

## TERMS OF REFERENCE FOR CONSULTANTS

### A. Public Health Specialist, (international, 24 person-months)

1. An international public health specialist will be recruited for 24 person-months to provide technical advice to the Greater Mekong Subregion (GMS) working group on health cooperation (WGHC) and assist in the design and implementation of the GMS health cooperation strategy and regional workplans. S/he will provide technical inputs to the development of a regional health investment portfolio and memorandum of understandings between the countries. Taking into consideration the significant capacity building needs in Myanmar, the lack of experience of Ministry of Health and Sports in working with the Asian Development Bank (ADB), and the significant coordination with other partners, the consultant is preferably based in Nay Pyi Taw. He/she will be report directly to the Human and Social Development Division (SEHS). Specific tasks include:

- (i) recognize and draw upon synergies between ADB portfolios and the work of other donor partners, with the key goal of providing policy coherence on health in GMS;
- (ii) provide technical advice to the formation and running of the GMS WGHC at national level, especially in Thailand, Myanmar and People's Republic of China;
- (iii) provide strategic direction for regional health cooperation in GMS;
- (iv) review GMS regional and country health assessments, focusing on regional collaboration, cross-border cooperation, and identifying synergies in policy;
- (v) facilitate information exchange and sharing key results among GMS countries;
- (vi) assist in the development of the GMS health cooperation strategy, particularly aspects of surveillance, effective cross-border referral, disease prevention, etc.;
- (vii) identify and create links with other relevant Working Groups to implement work identified as per the health cooperation strategy;
- (viii) take the lead in organizing technical workshops, study tours and conferences with countries;
- (ix) provide support to ADB health investments in Myanmar especially regional investments;
- (x) review and provide inputs to knowledge products and assist to identify relevant partnerships for knowledge development;
- (xi) provide technical advice on the development of health investment portfolio;
- (xii) work with WGHC and ADB to create good quality knowledge products and ensure its timely and effective dissemination;
- (xiii) work closely with resident missions and other consultants on regional health activities; and
- (xiv) provide support to developing member countries (DMCs), WGHC and ADB as necessary.

2. Detailed Tasks and/or Expected Output:

- (i) inception report with a work plan and results tracker;
- (ii) quarterly progress reports and including activities carried out;
- (iii) completion report; and
- (iv) preparation and participation in relevant meetings.

3. The selected consultant will have an advanced degree in public health, preferably a medical degree with working knowledge of International Health Regulations and Asia Pacific

Strategy for Emerging Diseases; a minimum of 7 years of experience in health project implementation, and relevant experience implementing ADB-financed projects in the GMS. S/he must be familiar with existing regional health platforms in the GMS and have networking abilities to bring together key people in appropriate settings. Strong communication skills are essential.

**B. Regional Coordinator for Health Cooperation (international, intermittent, 400WD over 24 months)**

4. The regional coordinator will be recruited for 24 person-months intermittently and predominantly be based in Bangkok. The consultant will be responsible for facilitating coordination between DMCs in the GMS, ADB and other key stakeholders including government, donor agencies, non-governmental organizations and research institutions. S/he will also provide a regional perspective and seek synergies between ADB health and health-related projects, programs and technical assistances (TAs) in GMS countries. S/he will oversee mechanisms to ensure information collation, exchange and knowledge sharing and coordinate the work of the WGHC and their corresponding Health Cooperation Strategy. He/she will be report directly to SEHS and work closely with Regional Cooperation and Operations Coordination Division and other divisions/departments at ADB. Specific tasks include:

- (i) facilitate information exchange and sharing key results among GMS countries;
- (ii) provide advice and support establishment of GMS WGHC at national level, especially in Thailand, Cambodia, Lao People's Democratic Republic and Viet Nam;
- (iii) coordinate the GMS WGHC, including organization and conduct of working group meetings, lead logistics and overall preparation with the support of technical experts;
- (iv) coordinate and provide inputs to the development of the GMS health strategy and corresponding regional workplan;
- (v) ensure coordination between GMS countries, other Working Groups, development partners, other regional networks and ADB departments, resident missions and divisions working on health;
- (vi) participate in relevant regional and country level meetings and network events organized by other institutions and governments, relevant to ADB's health initiatives;
- (vii) assist to identify relevant partnerships including study tours and regional events for knowledge development and ensure effective dissemination of results;
- (viii) review and provide inputs to knowledge products including GMS website; and
- (ix) provide support to DMCs, WGHC and ADB as necessary.

