

**Republic of Serbia
Ministry of Health**

TERMS of REFERENCE

For

Grant Coordinator

PP SSHP item 4.24

Introduction

Republic of Serbia has received a loan from the International Bank for Reconstruction and Development (IBRD) in the amount of EUR 29.1 million equivalent toward the cost of the Second Serbia Health Project (SSHP) and EUR 25 million equivalent toward the cost of the Additional Financing for the Second Serbia Health Project (AF-SSHP), Loan No.: 8830-YF. The Project Development Objective (PDO) is to contribute to improving the efficiency and quality of the public health system through the strengthening of: (i) health financing, purchasing, and maintenance systems; (ii) quality improvement systems and management of selected priority non-communicable diseases.

The project includes the following components:

1- Improvement of Health Financing

This component aims to strengthen the performance of the health financing system by supporting introduction of incentives to improve quality and efficiency at the primary care and hospital levels.

2- Improve Access to Quality Health Care

This component is organized around the following main areas: improve access to medicines; strengthening of Health Technology Assessment (HTA); and improving systems for medical equipment maintenance.

3- Strengthening Quality of Service Delivery

This component aims to improve standards of quality and efficiency of care in the Serbian health sector through: (i) strengthening quality improvement systems, (ii) modernizing cancer treatment at selected tertiary facilities.

4- Project management

This component will support the day-to-day Project management, including fiduciary tasks, monitoring and evaluation, audits of Project financial statements. Monitoring the implementation of the proposed reforms, including potential unintended consequences, will be a key function that will be supported under this component.

Through components 1 and 3 it is envisaged to implement a Quality Improvement Grants scheme for primary health care centers (PHC) for the improvement of quality of health care, including increased access to health care and preventive services by vulnerable groups (such as Roma, the elderly, and the disabled). The implementation and evaluation of the grants scheme will inform policy decision to scale-up evidence-based recommendations on changes to HIF payments to PHCs.

Objectives

The Grants Coordinator will provide support to PCU in order to implement the Quality Improvement Grants at the PHC level. Specifically, the Grants Coordinator will contribute to the achievement of following objectives:

- Preparation of Quality Improvement Grants
- Training of representatives of Grant recipients
- Supervision of implementation of Grant funded projects
- Evaluation of grant –funded projects and implementation of Quality Improvement Grants

Scope of work

The Grants Coordinator is expected to perform the following duties, with the support of other PCU staff (including the Grants Finance Specialist, other fiduciary staff, and component coordinators) as needed:

- organize the public announcement for submission of proposals for quality improvement grants
- organize the publication of the public announcement and all relevant information at the MOH website
- act as focal point for all requests for submission of documentation and queries.
- provide detailed information related to quality improvement grants to the applicants
- organize the registry of the submitted project proposals
- responsible to acknowledge receipt and assign a registration number to the proposal
- carry out initial reviews of the submitted project proposals against submission criteria described in the application form (including technical and financial documentation).
- provide information to the applicants about the reasons for rejection
- forward the selected proposals to the head of the Grant Implementation Committee (GIC) for its review
- prepare the content of the information training sessions for successful applicants
- hold information training sessions for successful applicants
- hold meetings with each winning applicant prior to the signing of the grant agreement/contract to clarify any outstanding issues and finalize the agreement
- define the milestones against which progress and outcomes of the proposed activities can be assessed for each selected project proposal
- agree on proposed activities' milestones with the applicant
- coordinate with a MOH representative the signing of the grant agreement with the successful applicants
- recommend to the PCU/MoH the initial payment for the selected projects
- responsible for overall monitoring and supervision of grant-funded projects
- provide support to the grant beneficiaries in implementation process
- secure that all the appropriate procurement procedures are observed and carried out
- review all progress reports provided by the grant beneficiaries
- communicate with the designated representative of the HIF and obtain information on values of performance indicators calculated through the invoicing towards the Health Insurance Fund
- perform regular on-site visits to the grant-funded projects
- maintain regular communication with the grant beneficiaries

- provide information to the PCU/MoH regarding meeting the milestone indicators necessary for payment
- approve the payment to the grant beneficiaries based on the implementation progress of grant funded projects
- reconcile the technical and financial reports with the Grant Finance Specialist's support
- propose withholding of scheduled payments if technical progress reports are erroneous
- propose the termination of financing if the grant beneficiary terminates participation in the project
- make proposals to the GIC on continuation of the grant or termination of further support or cancelation of the grant agreement
- regular reporting to the GIC on grant funded projects implementation progress
- presentation of the results of the grant funded projects and the entire programme to the MOH and other interested parties
- perform any other appropriate tasks related to the Grants determined by the Coordinators of Component I and III, PCU Coordinator and/or officials of the Ministry of Health

Deliverables

The consultant is to deliver the following reports:

1. Report on the submitted project proposals
2. Report on the projects selected for grant funding
3. Monitoring report on the implementation of grant funded projects (6 months of the start of implementation)
4. Final Report on the results of implementation of the grant funded projects and on the results of the Quality Improvement Grants

All the documents should be made available to the PCU and the MOH. The final documents will be reviewed by the Ministry of Health authorities.

Qualification requirements

1. Medical doctor or master in health economics/health services management with public health expertise
2. Previous experience of working in the PHC sector
3. Strong monitoring and evaluation experience;
4. Good command of English and Serbian language, including oral and written reporting abilities
5. Use of MS Office applications
6. Previous experience in the preparation, implementation or monitoring of Grant funded projects would be an asset
7. Experience in projects financed by the World Bank or other international financial institutions would be an asset

Duration of assignment

The consultant is expected to work full time for 18 months starting in March 2019. Subject to satisfactory performance contract will be extended till the end of the project. It is expected that the consultant will work closely with the PCU Grants Finance Specialist, other PCU staff and the international consultant for health care quality improvement.

Confidentiality

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.