Consultant Opportunity: Assessment Lead

The International Training & Education Center for Health at the University of Washington in Seattle, WA is seeking a part-time consultant to lead an assessment of human resources for health in Namibia, with a focus on personnel responsible for Health Information System (HIS) and program Monitoring & Evaluation (M&E) for the national HIV/AIDS response. The position may be performed primarily remotely from the consultant’s place of residence but will require presence in Namibia for 2-3 periods of 1-3-weeks each.

Background
Working with a multi-stakeholder group that includes CDC Namibia, the Namibian Ministry of Health and Social Services (MOHSS), and CDC’s Health Informatics Team at CDC Headquarters, the International Training and Education Center for Health (I-TECH) in the UW Department of Global Health has been tasked to lead an assessment of Namibia’s Human Resources for Health (HRH). Specifically, the assessment will identify strengths and weaknesses of the HRH staffing model for HIS / M&E functions for the national HIV/AIDS response, both funded through PEPFAR and through the Government of Namibia. As of February 2022, a protocol for the assessment has been drafted and submitted to the Namibian Ministry of Health and Social Services (MoHSS) for approval. It is expected that the assessment will take place from April 2022 and be finalized by September 30, 2022.

This work is part of the Technical Assistance Platform (TAP), a PEPFAR-funded initiative of CDC that provides technical assistance on HIV Strategic Information systems to PEPFAR/CDC funded responses in a selection of countries. Under TAP, University of Washington is part of a larger consortium with whom the assessment lead may engage.

I. Objectives
The Assessment Lead will primarily be responsible for implementation of the HIS/M&E HRH assessment protocol, including:
1. Leading all assessment data collection activities
2. Managing and analyzing data
3. Writing the assessment report
4. Facilitating stakeholder engagement to finalize an HIS HR roadmap

II. Specific Activities
The assessment lead will serve as the overall lead for the Namibia Human Resources for Health assessment, which will focus specifically on HIV HIS/M&E staff. This person will be guided by the PI and Senior Program Manager (see Working Relationships section below) and will be responsible to:
- Coordinate closely with an assessment support person to plan data collection activities and stakeholder engagement.
- Lead regular briefing meetings; preparing briefing PowerPoint slides or other materials to present to TAP Namibia project management meetings.
- Review the assessment protocol and seek clarity where necessary.
- Coordinate and guide study team members effectively to produce the assessment deliverables.
- In liaison with MoHSS and CDC Namibia, facilitate the formation of a technical working group (or collaborate with an existing one) to provide oversight and input to the assessment.
Review the data collection tools and suggest improvements where necessary.

Lead and conduct data collection, including key informant interviews, observation, and online survey.

Manage assessment data in accordance with guidelines for ethical data management as described in the assessment protocol.

Ensure data security as outlined in the assessment protocol.

In liaison with the UW, PATH, and CDC team, lead in drafting assessment reports and briefing presentations with an aim of completing and submitting all deliverables by September 30, 2022, or any other dates that may be agreed upon and communicated.

Present preliminary assessment results to key stakeholders and facilitate workshop to develop HRH road map.

Develop HRH road map based on workshop inputs and present to CDC for validation.

Finalize the assessment report based on workshop inputs.

Upon the completion of the assessment and associated deliverables, archive all assessment products in accordance with the assessment protocol.

III. Anticipated Deliverables:

- Final assessment tools including: key informant interview guides, survey questionnaire, and observation and process flow mapping tools
- Key informant interview (KII) transcripts
- REDCAP online survey (or other online tool)
- Observation and process flow mapping inputs
- Draft and final assessment report
- Draft and final HIS HRH road map
- Roadmap validation workshop facilitation guide and outputs

IV. Activity Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeline</th>
<th>Anticipated Location</th>
<th>Comment</th>
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</thead>
<tbody>
<tr>
<td>Review of Protocol and Tools</td>
<td>April 2022</td>
<td>Consultant Residence</td>
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<tr>
<td>Conduct desk review</td>
<td>April-May 2022</td>
<td>Consultant Residence</td>
<td></td>
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<tr>
<td>Work with CDC Namibia and MoHSS to establish TWG and hold kick-off meeting</td>
<td>April 2022</td>
<td>Consultant Residence</td>
<td>TWG will need to review tools</td>
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<tr>
<td>Plan and schedule KIIs &amp; observation visits</td>
<td>May 2022</td>
<td>Consultant Residence</td>
<td></td>
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<tr>
<td>Conduct KIIs &amp; Observation</td>
<td>May-June 2022</td>
<td>Consultant Residence &amp; Namibia</td>
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<tr>
<td>Conduct Survey</td>
<td>June-July 2022</td>
<td>Consultant Residence</td>
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<tr>
<td>Analyze and synthesize data</td>
<td>June-July 2022</td>
<td>Consultant Residence</td>
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<tr>
<td>Write assessment report</td>
<td>July-August 2022</td>
<td>Consultant Residence</td>
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<tr>
<td>Organize &amp; conduct participatory workshop to</td>
<td>August 2022</td>
<td>Namibia</td>
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present draft results to TWG and obtain feedback

