TERMS of REFERENCE
for
IT Support in MoH

item 1.2.7

Background

The 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.

Scope of Work

Consultant will be hired to provide IT support to the Project Coordination Unit (PCU) for the improvement of health financing with the following main responsibilities:

1.   Support the introduction of the DRG system, including data collection quality control and analysis of collected data;

2. Assist NHIF and IPHS in the implementation of the software for DRG grouping in the their respective IT systems, including analysis of the existing technical capacity and assessing need for the implementation of the DRG grouping software;
3. Support the IT departments in the NHIF and IPHS in the maintanance of the DRG grouping software;
4. Analyse the existing technical capacity and needs of hospitals related to electronic reporting on hospitalisation to NHIF and IPHS;
5. Act as a line contact with other stakeholders regarding DRG and other IT matters;
6. Ensure project's activities are implemented in accordance with defined time-line;
7. Assist in the development of technical parts of the bidding documents (procurement documents, evaluations of tenders, software selections, costs and benefits specifications, contracting processes, contract management, associated supervision and acceptance;
8. Advise the stakeholders on computer and network infrastructure development in accordance with international and EU recommendations;
9. Advise the stakeholders on risk management, information security and privacy of information, ethical use of data, and disaster recovery planning;
10. Report on a weekly basis to the Component 1 coordinator, PCU coordinator, and relevant MoH staff, outlining the progress of ICT/DRG projects within NHIF, identifying the existing issues and proposing solutions and next steps.

Duration of the assignment

This is a full time position. Duration of this assignment is 12 months. Subject to satisfactory performance, the IT Support in MoH may be employed for the life of the Project.

Qualifications and requirements

*   University Degree in ICT or related field; post graduate degree will be an advantage;
*   Minimum 5 years of professional experience;
*   Experience in business processes and needs analysis, as well as in system and user requirements analysis and technical specifications development;
*   Good command of written and spoken English and Serbian language;
*   Previous experience in working in health sector would be an asset;
*   Previous experience in projects financed by the World Bank or the EU would be an advantage.

Reporting requirements

*   Report on a weekly basis to the Component 1 coordinator, PCU coordinator, and relevant MoH staff, outlining the progress of ICT/DRG projects within NHIF, identifying the ongoing issues and proposing solutions and next steps;
*   Ad hoc reports when required