



**Terme of reference for recruitment of a consultant, Program assistant, to support in administrative and financial terms the implementation of the Memorandum of Understanding (MOU) between WHO and Project Fiduciary and Administrative Agency – AFAP under the Project STP COVID-19 Emergency Response Project (P173783).**

### **1.Context**

On January 30, 2020, the Director General of WHO declared the novel coronavirus (COVID-19) epidemic as a public health emergency of international concern and on March 11 as a pandemic under the International Health Regulations (2005). Following these statements, all countries have dedicated themselves to increasing their preparedness and response capacity to public health emergencies, and in particular to COVID 19. As of October 5, 2020, a total of 34,804,348 confirmed cases of COVID -19 has been reported worldwide, affecting almost all countries and territories on 5 continents (including 47 countries in the WHO AFRO region). 1,030,738 deaths have been recorded worldwide. São Tomé e Príncipe recorded from April 6 to October 5 a cumulative total of 913 cases of COVID-19 and 15 deaths.

The COVID 19 pandemic has found the country with a very low level of preparedness for public health emergency responses. In terms of preparedness capacities for public health emergencies, the joint external evaluation carried out in May 2019 showed that the level of preparedness of São Tomé e Príncipe (STP) as per the 19 indicators of the International Health regulation (IHR) and the readiness of health systems to respond to emergencies were very weak in all aspects of IHR capacity except for the technical area of immunization which had a developed and sustainable capacity. The evaluation also revealed that the technical platform for case management was weak. On the other hand, the national laboratory of STP had never carried out diagnostic by molecular biology and did not have any diagnostic capacity such as RT-PCR for the confirmation of viral infections.

Thus, STP had to strategically prepare for the importation of the virus and the response. Indeed, several response measures are underway, in the areas of strengthening coordination, including updating the response plan, control of point of entry, strengthening of surveillance, risk communication, Infection Prevention and Control, contract tracing, installation of the field hospital, etc. Regarding the laboratory diagnostic capacity, since the official announcement of the COVID-19 pandemic, STP has faced limited testing capacity for SarsCov-2 as mentioned. Prior to June 2020, the only diagnostic testing method available in the country was rapid tests for the detection of antibodies, with limitations in terms of specificity and sensitivity. In June 2020, the RT-PCR diagnostic method for SarsCov-2 was introduced in the national reference laboratory. The provision of equipment and capacity building for COVID-19 molecular testing has been supported by WHO. However, despite the gradual improvements made, there are still important points to strengthen given the initial diagnosis and challenges to responding to public health emergencies.

In, September 2020, the Memorandum of Understanding (MOU) between WHO and Project Fiduciary and Administrative Agency – AFAP under the Project STP COVID-19 Emergency Response Project (P173783) has been signed. This project aims, on one hand, to strengthen the country's capacities to apply the International Health Regulations (IHR) requirement, in order to ensure an adequate and timely response, and, on the other hand, strengthen the response to COVID-19 in STP.

### **2.Justification**

### **\* Purpose of the Position**

To provide financial and administrative support for this Project within the WHO Country Office in accordance with WHO rules, regulations and policies, in accordance with the Memorandum of Understanding (MoU) between WHO and Project Fiduciary and Administrative Agency – AFAP under the Project STP COVID-19 Emergency Response Project (P173783).

### **3. Job Description**

#### **\* Objectives of the Programme and the immediate Strategic Objectives**

To support the implementation of the Memorandum of Understanding (MoU) between WHO and Project Fiduciary and Administrative Agency – AFAP under the Project STP COVID-19 Emergency Response Project (P173783), regarding the planning, organization, coordination of financial project activity and to and to deliver and interpret financial report and also to support program manager regarding the due compliance with organizational policies, procedures, rules and regulations on all administrative and financial matters.

#### **\* Organizational context (Describe the individual role of the incumbent within the team, the guidance and supervision received and training or briefing provided to others)**

Incumbent is expected to work with minimum supervision, in accordance with established procedures and practices, dealing with routine matters independently and referring problems or unusual situations to supervisor. The administrative finance assistant or equivalent, as a direct supervisor, will be able to guide the incumbent to apply the WHO rules, regulations and SOPs. Broad guidance is provided by supervisor or other professional staff or through general objectives and instructions regarding resource allocation, divisions/programmes needs and priorities.

The incumbent is expected prepare and to apply the WHO rules on the financial transactions, under the guidance of the supervisor, in line with the Memorandum of Understanding (MoU) between WHO and Project Fiduciary and Administrative Agency – AFAP under the Project STP COVID-19 Emergency Response Project (P173783).

