

Terms of Reference - Long Term Adviser

Position Title:	Technical Officer – Global Outbreak Alert and Response Network (GOARN), Manila, Philippines
ARF Professional Discipline Category:	C
ARF Job Level:	3
ARF Monthly Rate:	Range \$10,946 to \$13,683 per month, gross (depending on level of experience)
Program:	Indo-Pacific Centre for Health Security, DFAT
Child Protection Risk Context	No direct contact with children
Location/s:	Manila, Philippines
Term:	2 years with a possible 1-year extension
Reporting to:	<p>This ToR is under an SHS Type 2 Service Order whereby DFAT quality assures all deliverables.</p> <p>The Adviser will report to:</p> <ul style="list-style-type: none"> • Identified WHO officials in the Regional Office: Programme Area Manager Emergency Operations (PAM EMO) and overall supervision from Regional Emergency Director (RED) • DFAT point of contact: Dr Katrina Roper (Strategic performance), Katrina.Roper@dfat.gov.au • SHS: (For administrative matters): Sarah Clarke, Senior International Health Specialist, sarah.clarke@shsglobal.com.au
Background:	<p>The Specialist Health Service (SHS) provides strategic input on health to the Australian Government Department of Foreign Affairs and Trade (DFAT). The SHS allows DFAT to source high-quality technical advice to support health policy, strategic planning and health programming across the aid management cycle.</p> <p>The mission of the World Health Organization's Health Emergencies Programme (WHE) is to build the capacity of Member States to manage health emergency risks and, when national capacities are overwhelmed, to lead and coordinate the international health response to contain outbreaks and to provide effective relief and recovery to affected populations.</p>

	<p>WHE brings together and enhances WHO's operational, technical and normative capacities in outbreaks, emergencies and risk analysis to address all health hazards across the risk management cycle. WHE operates within the humanitarian and emergency management architecture in support of people at risk of, or affected by outbreaks and emergencies, consistent with ways that strengthen local, national, regional and global capabilities.</p> <p>WHE supports global frameworks including: the Sustainable Development Goals (SDGs) related to health, emergencies and disasters; the International Health Regulations (IHR 2005); the Sendai Framework for Disaster Risk Reduction 2015-2030, and the Pandemic Influenza Preparedness (PIP) framework. WHE supports regional strategies such as the Asia-Pacific Strategy for Emerging Diseases (APSED), and regional strategies for disaster risk reductions and management.</p> <p>Within WHE, Emergency Operations is responsible for ensuring that emergency-affected populations have access to timely and effective health services. This includes ensuring a strong emergency management system (based on incident management), effective and inclusive coordination mechanisms, joint assessments and response planning with partners, implementation of operations and services according to agreed standards and strong logistics and operational support.</p> <p>The expansion and strengthening of operational partnerships is a key priority of WHE, particularly the development and operations of the Global Outbreak Alert and Response Network (GOARN). GOARN is a collaboration of existing institutions and networks, constantly alert and ready to respond. The network pools human and technical resources for rapid identification, confirmation and response to outbreaks of international importance. WHO coordinates international outbreak response using resources from GOARN.</p> <p>The Indo-Pacific Health Security Initiative was launched in October 2017 and aims to contribute to the avoidance and containment of infectious disease threats that have the potential to cause social and economic harms on a national, regional or global scale. With funding of A\$300 million over five years from the Australian Government, the Initiative is committed to improving capacity in the region to respond to disease outbreaks. The Initiative is implemented by The Indo-Pacific Centre for Health Security, which is based in Australia's Department of Foreign Affairs and Trade. The Centre brings together expertise from relevant Australian government agencies on infectious diseases of humans and animals, public health research, and international development.</p>
<p>Purpose and objectives:</p>	<p>The Technical Officer (GOARN) will promote WHO's leadership in communicable disease outbreak response, and public health emergencies, through Australia's Health Security Initiative, and other relevant regional initiatives and specific projects. The Officer will work with all WHO/WHE departments and programmes, and with regional and global partners on the development and operations of the network as an integral component to APSED III Framework to advance national IHR core capacities.</p>

<p>Specific Duties:</p>	<ol style="list-style-type: none"> 1. Provide technical advice on the development and operations of GOARN, including regional strategy development under the APSED III Framework, annual work plan development, management of activities, and monitoring and evaluation of results to assist in resource mobilization for the development of GOARN. 2. Organise and support meetings of GOARN to review regional infectious disease risk, particularly emerging diseases, and response capacities and capabilities and to document and analyse response operations as part of the focus areas of APSED III. 3. Provide technical support to activities to expand GOARN, strengthen coordination of technical networks and disciplines, (including laboratory support) in alert and risk assessment, and foster collaboration with Global Health Cluster, Emergency Medical Teams initiative and other regional operational partnerships, to support the development and coordination of regional rapid response capacity, and response research. 4. Support day-to-day outbreak alert and response operations, including incident management system in major outbreaks/health emergencies, and ensure the integration of GOARN in regional and country offices readiness and response activities, and that GOARN partners provide high-level support to countries in the Region. 5. Provide advice on planning and implementation of expanded GOARN training activities, and other capacity-building including simulations and exercises, to strengthen regional coordination and deployment of GOARN to support alert and response capacities of countries in the Western Pacific Region and worldwide. 6. Upon request, participate in acute outbreak investigations and emergency response to provide assistance to member States and country offices and assist and coordinate GOARN partners in-country operations. 7. Provide regular updates and reports to senior management on key developments, contribute to the development and review of information products, including senior management briefings, technical reports and other documentation and communication materials related to the above work. 8. Perform other related duties, as requested, including the provision of support to other areas of work and teams or program areas within the WHE, including replacing and backstopping colleagues as required.
<p>Performance Outcomes and Deliverables, with dates:</p>	<ul style="list-style-type: none"> • Development of an annual work plan (the first within the first quarter of mobilisation), in consultation with identified senior officials within WHO. The Adviser work plan should contribute to the objectives and outcomes of the relevant WHO/WHE regional office department work plan. • Achievement of outcomes in the adviser and WHO/WHE work plan, reviewed annually.

