

Initial Terms of Reference

Health Cluster Partners' Capacity Survey

This consultancy is requested by:

Unit:	Global Health Cluster
Department:	Emergency Operations

1. Purpose of the Consultancy

The purpose of this consultancy is to conduct a survey of Health Cluster international partners' capacity, analyse the results and provide a final report.

2. Background

The Global Health Cluster (GHC) is a platform for organizations to work in partnership to ensure collective action results in more timely, effective and predictable response to health emergencies. Currently the GHC is supporting 23 Country Health Clusters to coordinate and leverage partner response capacity to meet the health needs of approximately 70 million people worldwide.

The Health Cluster has more than 700 partners, including international organizations and UN agencies, international and national nongovernmental organizations (NGOs), national authorities, specialized agencies, academic and training institutes and donor agencies. WHO is the Cluster Lead Agency and it provides secretariat support through the GHC unit in the WHO Health Emergencies Programme. More information is available at <http://www.who.int/health-cluster>.

The Health Cluster Partners' Capacity Survey is an annual exercise that will capture information on partners' technical, operational and coordination surge capacities at global, regional and country level. The result of this exercise will help to more effectively identify critical gaps in global health response capacity and inform future partner engagement for the Health Cluster. The information collected through the survey will:

- Document partners' presence and capacity in areas affected by emergencies with public health consequences;
- Identify critical gaps in global health response;
- Inform and secure surge capacity requirements from technical and operational partners and networks in response to emergencies with public health consequences;
- Create strategic partnerships with current and potential partners/donors to support the implementation of the Global Health Cluster Multi-Year Strategy 2017-2019; and,
- Inform the development of a Global Health Cluster partners' recruitment strategy.

The GHC is currently planning **Phase 1** of this survey which will target the **263 international partners**, namely 186 international organizations, 27 donors, 16 UN agencies and 34 other partners. This survey will aim to:

1. Map partners' geographical and sector presence
2. Map partners' technical, operational and coordination capacities, including assets/supplies
3. Map partners' capacity to surge for coordination/service delivery
4. Map partners' capacity to scale-up
5. Collect information on the barriers to engagement

The work will be undertaken for up to a number of 60 days over a period of three months between January and March 2018.

3. Planned timelines (subject to confirmation)

Start date: 1 February 2018

End date: 30 April 2018

4. Work to be performed

Output 1: The survey is set up.

Deliverable 1.1: The survey is revised to meet the technical requirements of survey monkey.

Deliverable 1.2: The survey is uploaded in survey monkey.

Deliverable 1.3: The list of stakeholders' contacts is uploaded in survey monkey.

Deliverable 1.4: The survey is piloted among a representative group of stakeholders.

Deliverable 1.5: The survey is revised to include pilot feedback.

Output 2: The survey is conducted.

Deliverable 1.4: The survey is launched with a two week deadline.

Deliverable 1.5: The survey completion is ensured with email reminders (once a week for two consecutive weeks) and phone calls, if required.

Output 3: The survey is analysed.

Deliverable 3.1: Analysis methodology is agreed with GHC unit and HIM focal point.

Deliverable 3.2: Preliminary analysis of results is prepared and presented to GHC focal point and HIM focal point.

Deliverable 3.3: Feedback is collected and included in the analysis.

Deliverable 3.4: Final analysis is prepared.

Output 4: The survey report is finalised.

Deliverable 4.1: Structure and format of the report is agreed with GHC unit and HIM focal point.

Deliverable 4.2: Preliminary report is drafted, presented to GHC unit focal point, HIM focal point and GHC Strategic Advisory Group.

Deliverable 4.3: Feedback is collected and included in the report.

Deliverable 4.4: Final report is prepared both in word and PowerPoint.

5. Technical Supervision

The selected Consultant will work on the supervision of:

Responsible Officer:	Elisabetta Minelli, Technical Officer, Global Health Cluster	Email:	minellie@who.int
Manager:	Linda Doull, Coordinator, Global Health Cluster	Email:	doulll@who.int

6. Specific requirements

- Experience required (minimum 5 years):

Experience in survey design, development and administration through online platforms (surveymonkey)

Experience in data analysis and reporting (graphs, maps)

Experience in report writing

- Skills / Technical skills and knowledge:

Survey design

Online survey platform management

Data management and analysis, including GIS/mapping

Editing write-up skills

- Language requirements:

English

7. Place of assignment

The work will be conducted remotely and the consultant will travel to Geneva, Switzerland at the start and the end of the work.

8. Medical clearance

The selected Consultant will be expected to provide a medical certificate of fitness for work.

9. Travel

*All **travel arrangements** will be made by WHO – WHO will not be responsible for tickets purchased by the Consultant without the express, prior authorization of WHO. While on mission under the terms of this consultancy, the Consultant will receive **subsistence allowance**.*

*Visas requirements: it is the consultant's responsibility to fulfil **visa requirements** and ask for visa support letter(s) if needed.*

10. Application

Interested candidates should submit a motivation letter and CV by 27 January 2018 to:

Elisabetta Minelli at minellie@who.int

Copy to Carolyn Patten-Reymond at pattenc@who.int