

TERMS OF REFERENCE

Employment of Individual Consultant (Executive - Central Province) for Health Information & Quality Improvement Project

ICTA/GOSL/CON/IC/2023/03

1. BACKGROUND

The Ministry of Health (MoH) intends to formulate a digital health architecture blueprint, an interoperability operational plan, and a capacity development & technical assistance plan. The objective is to integrate a system of health care for patients, improve the health of the population, and improve control over health care costs by promoting health maintenance, prevention, and care coordination. In collaboration with the Global Fund, MoH has initiated the 'Health Information and Quality Improvement Project' and intends to develop resilient and sustainable systems for the health domain.

2. OBJECTIVE OF THE ASSIGNMENT

ICTA, as the apex ICT institution of the government, intends to facilitate MoH for the above project and its implementation activities while continuing to provide technical and other consultancy services related to ongoing initiatives. ICTA is inviting expression of interest from qualified Executive (Central Province) to engage in the Health Information and Quality Improvement Project.

3. SCOPE OF SERVICE AND TASKS TO BE PERFORMED

The scope of work of the consultant shall include, but not limited to followings.

- Responsible for achieving results in line with the outputs and activities outlined in the project.
- Assist the project preparations of other relevant documentation, including but not limited to, concept notes, Terms of Reference, inter agency agreements, and contracts for assigned projects
- Assist project managers to ensure effective delivery of projects including strategizing project delivery meeting client expectations.
- Escalate issues impacting delivery of project milestones in a timely and efficient manner.
- Client-end (GoSL) project coordination, site visits, meetings, reviews, and training ensuring the project objectives are delivered and client expectations are met.
- Regularly participate in technical and project committees involving various government organizations
- Coordinate daily, weekly, and monthly reviews and analyses of current processes using operational metrics and reports.
- Provide management information as and when required.
- Carry out any other duties assigned by the Project Manager.

4. QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree in Computer Science, Information Technology, Management Information Systems or equivalent qualifications related to the field from a recognized university/institution.
- Minimum of two years' relevant professional experience
- Prior experience in working closely with Government organizations, would be an added advantage.
- Basic understanding of network engineering

- Good communication skills and PR skills
- Excellent analytical and problem-solving skills.
- Ability to work both independently and in a team environment.
- Ability to prioritize tasks and manage multiple priorities simultaneously

5. LANGUAGE REQUIREMENTS

Fluency in English and Sinhala or Tamil

6. OTHER TERMS AND CONDITIONS

- Duty station will be in the Office of the Provincial Director of Health Services - Central Province and report to respective Senior Manager who oversees the Digital Health Project.
- Duration of the assignment will be 12 months on full time basis.
- Payment will be made on monthly basis upon the submission and acceptance of monthly advance work plan and the task achievement report.
- ICTA will be reimbursing traveling expenditures (maximum limit of Rs. 30,000.00) based on the ICTA internal traveling guidelines applied for the digital health project.
- Consultant should participate in the out-of-province meetings/work on request (should obtain prior approvals) and the cost of traveling and accommodation will be paid based on the ICTA-approved rates.
- Consultant should participate meetings at ICTA on request.
- Consultants fee will be subjected to applicable taxes in Sri Lanka

7. DELIVERABLES

The following are the proposed high level deliverables expected from this individual consultancy assignment.

No	Deliverables	Due Date (from the Commencement Date)
1	Monthly advance work plan	First working day of the month
2	Monthly task achievement report	Last working day of the month
3	Any other reports requested by the ICTA based on the requirement	In an agreed period