

<b>Job Title</b>	Country Director - Tanzania
<b>Location</b>	Dodoma (preferably), or Dar (in exceptional cases).
<b>Contract Type</b>	Part-time, Permanent, 2 days a week, 88 days a year <sup>1</sup>
<b>Salary</b>	(Up to Tz shilling 3,696,250 per month, based on experience and qualifications )
<b>Reports to</b>	Director of Programmes
<b>Direct Reports</b>	N/A
<b>Working Relationships and Accountability</b>	The Country Director will work closely with the London based Country Programmes and Grants teams
<b>Main Purpose</b>	To deliver projects in and provide strategic oversight and leadership of THET's presence in Tanzania

## Job purpose

### Position summary

THET's Country Director is the lead for all THET's work in Tanzania. At the present stage, the majority of THET's work in country revolves around one programme, the UK Partnerships for Health System Programme (UKPHS), for further details please refer to Annex 1 for the programme description and Annex 2 for a detailed description of the Country Director responsibilities within this project. In addition, the Country Director is responsible for identifying opportunities to grow and develop THET's contribution to strengthening the Tanzanian health system in line with the organisations vision, mission and strategy. The Country Director will lead on ensuring that THET is appropriately registered in country and is operating within all Tanzanian regulatory and all THET internal requirements. The level of effort outlined above may expand with the project portfolio implemented in Tanzania.

### About THET

Today, one billion people will never see a qualified health worker in their lives.

Since 1988, THET has been working to change this. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all. We do this by leveraging the expertise and energy of the UK health community, supporting Health Partnerships between NHS institutions, Royal Colleges and academic institutions in the UK and those overseas. In the past ten years THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions.

THET is a fund manager for health partnership grants programmes on behalf of UK government and corporations. Health partnerships are long-term, institutional relationships between health organisations in the UK and their counterparts in LMICs, and are based on ideas of co-development, reciprocal learning and mutual benefit. Staff from UK health institutions volunteer their time developing and carrying out health systems strengthening activities at their LMIC partner institution, be that training, curriculum development, leadership and governance, etc.

Since 2011, THET has been working in partnership to strengthen the Tanzanian health system. THET supported seven long-term Health Partnerships between UK and Tanzanian health institutions under the

<sup>1</sup> The level of effort outlined above may expand with the project portfolio implemented in Tanzania.

auspices of the Health Partnership Scheme (HPS), funded by the then UK's Department for International Development. This Scheme supported the development of Tanzania's health services through collaboration and the reciprocal exchange of knowledge, skills and expertise between partners.

In 2016, THET established an office in Dar es Salaam to deliver programmes and projects that assist and align with the Ministry of Health, Community Development, Gender the Elderly and Children (MoHCDGEC), priorities. We supported the MoHCDGEC through the 'Building National Training Capacity to Implement the Community Based Health Programme Strategic Plan (2015 – 2020)' Project in collaboration with the Benjamin Mkapa Foundation and in 2017 we worked with Overseas Development Institute (ODI) to deliver the Research on Child Poverty in Tanzania project, funded by UNICEF.

You can learn more about our work on our website <https://www.thet.org/>.

## **Main duties and responsibilities**

### **Strategic Leadership and Representation**

- Lead and represent THET's work and projects in Tanzania
- Participate and contribute to THET international strategy development and direction
- Provide regular, consistent updates on political, social and economic context to enable THET programmes to function as effectively as possible

### **New Business Development**

- Explore opportunities for new programme development, including building relationships with in-country donors and key partners, identifying and assessing new business opportunities, working with the London-based Country Programmes and External Engagement teams to develop new concept notes and proposals as appropriate.
- Lead on the design of appropriate projects to support health system strengthening in Tanzania

