



TERMS OF REFERENCE

- A. Job title:** Project Manager, Good Health System Governance for Equitable, Effective and Quality Health Care in Montenegro
- B. Post Reference:** MNE 10/056
- C. Type of Position:** National
- D. Contract Type:** Service Contract (SB-4/min)
- E. Duty Station:** Podgorica, Montenegro
- F. Duration of appointment:** 6 months with possible extension
- G. Deadline for Application:** August 22, 2010

H. Background:

In April 2010, Government of Montenegro and the UN system in Montenegro signed the Integrated UN Programme in Montenegro 2010-2015. The goal of the Integrated UN Programme in Montenegro is to enhance development results and impact by bringing together the comparative advantages of the UN system within a single strategic programme. Following close consultations with the Government of Montenegro, as well as other national and international stakeholders, it has been agreed that this first Integrated UN Programme will have three result areas, or Pillars, broadly entitled Social Inclusion, Democratic Governance and Sustainable Economic Development and Environmental Protection. The subject of the Terms of Reference is coordination of activities both within the project on *Good Health System Governance for Equitable, Effective and Quality Health Care in Montenegro* and with other health and social protection related initiatives of the Integrated UN Programme.

The aim of this project is to contribute to policy makers' capacity building and development of a strategic framework as a prerequisite for improving effectiveness and enhancing governance, accountability and transparency of the health sector. This project will support the further reform process of the Health sector in Montenegro through implementation of the three key components:

- Support in developing and delivering a condensed Capacity Development Program for key policy makers to strengthen their health policy planning capacity based on evidence. The Program will follow a training needs assessment and identification of gaps.
- Support to development of the Strategy for secondary and tertiary health care level reform with the aim to ensure an adequate response to the population's health needs and enable equal access to quality health services across different levels of care to all social groups regardless of their socio-economic status and geographical distribution;
- Support in creating an information system which would, in a user friendly manner, enable beneficiaries' access to relevant information, thus directly contributing towards both

increased transparency in health care service provision and increased Health system accountability and integrity.

Other social protection and (mental) health related initiatives of Integrated UN Programme:

- The existing National Mental Health Strategy was adopted in 2003. The strategy provides an overview of the mental health services and human resources available in the country and data on admissions to mental health inpatient and outpatient services. It identifies a number of challenges in the provision of mental health care related to: staff training and competencies, uneven distribution of mental health services across the country, availability of mental health services for vulnerable groups, quality of mental health facilities, partnerships between different mental health service providers as well as with social care sector, and social exclusion of people with severe and enduring mental health problems. The Strategy will be used as a basis for structuring the Action plan with the view of transforming and strengthening mental health care system and articulation of a partnership strategy for Mental Health and Social Protection in Montenegro. It has been recognized that fully functional mental health care delivery model requires sustainable and efficient model on organization of social care service organization and delivery for adults with intellectual disabilities.

Therefore, the main aim of the UN Initiatives is to strengthen functional linkages between the health sector (with a focus on mental health) and social care protection services (with a focus on adults with intellectual disabilities), as a prerequisite for ensuring continuum of care and support for those in the state of need.

I. Organizational setting:

The Project Manager will be based in UNDP Country Office in Montenegro. Under the primary supervision of the UNDP Team Leader for Social Inclusion, and secondary supervision of the World Health Organization (WHO) Head of Country Office, the incumbent will be responsible for the overall project implementation through managing day-to-day project activities, and coordinating with the Senior Management to ensure efficient delivery of envisaged project outputs. The Project Manager's work will be supported by an appointed Project Assistant.

J. Job content:

Under the direct supervision of the Team Leader for Social Inclusion and WHO Head of Country Office, the incumbent will perform the following duties:

1) Ensure overall implementation/delivery of different aspects of the respective projects:

- Coordinate activities with the Ministry of Health and other stakeholders in the health sector reform, ensuring timely and successful implementation of project activities and promoting networking and experience sharing between the stakeholders.
- Conduct regular consultations with other donors that provide assistance in the area of health reform (for instance with the World Bank) and health professional capacity development, and support UNDP's partnerships with key development actors and stakeholders.
- Support partnership between the UNDP, the WHO and the Ministry of Health of Montenegro – based experiences and relevant central policy and decision making

process through practice-based knowledge management and strategic communication tools.