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<tr>
<th>Task</th>
<th>Month</th>
<th>Location</th>
<th>Description</th>
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<tbody>
<tr>
<td>Revise report &amp; develop HIS/HR roadmap/framework</td>
<td>August 2022</td>
<td>Consultant Residence or Namibia</td>
<td></td>
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<tr>
<td>Lead roadmap validation workshop</td>
<td>September 2022</td>
<td>Namibia</td>
<td></td>
</tr>
<tr>
<td>Finalize report and roadmap based on workshop input</td>
<td>September 2022</td>
<td>Consultant Residence</td>
<td></td>
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V. Requirements

- At least three years’ experience in M&E, including prior experience conducting primary research including key informant interviews, synthesizing research and writing reports.
- Prior experience facilitating workshops.
- Prior experience conducting research or implementation work in an LMIC country; Namibia preferred.
- Willingness to travel to / work in Namibia.
- Effective collaboration skills.
- Flexibility in schedule to accommodate collaboration with partners in international time zones.
- Excellent written and verbal communication skills in English.
- Preference will be given to candidates located in Namibia or based in similar time zones to Namibia.

VI. Timeframe and Location

The assignment is expected to take place from April 1 to September 30, 2022 at ~60% FTE. This assignment can be done primarily remotely from the consultant’s residence with the expectation of 2-3 working periods in Namibia for 1-3 weeks each, not to exceed 6 weeks in total. I-TECH will work with the consultant to set a mutually agreed upon work schedule, and the consultant will invoice at a daily rate.

Travel for the consultant will be covered according to the I-TECH Travel Policy. While in Namibia, the consultant will be supported, including provision of transportation and logistics, by the I-TECH Namibia office and will be responsible for following all safety and security protocols as outlined by that office.

VII. Working Relationships

The assessment lead will be directed by the I-TECH Seattle-based Principal Investigator and work in close collaboration with the Seattle-based Senior Program Manager. For travel and support purposes, the assessment lead will also liaise with the I-TECH Namibia office. It is anticipated that the assessment lead will also have a designated support person who will be able to assist with logistics and support while in Namibia.

Internal contacts:

<table>
<thead>
<tr>
<th>Internal Contact</th>
<th>Location</th>
<th>Relationship to assessment lead</th>
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</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>Seattle, WA</td>
<td>Will guide and direct work</td>
</tr>
<tr>
<td>Senior Program Manager</td>
<td>Seattle, WA</td>
<td>Orient assessment lead, ensure understanding of scope and deliverables, support to liaise with other staff on project</td>
</tr>
<tr>
<td>I-TECH Namibia Office</td>
<td>Namibia</td>
<td>Support travel in Namibia. May also provide support to connect with TWG members and key informants.</td>
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<tr>
<td>Assessment support person</td>
<td>Namibia</td>
<td>Support scheduling of KII and observation visits, accompany assessment lead to KII and for observation visits, support with transcription and post-visit documentation</td>
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External contacts will include PATH, CDC HQ, CDC Namibia, the Namibia MoHSS, CDC Namibia IPs, and others.

**VIII. Contracting**

The relationship between the University and any awarded bidder will be that of an independent contractor. The awarded bidder will be expected to enter into a contract with I-TECH. The University of Washington General Terms and Conditions, as well as Federal Grant Terms and Conditions, will be incorporated into any contract award as a result of this solicitation.

The successful contractor(s) will be selected based on:
- Demonstrated ability to provide the requested services
- Previous experience and expertise
- Cost proposal
- References

At its sole discretion, the University may require bidders to participate in an interview or provide a presentation to the evaluation committee. If so, the score from the interview and/or the presentation may be combined with the score of the proposal to identify the apparent successful consultant. The University will contact the Vendor directly to schedule the interview/presentation.

**Interested candidates should submit the following items by email attachment to itechhr@uw.edu by March 13, with the subject line “Namibia HRH Assessment Lead”:**
- Cover letter
- Resume
- Daily fee rate
- Contact information for three professional references