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**Terms Of Reference (TOR)**

**Research & Admin Assistant**

1. **Purpose of the APW**

The purpose of this technical & administrative assistance is to facilitate the Ministry of National Health Services, Regulations and Coordination (NHSR&C) and UHC Unit in Islamabad Capital Territory (ICT) by accelerating progress towards implementation of Universal Health Coverage (UHC) in Islamabad Capital Territory by providing operational, administrative and technical support to the UHC Unit in ICT. This also includes support of UHC Unit and district health department in ICT in active coordination, adequate planning and execution of district action plans to move towards achievements of UHC index.

1. **Introduction and Background**

* The Ministry of NHSR&C is committed to help the people of Pakistan in maintaining and improving their health and to make our population among the healthier in the region. Under the National Health Vision, the Government strives to achieve universal health coverage (UHC) that is efficient, equitable, accessible and affordable to its entire populace. The federal ministry with all the provincial departments of health is working to improve the health outcomes of all citizens while ensuring delivery of quality health services through a resilient and responsive health system. Such a system is also envisioned to respond to the Sustainable Development Goals for the country.
* The SDGs and UHC are the practical expression of concern for health equity and the right to health; and contribute to sustainable development and poverty reduction. The National Health Vision 2025 provides a way forward to confront the challenges that face the national health system such as inequities, rising exposure to health risks, increasing health care costs and low levels of access to quality.
* Evidence based development of a generic costed essential package of health services is one of the steps towards a UHC benefit package of Pakistan based on EPHS and is a critical step towards UHC. Designing of a comprehensive package of health services considering burden of disease, cost effectiveness and political-economic context are critical to define which services are to be covered through different platforms: i) community level; ii) health centre level; iii) first level hospitals; and iv) referral level hospital; and v) population based. In addition, interventions related to inter-sectoral prevention and fiscal policies can also play an important role in moving towards UHC.
* The Ministry is focusing to implement the UHC Benefit Package of Pakistan through programmatic reforms along with strengthening of health system in phase 01 district and ICT will be the model district in this regard. WHO is collaborating with the Ministry of NHSR&C in above reform initiative and ICT towards a model district. The consultancy support will help the ministry, department of health ICT and UHC Unit of ICT during 2023.

1. **Objectives:**
2. To maintain active coordination between M/oNHSR&C, UHC Unit, DHO Office ICT and partners organizations for arrangements of activities.
3. To provide technical & administrative assistance support for the arrangement of different meetings, events and workshops.
4. To ensure proper documentation & record keeping of EPHS-related interventions in ICT.
5. **Planned timelines**

**Start date:** 07/07/2023

**End date:** 30/09/2023

1. **Work to be performed**

**Tasks:**

* To support in coordinating and organizing DHMT, TWGs – UHC and stakeholders’ meetings for UHC related activities in ICT
* To coordinate on planning and activities of UHC cell with district health departments, HPSIU, Ministry of health and partner organization
* To provide technical & administrative support on the process of implementation of EPHS in ICT/HPSIU MoNHSR&C.
* To gather data from provincial / district health department and other entities as required.
* Prepare presentations, briefs, concept notes, talking points, meeting minutes, workshop reports, and letters.
* To coordinate and liaison for meetings, workshops conducted by MoNHSR&C, HPSIU and DoH ICT with support of development partners and practice in planning and organizing relevant meetings, seminars and conferences.

**Deliverables:**

1. Report on the proper delivery of all operational and administrative functions of UHC Unit in ICT and active coordination between UHC Unit, DHO Office ICT, MoNHSR&C, HPSIU and partners organizations.
2. Report on the arrangement of workshops, meetings, events, and trainings under the UHC unit ICT
3. Facilitation report on the support for the process on implementation of EPHS in ICT

**Technical Supervision**

1. The selected assignment will work on the supervision of:

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| Responsible Officer: | Dr HassanAli Dalvi Shirazi, Health System Cluster Coordinator | Email: | [dalvih@who.int](mailto:dalvih@who.int) |
| Manager: | Dr Palitha Mahipala, WR Pakistan | Email: | MAHIPALAP@who.int |

**Qualification:** Graduation

**Experience:** At least 02 years in administrative domain in public sector/ development organization preferably in the health sector. Experience in proficient use of Microsoft Office and Google Suite is preferred.

**Additional Requirements**

* Broad knowledge of project management
* Understanding of the situation in Pakistan with regard to Public Health priorities.
* Excellent interpersonal skills and ability to promote consensus and new approaches.
* Very good ability to build and maintain relations and network with authorities and other stakeholders.
* Excellent knowledge of MS office applications.
* Proficiency in reading, writing, and speaking English and local language is required.

**Remuneration:**

As per standard rates of APW of national expert

**Place of assignment**

Islamabad