- Recommend approaches to donors in terms of resource mobilization.
- Ensure timely coordination and implementation of recruitment and deployment of experts to support projects development and implementation.
- Draft working documents (agendas, plans of action, Terms of References, project proposals, budgets, press releases, etc.) related to the activities of the projects, and share it with the donor representatives.
- Be in charge of the overall project execution and project administration, and ensure quality and timely reporting to donor, UNDP and WHO; promote programme visibility. Submit progress reports to the Social Inclusion Team Leader and WHO HoCO on a regular basis.
- Maintaining the projects' conceptual clarity and comparable standards regarding data collection, monitoring, project evaluation at different stages etc.
- Exchange of information, knowledge codification and application between different participants.
- Brief donor representatives and representatives of implementing agencies on achievements and plans for its further activities on the projects and consult them on such plans.
- Foster and establish links with other relevant UN programs in Montenegro and in the region and ensure consistency between the various programmes and the projects.
- Ensure the establishment and maintenance of complete accounting records of all project activities (budget, commitments, expenditures) per source of funds and expenditure line item.
- Provide administrative support including correspondence, minutes taking, letter drafting, filing and record maintenance, translation (English-Local languages, Local Language-English), editing of the relevant materials and organization of trainings, workshops, seminars, study visits, etc.
- Expand and upscale gender sensitive and financially sustainable practices, strengthening UNDP's position as a credible and technically sound partner for international (WHO) and central government counterparts (particularly the Ministry of Health).
- Coordinate preparation and follow-up in relation to projects fundraising activities.

2) Manage day-to-day project activities:

- Prepare implementation action plans, organize project team and assign tasks, monitor progress on a regular basis.
- Assist in identifying relevant sources of expertise for project/activity implementation.
- Review official documents and communications.
- Advise the respective Team Leader, WHO HoCO and the Ministry of Health on potential adjustments of actions and procedures in light of changing requirements and needs.
- Regular monitoring of the relevant events and/or subject in the local media.

3) Supervise delivery of inputs provided by the project and ensure quality and timelines of reporting and data production:

- Ensure that work plans are prepared and updated on time and reflect project objectives and outputs.
- Ensure timely coordination and implementation of recruitment and deployment of experts to support project implementation.
- Ensure that the procurement of goods and services under the project is conducted in line with the respective procedures, and ensure timely delivery to recipient institutions.
- Monitor implementation progress and ensure quality and timely reporting to project partners.
- Promote project visibility.
- Ensure the establishment and maintenance of complete accounting records of all project activities (budget, commitments, expenditures, income).
- Provide necessary back-up support to consultants in connection with the project outputs.
- Be responsible for all assets purchased and used under the project.
- Hold primary responsibility for managing the resources being spent i.e. approve requisitions and requests for non PO payments.

4) With the help of the Country Office Communications Unit, the incumbent will make sure that the project takes account of principal components of communications/advocacy campaigns in order to:

- Keep target publics informed about project's progress.
- Make sure that outputs produced find adequate recognition.
- Encourage positive participation and building and sustaining of political commitment. The incumbent will also work to ensure that the project includes evaluations of the projects impact in terms of learning and behavior change.

5) Competencies:

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of UN/UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- Actively works towards continuing personal learning and development, acts on learning plan and applied newly acquired skills.
- Seeks and applies knowledge, information and best practices from within and outside of UNDP.

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources;

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.

L. Qualifications and Experience:

- University degree in Health related field, Economics, Social Sciences, Law, Management or other relevant fields.
- A minimum of 4 years of experience in a management/project coordination capacity with progressively increasing responsibilities, preferably with an International Organization, Government, a donor agency or an NGO; Project management/coordination experience, preferably in Health /social sectors, experience in the capacity development and reform process projects would be an asset.
- Familiarity with the national health policy priorities, Health Sector Reform concept and key stakeholders at the central level would be an advantage.
- Extensive experience in dealing with local government challenges, NGOs, and bilateral and multilateral donors.
- Proven ability to think strategically, to express ideas clearly and concisely, to work both independently and in teams, to demonstrate self-confidence combined with sensitivity to gender and culture.
- Strong resource mobilization, communications and advocacy skills.
- Strong knowledge of and application skills in the result-based management.
- Proficiency in English and local language; Excellent writing and advocacy skills.
- Computer literacy (MS Office, Internet).

Applicants are kindly requested to send completed and signed **Personal History - P11 form** along with a **cover letter** by e-mail to vacancy.me@undp.org by **August 22, 2010, COB**. **Please indicate in the cover letter the post reference clearly**, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only short-listed candidates will be invited for an interview.

UNDP is an equal opportunity employer.

*P11 form can be downloaded from: <http://www.undp.org.me/files/jobs/index.html>