### **Programme Management, Quality, Monitoring and Learning**

- Ensure quality delivery, monitoring and assessment of THET Tanzania programmes,
- Ensure accountability to THET donors, partners, and other stakeholders.
- Effectively implement planning and review systems to ensure delivery against plans, including appropriate internal and external reporting and monitoring
- Ensure that effective MEL systems and processes are in place, with the appropriate planning and review to enable the impact, value for money and other metrics to be effectively captured and disseminated
- Coordinate with partners and stakeholders to ensure quality delivery of the projects

### **Operations and Financial Management**

- Ensure efficient, effective and cost-effective administrative and logistics procedures in place, in line with all THET requirements and processes
- Ensure legal compliance in all areas (NGO, tax, employment, health and safety, insurance including proper registration and legal status of the organisation and staff)
- Lead on compliance with all of THET's internal financial, HR and reporting processes
- Accountable for the organisational resources and assets, ensuring financial controls and cost effectiveness
- Act as security focal point for liaison with THET UK and ensure there are effective security policies in place.

### **External Engagement**

- Plan and lead activities to raise the profile of THET and network with key people and bodies, including representing THET externally to all relevant parties in Tanzania and regionally.
- Build effective relations with national authorities, partners and other stakeholders.
- Facilitate high standards of coordination and communication of THET's profile, activities and programmes, internally and externally
- Participate in high level meetings and conferences, taking advantage to speak, contribute or network.
- Develop and maintain relationships with key stakeholders for projects, including but not limited to the MoHCDGEC, professional associations, key learning institutions.
- With support from UK team members develop and implement advocacy and dissemination strategies related to projects' goals and outcomes
- Attend and contribute to both external and internal meetings/workshops where appropriate

Person specification	Essential	Desirable
<b>Qualifications</b>	Bachelor's Degree in Public health or related discipline	A Master's degree in a relevant discipline.
<b>Experience</b>	<p>Significant, demonstrable recent experience of liaising with the MoHCDGEC in Tanzania.</p> <p>Experience of implementing health systems strengthening projects and programmes in Tanzania.</p> <p>Strong project management experience in the health sector in Tanzania.</p> <p>Experience of working in partnership with others to promote capacity building.</p> <p>Experience of managing security and risk</p> <p>Proven success at securing programmatic funding from a range of donors</p>	<p>Experience of working in a senior position in an INGO context.</p> <p>Prior experience of managing and coordinating DFID grants.</p>
<b>Knowledge</b>	<p>Understanding of global health trends</p> <p>Understanding of donor environment in Tanzania</p>	
<b>Skills</b>	<p>Analytical skills and demonstrable ability to think strategically</p> <p>Excellent representational, written and verbal communication skills in English and key local languages.</p> <p>Proven organisational and administrative skills with sound IT skills (including the Office365 package: Word, Excel, Teams and SharePoint and Excel)</p>	
<b>Values</b>	<p>Flexibility and adaptability to work in a small organisation and a complex environment.</p> <p>Well organised with the ability to work independently and take the initiative.</p> <p>Proven financial skills (budget preparation and monitoring)</p> <p>Intercultural sensitivity and awareness</p>	
<b>Other</b>	Commitment to THET's values and mission	
	<p>THET is an equal opportunity employer and any form of canvassing will lead to automatic disqualification.</p> <p>Applicants must have the pre-existing right to live and work in Tanzania.</p>	

## Annex 1 – UK Partnerships for Health Systems

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DFID (and now the FCDO) has funded health partnerships between the UK and developing countries since the International Health Links Funding Scheme was launched in 2009. In 2019 DFID contracted the Tropical Health and Education Trust (THET) and the Liverpool School of Tropical Medicine (LSTM) to manage and implement the UK Partnerships for Health Systems (UKPHS) programme and deliver the expected results over the lifetime of the programme. This programme has a value of £30m and a time frame of December 2019 to March 2024.

The aim of UKPHS is to work with partners in LMICs countries through Health Partnerships to achieve **health system performance and strengthen and build stronger and more resilient health systems** to enable progress towards Universal Health Coverage (UHC), especially for poor and vulnerable populations. The programme will achieve this by supporting the development of stronger health systems, with better governance, information, quality standards and management of health systems and better skilled and competent health workforces. Building institutional capacity will also help countries, where appropriate, to transition to different forms of external assistance and ultimately to reduce longer-term need for external support.

