



Monitoring & Evaluation Consultant SCOPE OF WORK CapacityPlus Project

Applications received after January 31, 2012 will be rejected.

1. Background and Objectives of the consultancy

IntraHealth International is leading a USAID-funded global project, *CapacityPlus*, that aims to strengthen the health workforce needed to implement quality health programs in developing countries. Placing health workers at the center of every effort, the vision of *CapacityPlus* is to build powerful constituencies to shape the global HRH agenda while achieving demonstrable progress in health workforce development in a set of priority countries.

IntraHealth International is seeking an M&E Consultant to provide program monitoring and evaluation, strategic analysis and technical report writing support to the *CapacityPlus* team led by the Director of M&E based in the Washington, DC office.

2. Responsibilities of the Consultant

The Consultant will be responsible for the following:

- Development of a technical brief on the effects of FP/HIV service integration on health worker productivity, using results of currently completed literature review
- Technical writing support for an expert report on gender discrimination and health worker pre-service education

3. Detailed List of Tasks

Responsibility #1

- Review and finalize existing literature review on effects of FP/HIV service integration on health worker productivity
- Draft technical brief, using literature review results, according to *CapacityPlus* technical brief format
- Finalize technical brief, integrating edits and comments from *CapacityPlus* staff reviewers

Responsibility #2

- Review background project documents and summaries of innovative practices related to gender discrimination and pre-service education. All background documents will be provided by project staff.
- Write up one page summaries of each practice according to pre-defined format
- Provide editorial support for summary and recommendation sections of final report

- Incorporate comments of project staff into final technical report

4. Methodology and Available Resource Materials

The CapacityPlus M&E Team will provide the consultant with necessary project documents and guidance on data sources. While CapacityPlus will provide some background documents, the consultant is also expected to identify and use resources via electronic and print media and solicit additional information and resources from partner organizations, as appropriate.

5. Deliverables and Reports

The main deliverables of this consultancy will be:

- Final technical brief on effects of FP/HIV service integration on health workers
 - One page summaries of individual practices on gender discrimination and PSE
 - Editorial review and input into final technical report on gender discrimination and PSE.
- Completion of the following is subject to other staffs' input.

6. Location

Washington, D.C.

7. Travel

The consultant is not expected to travel.

8. Period of Performance - Daily Rate

The period of performance for this Scope of Work is from February - March, 2012, with the possibility of extension, depending on need. The number of work days allocated for this assignment is 15 days.

The Consultant must be approved by IntraHealth and comply with IntraHealth and USAID rules and regulations. Daily rate will be determined according to IntraHealth's policy, and consultant's salary history, as outlined in the consultant's biographical data form, in conjunction with the responsibilities listed in this Scope of Work.

9. Consultant Qualifications

The assignment will require a consultant with:

- Master's degree, preferably in public health or a related field, with strong experience in program monitoring and evaluation and technical writing on global health topics
- Excellent English language oral and written communication skills required
- Excellent organizational skills – detail oriented and accurate
- Excellent word processing skills and proficiency in Word, Excel, Power Point and Microsoft Office Suite required

- Comfortable working in teams as well as acting independently in the implementation of specific tasks, multitasking and prioritizing, working under pressure and meeting deadlines
- Knowledge and experience in human resources for health (HRH) is an advantage.

10. Submission of Application

Please submit a resume/CV, and cover letter expressing how your knowledge, skills and abilities are a direct match for the scope of work to jkuo@intrahealth.org. Place the "M&E Consultant DC" title in the subject line. CVs that do not match the Knowledge and Expertise will not be considered. The successful applicant will be expected to comply with IntraHealth International, Inc. Consultant policy. No phone calls please.

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