

Job description

Job title	Health Planning, Budgeting and Monitoring Consultant
Location	Kenya - National and County level
Reporting to	Project Team Leader
Responsible for	Inputs agreed on a case-by-case basis
Liaison with	Project Team Leader, wider project team and Options London and Nairobi Offices
Hours	TBC – normal working hours of 9-5 will apply
Type of contract	Fixed term contract – Project dates expected to be February 2021 – February 2022
Organisation	
<p>Options Consultancy Services Limited was established in 1992 and is a wholly owned subsidiary of Marie Stopes International. We are a consultancy organisation providing technical and management expertise in the health and social sectors to governments and international development partners to transform the health of women and children. We provide information, expertise and influence to governments, health workers, NGOs and businesses to catalyse change so that health services can be accessed by the people who need them most.</p>	
Evidence Informed Health Planning and Budgeting (EIHPB) for RMNCAH	
<p>Options is seeking to establish a consultancy framework of exceptional health planning, budgeting and monitoring experts to help drive the delivery of a Technical Assistance (TA) project that is focused at the county level of the Kenyan health system. The programme will provide TA to build county capacities in planning, budgeting, monitoring, reporting, and promote the use of data for decision making and monitoring and evaluation (M&E) skills more generally. The over-arching goal of the project is to increase the probability of resource allocation matching health sector needs, with a focus on RMNCAH, based on an integration of credible PBMR process with a strong M&E system that supports informed decision making</p> <p>We are seeking long- and short-term consultants who will be responsible for leading on activities in counties, with particular expertise in Planning, Budgeting, Monitoring and Reporting (PBMR) in the Kenyan health sector. They should have deep familiarity, and experience working, with: Annual Performance Reviews (APR); Annual Work Plans (AWP); health budget and expenditure monitoring; public expenditure tracking and review (PER); and meaningful engagement with stakeholders through the county health stakeholder's forum (CHSF) and the health sector working group (HSWG). Consultants should have the skills necessary to build capacity of county level staff in these areas so that they can independently prepare and implement quality AWP's and budgets.</p> <p>We require both locally-based and international consultants with relevant experience of working in Kenya at county level. The project team will be led by a team leader, and working alongside technical experts and operations staff, the consultants will provide essential expertise.</p> <p>This role will report to the in-country Project Team Leader, and work closely with Options management and administrative teams. The post holder will ensure that specific outcomes and deliverables are met as required.</p>	

Main duties

Tasks will be agreed with consultants and informed by the needs of the project and county capacities, as well as the consultants' interests.

Experience and expertise should be apparent from the areas in the list below:

- Planning and budgeting, particularly for county health departments and/or health programmes at sub-national level
- The annual budget cycle, and its requirements at sub-national level, including drafting and developing Annual Work Plans (AWP) and Programme Based Budgets (PBBs)
- Expertise on working with Health Budget and Expenditure Tracking Reports
- Expenditure tracking, and or other methodologies that promote financial transparency and accountability of public funds, particularly in the health sector
- Performance reviews including annual and quarterly measurements, health performance indicators, data and formats
- Developing learning guides and training manuals for strengthening capacity in PBMR, including in APRs and AWP.
- Previous experience with Kenyan Health Information System (DHIS2) and M&E tools and indicators used to support RMNCAH programming and reporting such as Maternal and Perinatal Death Surveillance & Response (MPDSR), RMNCAH Scorecard is desirable.
- Awareness of county government structures, decision-making forums in the health sector and governance levers relevant to promoting public participation, transparency and accountability
- Ability to conduct effective Political Economy Analyses (PEA) to identify and map key stakeholders to engage with.
- Previous experience in providing technical assistance, capacity development and capacity support to individuals and small groups, through methods such as coaching, mentoring and training techniques
- A minimum 5 years relevant experience supporting health systems strengthening, health sector devolution and or implementing health sector reforms.
- Roles will be based in Kenya, candidates interested in long term positions must have the right to work in Kenya.
- Experience working with World Bank, DFID, DANIDA, USAID or other similar donors is desirable.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:

Date:

Person specification

Criteria	Essential	Desirable
Qualifications		
Professional qualification or degree in a relevant subject	✓	
Experience		
Extensive experience providing technical support to similar donor funded health programmes and/or organizations.	✓	
Expertise in Planning, Budgeting Monitoring and Evaluation	✓	
Expertise and experience working in Kenya's health sector, with in-depth knowledge of health systems strengthening approaches in the context of devolution	✓	
Expertise in Monitoring and Evaluation		✓
Experience working as part of a remote team as well as delivering high quality work independently.	✓	
Proven ability to represent organisations and programmes at the highest levels internationally, regionally and nationally. Ideally with experience working with the World Bank.	✓	
We are especially interested in hearing from candidates with experience working in or who are located in the following counties; Bungoma, Garissa, Lamu, Mandera, Marsabit, Samburu, Tana River, Wajir, West Pokot, Turkana, Homa Bay, Isiolo, Kitui, Kisii and Machakos		✓
Skills and attributes		
Strong administration and organisational skills, good time management Excellent communication skills	✓	
Other requirements		
Commitment to equal opportunities	✓	
Commitment to the principles of Safeguarding	✓	
Fluency in written and spoken English	✓	