<p>Reporting:</p>	<p>Upon appointment to the WHO regional office, the Officer will report directly to Programme Area Manager Emergency Operations (PAM EMO), with overall supervision and direction from the Regional Emergency Director (RED).</p> <p>The RED, PAM/EMO and the Officer will agree an annual work plan, expected outcomes, objectives and activities to support the strategic and operational priorities of the regional office in this area of work.</p> <p>Performance management will be based on existing WHO systems for secondees, and contractors as appropriate.</p> <p>The Officer will also be expected to keep DFAT up to date as to progress against expected outcomes.</p> <p>Specific reporting requirements include the following:</p> <ul style="list-style-type: none"> • Provide brief written monthly progress reports. • Provide a six-monthly activity report against the Adviser’s approved annual work plan and any emerging issues, including key documents as evidence of achievements • Submit other documentation as required by DFAT. <p>The Officer will provide an adviser time sheet, activity report and invoice (for reimbursable expenses) at the end of each month to SHS outlining activities and deliverables, using the template provided by SHS.</p> <p>This Long-Term Adviser engagement will be managed and quality assured by DFAT and WHO (a Type 2 SHS contract). SHS/ Abt Associates will provide logistic and payment support.</p> <p>Performance management will be based on existing systems for WHO contractors and secondees. Performance will be considered in the context of the five competencies for WHO staff: teamwork; respecting and promoting individual and cultural differences; communication; producing results; and building and promoting partnerships across the organisation and beyond.</p> <p>The Adviser’s performance will also be reviewed annually by DFAT through the DFAT Adviser Performance Assessment (APA) process.</p>
<p>Policy context:</p>	<p>Advisers are expected to align their work with DFAT’s Health for Development Strategy 2015-2020 and to incorporate the priorities of DFAT’s cross-cutting strategies Gender Equality and Women’s Empowerment Strategy (2016) and Development for All 2016-2020 Strategy for Strengthening Disability-Inclusive Development in Australia’s Aid Program. Advisers should seek advice from the DFAT commission area about the most appropriate ways to align the tasks to these policies. Advisers should also discuss whether there are other DFAT policies relevant to this task.</p>
<p>Conditions:</p>	<p>Conditions of engagement may include completing and signing the following documents:</p>

	<p>The Deed of Confidentiality</p> <p>The Declaration of adviser status</p> <p>The Child Safe Code of Conduct</p> <p>As per the requirements, an Adviser Performance Assessment will be undertaken at the completion of the assignment.</p>
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Key Selection Criteria

<p><i>Required Experience</i></p>	<p>Essential:</p> <p>At least 5 years of relevant experience in national and international public health, in the field of infectious diseases, outbreaks, and emerging diseases and other public health emergencies.</p> <p>Experience in coordinating large scale public health projects in developing countries.</p> <p>Desirable:</p> <p>Extensive experience in working with WHO and/or other UN agencies and international stakeholders, in disease surveillance, outbreak investigation/control, and experience in public health programs or emergency response programs in developing countries.</p>
<p><i>Required Skills and Qualifications</i></p>	<p>Essential:</p> <p>Sound strategic and tactical thinking with the ability to formulate clear, comprehensive policies, strategies and plans.</p> <p>Demonstrated leadership skills in international and multicultural settings combined with proven ability to successfully coordinate, manage and lead projects, and build partnerships with multiple partners in the context of health emergencies.</p> <p>Knowledge and understanding of inter-agency mechanisms of international preparedness for and response to health emergencies.</p> <p>Excellent interpersonal skills with proven ability to communicate in a clear and effective way, with tact, diplomacy and courtesy.</p> <p>Ability to establish harmonious working relationships as part of a team, adapt to diverse educational and cultural backgrounds, and maintain a high standard of personal conduct.</p> <p>Experience in program planning, development, implementation, monitoring and evaluation; capacity development and training.</p> <p>Ability to demonstrate gender equity and cultural appropriateness in the delivery of services to the Member States.</p>

<p>Mobility Allowance Supplement</p>	<ul style="list-style-type: none"> • A monthly fixed and flat rate Mobility Allowance Supplement of AUD1,368 per month for eligible LTA's. <p><i>N.B. This allowance is only applicable for advisers who have relocated internationally for this role; whose accompanying dependents are not currently in receipt of such an allowance from DFAT or any other employer; who are accompanied by at least one dependent child under the age of 21 years and the child attends school at any level between kindergarten through to year 12; and who has submitted the necessary documentation to confirm the enrolment of each dependent child in accordance with DFAT's requirements.</i></p>
<p>Excess Baggage / Freight</p>	<ul style="list-style-type: none"> • A Mobilisation/Demobilisation Allowance to provide reimbursement for appropriate mobilisation and demobilisation expenses, up to a total of AUD\$10,000. This can include: <ul style="list-style-type: none"> a. Excess baggage (up to 25kg total); and/or b. Sea/air freight for personal belongings. <p><i>N.B. This allowance, as it applies to sea/air freight, is based on cubic meters and is determined upon the number of accompanying dependants. Reimbursement is made to the adviser by Abt Associates upon the presentation of a valid receipt.</i></p>
<p>Vehicle</p> <p>Insurance</p>	<ul style="list-style-type: none"> • Where the position and project make provision, a project vehicle may be provided. • Travel and medical insurance for the Adviser and any nominated accompanying dependents.