5. Detailed Tasks and/or Expected Output

- (i) inception report with a work plan and results tracker;
- (ii) quarterly progress reports including activities carried out;
- (iii) completion report; and
- (iv) preparation and participation in relevant meetings.

6. The consultant should have at least 7 years of experience in project development and management, policy analysis and research, social development, regional cooperation, and country coordination in the GMS. The consultant should have an advanced degree in development economics, business administration, or other related fields. Experience working

with ADB and other international organizations and an understanding and working knowledge of ADB health initiatives in the GMS is essential. S/he must be familiar with existing regional health platforms in the GMS and have networking abilities to bring together key people in appropriate settings. Strong communication and knowledge management skills are pre-requisites. Familiarity with internal ADB processes is desirable.

**C. Finance Specialist (national, intermittent 400 WD over 24 person-months)**

7. The finance and secretariat support specialist will be responsible for maintaining the TA's financial management systems, ensuring control and timely disbursements of funds to consultants, workshop participants and other service providers. He/she will provide administrative support to the individual consultants to be recruited under the TA and provide secretariat assistance to the GMS WGHC. He/she will report directly to SEHS and be based in Manila. Specific tasks include:

- (i) provide secretariat support to the formation and running of the WGHC;
- (ii) assist in the planning and organizing of activities to support regional level knowledge sharing workshops, study tours, conferences, meetings and seminars. This includes (a) coordinating with resident missions, (b) preparing and sending invitation to participants, (c) disseminating meetings and workshop outputs, and (d) arranging with service providers for the provision of workshop venue, logistics and accommodation for participants;
- (iii) assist in preparing briefing notes and presentation materials for workshops, conferences, meetings and seminars;
- (iv) prepare budget estimates for workshops, conferences, meetings and seminars;
- (v) prepare requests for cash advances for workshops, conferences, meeting and seminars and ensure that cash advances are fully liquidated;
- (vi) arranged payments to workshop service providers and participants (i.e., distribute per diem and reimburse participants of other allowable expense during workshops ad meetings);
- (vii) administer and process claims submitted by individual consultants;
- (viii) prepare reports on TA disbursements;
- (ix) provide administrative and logistical support for missions, including preparation of requests for mission concurrence, mission scheduling, coordination with government and partner agencies, and participation in missions as required;
- (x) monitor consultants' compliance with project reporting requirements;
- (xi) manage documentation and maintain project records;
- (xii) perform any other duties as required including document review and preparation of correspondence;
- (xiii) arrange and closely monitor the ADB processes for the timely publication of knowledge products to be produced under the TA;
- (xiv) perform other procurement, disbursement and administrative related tasks;
- (xv) ensure timely closure of TA accounts; and
- (xvi) provide support to DMCs, WGHC and ADB as necessary.

8. Detailed Tasks and/or Expected Output:

- (i) quarterly report on status of TA Fund utilization;
- (ii) other reports, as requested; and
- (iii) preparation of logistics for meetings.

9. The selected consultant will have a minimum of university level education in finance, economics, business administration, or other related fields. S/he will have a minimum of 8 years of experience with an excellent track record in financial management, disbursement, and administrative tasks of ADB or international agencies. Familiarity with government and experience in implementing ADB-financed projects in the GMS is strongly preferred. High proficiency in written and verbal communications in English and proficiency in excel is essential.