

Lighthouse is a Malawian Trust, working in partnership with the Ministry of Health (MoH) as a centre of excellence in HIV Treatment, Care and Support (<http://www.mwlighthouse.org/>). The Lighthouse exists to fight against AIDS in Malawi by providing a continuum of quality care and support and by working to build capacity in the Health Sector. The Lighthouse continuum of care starts from Counselling and Testing, through Clinical care, to Home Based Care. Currently, the Lighthouse is conducting just over 8000 patient reviews per month, and provides care to over 10000 patients on ART in its two sites (Lighthouse at Kamuzu Central Hospital and Martin Preuss Centre at Bwaila Hospital). The Lighthouse Principally works with Ministry of Health (MoH) to support the national ARV program through ARV clinic supervision, development and evaluation of new approaches and models of care, and, increasingly, they are taking on a capacity building role.

I-TECH Mission

The International Training and Education Center on HIV (I-TECH) was established in 2002 by the Health Resources and Services Administration (HRSA) in collaboration with the Centers for Disease Control and Prevention (CDC). I-TECH supports the ongoing development of health care worker training systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. I-TECH is a collaboration of the University of Washington (UW) and the University of California-San Francisco (UCSF), under Principal Investigator King Holmes, MD, PhD.

Purpose of Position:

- To expand the technical capacity of the Lighthouse Team for building robust and sustainable systems for the collection of strategic information on all Lighthouse Services
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- To direct and conduct operational research at Lighthouse and build local capacity to disseminate results and findings
- To support the Lighthouse team in developing and piloting of robust M&E systems for increasingly integrated HIV services in Malawi, such as HIV testing, PMTCT, ART, TB/HIV management
- To build the capacity of the Lighthouse Team in the planning of operational studies, writing of grant proposals and in writing of study protocols.
- To collaborate with the Lighthouse Clinical Advisor, Clinic Coordinator, and direct service providers to evaluate effectiveness of clinical protocols, in support of evidence-based clinical practice
- To build the capacity of the Lighthouse team in the publication and dissemination of operational research findings (writing of papers for peer-reviewed journals, conference presentations, etc.)
- To provide technical assistance and operational support to MoH in the development and conduct of M&E and operational research, including study design, data collection and management, analysis and writing of reports and papers.

Requirements of the position holder:

- a) Clinical degree with expertise in M&E, and/or Master's Degree (or above) in epidemiology or public health
- b) Experience as part of an HIV or other health program management team, preferably in clinical facilities in resource poor settings.
- c) Knowledge of monitoring and evaluation principles, techniques, and methods
- d) At least 3 years of professional experience designing and implementing Monitoring and Evaluation activities and / or operational research in resource poor settings, preferably in a clinical setting
- e) Knowledge of word processing, data management, and statistical programs (e.g. MySQL, Access, STATA, SPSS, SAS, etc.)
- f) At least two years of working experience in the management of large databases
- g) Understanding and skills in using monitoring and evaluation and other strategic information to inform program and policy decisions
- h) Strong writing skills, including writing of reports, proposals, and fundraising materials
- i) High level of diplomacy, communication, interpersonal skills

Reporting line:

The successful applicant will report to the Lighthouse Executive Director and the I-TECH Country Project Manager.

Length of Contract

This is two year position contingent upon performance and availability of second year funding.

Scope of Work:

1. Support M&E team at Lighthouse in their capacity to provide routine strategic information on all Lighthouse operations as well as to provide M&E and OR services to the national HIV / AIDS programs (HIV testing, ART, PMTCT, TB)
2. Assist in measuring outcomes, evaluating processes, and analyzing performance of clinical health care delivery.
3. To support the Lighthouse M&E officers, IT officers and data clerks in external training programs for capacity building.
4. Critically evaluate monitoring and evaluation protocols and information systems at the Lighthouse, identify weaknesses and recommend a phased program of improvements to the Management Team.
5. Work with Department Coordinators to design systems to improve the quality and scope of routine data captured. Through coordinators, supervise data entry clerks and other personnel directly involved in data capture.
6. Work with the Management Team to ensure that evaluation of routine data is carried out in a timely fashion by Department Coordinators. Ensure that Coordinators understand the implications of the findings, and feed back this information to their staff members in an appropriate fashion.
7. To provide technical guidance for the development of adequate and relevant clinical operational research. Recommend to the Management Team areas of Lighthouse operation that would benefit from further evaluation and/or operational research, and take a lead in making it happen, working through the Lighthouse Research Committee.
8. Ensure that appropriate ethical standards are maintained in all data collection, management and evaluation by Lighthouse. Act as a focal point for ethical approval of operational research protocols through the Ministry of Health, Health Sciences Research Committee and other bodies as applicable.
9. Ensure that significant trends or changes in routine data are identified and discussed in Management meetings, and that the Management Team is fully aware of their implications.

10. Act as a focal point for relations between Lighthouse and Baobab Health Partnership. Liaise with Baobab in the ongoing development of the touch-screen based patient record systems at the Lighthouse. Support Baobab in developing well-structured databases, user-friendly interfaces and bug free software for use at Lighthouse and for national roll-out. Assist in the design of management tools, including software applications to generate routine reports and data downloads from Baobab databases. Maintain a critical overview of the evolving Baobab systems, and ensure that the information structures across applications are coherent and future proof.
11. To organise and co-chair the quarterly operational research meeting focussing on the bio-medical HIV response on behalf of the HIV-Unit of the MoH.
12. Take direct responsibility for the development of Lighthouse role in collecting, analysing and reporting against third party data on behalf of the MoH, in collaboration with our partners at CDC.
13. Develop protocols for surveys conducted on behalf of the MoH and other partners; train and supervise Lighthouse staff involved in the collection, processing and analysing of these data, ensuring a high quality standard.
14. Review Lighthouse routine reporting to the Malawi Government (DHO, MoH headquarters, HMIS, NAC etc) and develop protocols to ensure that required reports are completed and submitted in a timely fashion. Maintain an overview of these reports, and work with policy makers to improve the coherence and integration of MG reporting requirements.
15. Work with the Management Team to develop Lighthouse reporting to Donor organizations. Advise management on Donor reporting requirements, and work to ensure that Donor requirements are, as far as possible, in line with Lighthouse routine reporting.
16. Participate in national systems strengthening and policy development in Monitoring and Evaluation, for example by taking an active role in the MoH Monitoring, Evaluation and Research Technical Working Group and the NAC Monitoring and Evaluation Information Systems Technical Working Group.
17. Support the Lighthouse in disseminating key findings, lessons learned and best practices locally and internationally via conferences, presentations, and publication.
18. Work with local counterparts to expand their technical skills and scope of work.
19. Participate in the quarterly national ARV clinic supervision, covering routine M&E procedures and clinical mentoring when required

Compensation: Salary and compensation package is competitive and dependent upon experience.

Position details: This position will be hired through the International Training and Education Center on HIV (I-TECH), a joint project of the University of Washington, Seattle, and the University of California, San Francisco, and is supported by United States PEPFAR funds. Salary and compensation package is competitive and dependent upon experience. Visit <http://www.go2itech.org/employment> for detailed information about this vacancy. Send your CV and cover letter to Malawi@go2itech.org by 04 November. Only short-listed applicants will be contacted.