#### **\* Summary of Assigned Duties (Describe what the incumbent has to do to achieve main objectives)**

Under the general supervision of the budget and finance officer and general guidance of the Operations Officer or equivalent, the incumbent performs the following functions:

##### 1. Support financial management through;

- Maintenance of financial records and financial transactions and ensure e-Imprest records are up-to-date and fully balanced;
- Processing of service providers' invoices and monitors all requests for payments, ensuring that all supporting documents are attached and properly signed, stamped and are in accordance with the applied rules, before asking for any payments;
- Reconciliation of bank accounts; response to enquiries; provision of advice and guidance to clients in the Country Office and performing closely related tasks;
- Contribution to the development of direct implementation (DI) or other applicable documents in accordance with the MoU and WHO procedures for the implementation of Project activities;
- Verification of financial transactions and returns e.g. DIs, Travel Claims to the WHO country office for accuracy and compliance with the financial rules and regulations, manual and operating procedures of organization;
- Management of correspondences and responses to queries on office accounts and financial transactions as required;
- Ask a supervisor for generation of scheduled and ad hoc Global Management System reports

- and special reports as required to facilitate financial implementation analysis;
- Ensure full compliance of transactions from the Budget Centers to the WHO rules and regulations, policies and procedures; ensure proper control of supporting documentation and adequate documenting/recording of controls performed.
  - Participate in monthly analysis to identify potential Oracle Labor Distribution (OLD) issues and recommend solutions/actions to resolve the issues.
  - Follow-up to ensure that actions to resolve the issues are executed by the Budget Centers in a timely manner.
  - To support the Office in performing financial analysis and make recommendations; and compile periodic reports to Budget Centers (Awards Receivables, Awards Expired/Expiring, Funds Not Yet Available, Encumbrances, In Kind/In Service Awards, Carry Forwards, etc.) and follow-up to ensure that required actions are taken in a timely manner.
  - Keep abreast of all developments in WHO rules, regulations, policies, procedures and systems related to the areas of work. Support the continuous improvement of rules and regulations around areas of work through identification of current and emerging issues.
  - To organize, with the support of the WHO Office, the administrative and financial process of the Project, including support for the report and the organization of supporting financial documents;
  - Organize and implement the payment of the field activities on the ground, if needed.
2. In collaboration with the WHO country team is responsible for promoting technical cooperation, generating interest and to support coordinating development assistance for health, taking into account global and regional strategies and WHO guidelines for emergencies in public health.
- It is also responsible for contributing to the collection, analysis and dissemination of health and financial information, regarding this project in collaboration the project manager;
3. Perform other duties assigned by the supervisor.

#### **4. Recruitment Profile**

##### **Competencies : Generic**

**Describe the core, management and leadership competencies required - See WHO competency model - list in order of priority, commencing with the most important ones.**

- \*1. Communicating in a credible and effective way
- \*2. Producing results
- \*3. Fosters integration and team work
- 4. Moving forward in a changing environment
- 5. Know and managing yourself.

##### **Functional Knowledge and Skills:-**

**\*Describe the essential knowledge and the skills specific to the position.**

Ability to plan, organize, coordinate and implement inputs from several sources; to express ideas clearly and concisely, both orally and in writing; to conceptualize and carry out tasks with little supervision; to provide financial analytical reports, using appropriate software; to interpret financial rules and regulations; and to establish and maintain effective working relationships with people of different national and cultural backgrounds..

## Educational Qualifications;

**Essential:-** Bachelor or higher academic level or equivalent technical training or commercial education with specialization in accounting, budgeting or finance.

**Desirable:-** Diploma or higher education in accounting or finance will be an advantage.

Experience;

• **Essential:-** At least 8 years of experience in in finance, Budgeting and/or accounting activities. and preferably with several years' experience in and with WHO in an administrative cluster to have a sound knowledge of its rules, regulation, procedures and practices as related to the work.

**Desirable:-** Experience in other areas such as Administration, Program Management, Travel and Procurement would be an asset. Experience in WHO in an administrative cluster to have a sound knowledge of its rules, regulation, procedures and practices as related to the work.

## Languages

**Portuguese**    **Read:**  Beginners  Intermediate  Expert Knowledge  
**Write:**  Beginners  Intermediate  Expert Knowledge  
**Speak:**  Beginners  Intermediate  Expert Knowledge

**English:**    **Read:**  Beginners  Intermediate  Expert Knowledge  
**Write:**  Beginners  Intermediate  Expert Knowledge  
**Speak:**  Beginners  Intermediate  Expert Knowledge

**Please indicate if language requirements for Portuguese and English are interchangeable.**  Yes  No

**French :**    **Read:**  Beginners  Intermediate  Expert Knowledge  
**Write:**  Beginners  Intermediate  Expert Knowledge  
**Speak:**  Beginners  Intermediate  Expert Knowledge

## Other Considerations (e.g. Physical Workplace Condition, if other than normal office environment; IT Skills; etc.)

Work requires the use of word processing or other software packages, and standard office equipment. Formal or self-training in the use of standard office software.

Work requires the use of: word processing facilities to create, edit, format and print correspondence and documents; spreadsheet and visual presentation software; e-mail and scheduling software to improve communications both internally and externally.

The good skill in excel an asset.

## Duration and period of realization:

**Duration:** 2(two) months;

**Period:** November and December