



Request for Quote (RFQ) - RQ23-0014

Consultant - Project coordinator, VL Elimination in Kenya

27/10/2023

FIND | Campus Biotech | Chemin des Mines 9 | 1202 Geneva, Switzerland

T: +41 (0)22 710 05 90 | F: +41 (0)22 710 05 99 | www.finddx.org

Position Title: Project Coordinator, VL elimination

Job Location: Nairobi, Kenya

Reports to: Director, NTDs - FIND

I. Background

FIND has been working on implementation projects in Kenya to improve the diagnosis of visceral leishmaniasis (VL). The strategy involves strengthening healthcare facilities to diagnose the disease using clinical signs and rapid diagnostic tests (RDT), with confirmatory testing for RDT negative cases, VL case searches, awareness campaigns and healthcare workers and community health volunteers' trainings. FIND's activities have been extended to 11 endemic counties and supported the distribution of drugs and diagnostics. Despite challenges, Kenya has made significant progress towards VL control and elimination.

To maintain the achievements and momentum towards VL elimination, FIND is looking for on the ground programmatic support in Kenya.

Key stakeholders will include the National Ministry of Health Division of Vector borne and Neglected Tropical Diseases (VBNTD), county health teams, government agencies, WHO, research institutions and other implementing partners involved in VL disease elimination in Kenya.

II. Overall Purpose and Responsibilities:

The primary responsibility of this role is to provide programmatic planning and coordination services for the implementation of the VL-elimination work in Kenya. The Project Coordinator for Visceral Leishmaniasis (VL) holds a pivotal role, effectively managing VL - related elimination activities, engaging local authorities, and ensuring transparent and timely reporting of program data. This position plays a crucial part in advancing the cause of VL prevention, treatment and elimination in Kenya and Eastern Africa.

The key functions include:

Project Coordination and Delivery (45%)

- Lead in work plan development, activity budgeting, implementation, monitoring, evaluation, and documentation of Visceral Leishmaniasis (VL) elimination work in line with the national VL elimination plan.
- Collaborate with various stakeholders to ensure the effective execution of VL activities, emphasizing the highest standards of quality.
- Lead in the refinement and development of program implementation tools and resources aligned to the health system.
- Support the program to manage all aspects of the project cycle including planning, implementation, monitoring & evaluation, and reporting.
- Work with partners to identify needs for technical support.

- Support the program to ensure that all project related documentation are stored and made available in a timely and accessible way.

Partnership and Networking (10%)

- Establish and nurture productive relationships with the Ministry of Health and implementing partners.
- Facilitate and oversee the planning, implementation, and monitoring of VL elimination activities, ensuring alignment with WHO guidelines for elimination of VL, local government priorities, and fostering cooperation in advancing VL elimination efforts.
- Promote shared learning and collaboration between partners by facilitating partner networks and meetings.
- Represent the project at various fora, meetings and advocate for the project aims and objectives.
- Represent FIND to county governments and development partners in the target regions.

Information, Data Management, Communication and Reporting (45%):

- Collaborate closely with MoH and counties data management teams to ensure accurate data collection, entry, cleaning, and storage as per program needs.
- Review and provide feedback to the program on the quality of methodologies established to collect data and document the protocols that are in place for the collection and aggregation of data.
- Facilitate the integration of VL project data into the District Health Information System 2 (DHIS2) and Health Management Information System (HMIS) for comprehensive data tracking and analysis.
- Support partners to identify the best means to verify the documentation submitted for program coverage and share learnings with Project lead for use in other countries.
- Proactively provide additional information, case studies, interesting news stories relating to the project.

These principal accountabilities are not an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to perform any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

III. Qualifications, skills and experience

Required:

- A tertiary qualification (Master's degree) in public health, social sciences, development studies, or equivalent.
- A minimum of 10 years' NGO sector working experience within Global Health/NTDs/Disease elimination programs.
- A minimum of 5 years' project implementation experience of health programmes.
- Excellent computer skills, to include Excel, Word, PowerPoint, SharePoint.
- Program Finance experience.
- Experience in organising and facilitating workshops and training.
- Health systems and county government work experience.

- Excellent verbal, written and presentation skills.
- Strong people skills and a demonstrated ability to work collaboratively with others at all levels.
- The ability to take initiative, follow-through, work independently and deliver high quality work.
- Ability to work well under pressure and manage multiple priorities while working effectively toward deadlines.

Added advantage:

- A post-graduate Diploma in Research or M&E.
- Prior experience in data collection, processing and management.
- Supply chain management.
- Other relevant software used for managing projects in an implementation research and development environment.

IV. Core behaviors:

- Change and improvement — consistently strives to achieve high standards of performance. Responds positively to change by adapting own behavior/approach.
- Communicating and influencing — Understands how their role contributes to the organization and programme vision. Communicates confidently and effectively with colleagues and partners.
- Decision making — Gathers relevant information and uses effective reasoning to make timely decisions.
- Planning and organization — Prioritizes activities and develops plans to achieve them, monitoring own progress. Analyses and organizes routine data on a regular basis.
- Delivery and implementation — Gets things done, can be relied upon to do what they say they will and is committed to achieving good quality work to agreed standards.
- Team working — Understands how their work impacts on others. Knows about other parts of the organization and contributes positively to a global team.
- Leading by example – Adaptive and self-driven.

V. Monthly deliverables

- Work plans.
- Activity budgets.
- Program implementation and activity progress reports.
- Programme implementation materials as needed.

The Consultant will work up to 22 days per month on VL activities.

VI. Duration

The Consultant’s Task will commence on 1st of January 2024 until 31 of December 2024 inclusive with a possibility for renewal.

Coordination with FIND staff:

Project Reporting:

The Consultant will submit monthly progress reports and bi-weekly progress updates of activities implemented and associated deliverables. In addition, the Consultant will make himself/herself available for weekly and/or periodic calls as required by the FIND Contact Person.

Quote Guidelines:

If you qualify for the role and are interested, please send your quote and application (CV and cover letter explaining how your skills would support our needs in English and formatted in Microsoft Word or PDF) to ntdteam@finddx.org by **5pm CET on 17 November 2023**. For more information on the content of the application, see **K. Evaluation Criteria**.

Selection of the applications will be based upon separate assessments of the offers. FIND reserves the right to request further information throughout the Request for Quote (RFQ) process.

Any questions or clarifications regarding this RFQ should be submitted in writing via e-mail to ntdteam@finddx.org prior to the closing date.

K. Evaluation criteria

To ensure consideration for this RFQ, your offer should be complete and include all the following criteria:

- **Resume/CV and cover letter:** Bidders will be evaluated on their qualifications, capability and capacity, including history of their work.
- **Financial proposal:** Bidders should provide a daily fee for this consultancy.
- **Availability:** Bidders should indicate in the cover letter their availability.