The model to achieve this is **UK-LMIC health partnerships**. These are institutional relationships between UK and LMIC health delivery and academic institutions, where UK health workers volunteer their time to co-develop strategies and share skills and knowledge to address priority health system issues. As national governments scale up their ambitions to achieve UHC, it is recognised that the focus and scale of Health Partnerships must respond to meet this ambition.

UKPHS will promote health partnerships that are aligned to the health strategies of that country, focusing on quality and the priorities of the most disadvantaged. The programme will enable the co-development of the parameters of these partnerships, the design of grant programmes to deliver these and the stimulation of relevant bids that will assure quality, and support HPs to meet those goals. The programme will be aligned with national country health system goals, is committed to quality improvement, achieving Value for Money and promoting Gender Equality and Social Inclusion.

**A scoping assessment** undertaken at the start of the programme by THET and LSTM will identify and engage key stakeholders from the national and sub-national levels and gain a better understanding of health system priorities and challenges to establish the contribution HPs can make in supporting countries to build sustainable health systems for achieving UHC. These assessments will also form part of the baseline for the programme and contribute to stakeholder relationship development.

In-country oversight, which the in-country lead will co-ordinate, will be provided by the **National Oversight Mechanism (NOM)**. This body will consist of 1-2 MoHCDGEC representatives, the FCDO Health Adviser, and 1-2 Health Systems Strengthening experts. They will provide an advisory function, to ensure national oversight and ownership of the design and delivery of the programme in each country, and to align with national policies and programmes and provide an open and transparent choice for LMIC stakeholders. They will achieve this by contributing to the scoping assessment, reviewing the grant call design, contributing to the review of grant applications and overseeing the delivery of the grants programmes once awarded, suggesting alterations based on insights and concerns. The NOM will meet annually in person, for an annual review of progress.

In each country an in-country THET representative will lead the representation and coordination of the all in-country activities to ensure the programme is coordinated and aligned with other health system strengthening initiatives in country and that grant holders are supported and coordinated to achieve the maximum contribution to health system strengthening through their projects.

### Workstreams

We envisage that the activities required of the in-country lead for this programme will fall into the following workstreams:

1. Inception phase
2. National stakeholder engagement and alignment
3. In-country monitoring and capacity development of grant holders
4. Facilitate and stimulate learning and collaboration between grant holders, and with other health system strengthening and development programmes
5. Support grant holders to deliver effective and sustainable projects in line with national plans.
6. In-country risk management
7. Provide basic support to smaller grants in neighbouring countries

**Activities in red are those that are core requirements of the in-country lead. Other activities will add great value to the programme but should only be undertaken if time allows.**

### **Workstream 1: Inception phase (In Tanzania this phase is now almost complete)**

*Objective: To ensure the effective set up of the programme in-country – to ensure that subsequent grant calls are based on a solid understanding of country needs and priorities and respond to the priorities of national health systems.*

#### Activities:

- Facilitate the scoping assessment (see Annex 1), including setting up and participating in meetings and reviewing country scoping study report
- Stimulate health partnership supply (from LMIC institutions interested in establishing partnerships with UK institutions) and liaise with THET London to provide a match-making role between UK and LMIC institutions
- Set up the National Oversight Mechanism (NOM- see Annex 1)
- Co-ordinate the NOM to provide input into the call for proposals, and feedback on grant applications

### **Workstream 2: National stakeholder engagement and alignment**

*Objective: To ensure the programme is accountable to national stakeholders and aligned with national priorities and plans*

#### Activities:

- In collaboration with THET London, adapt and implement stakeholder engagement strategy to ensure a joined up and strategic approach to engaging with and ensuring the buy-in, and ownership of, national stakeholders (including all stakeholders who play a key role or have influence in Partnerships for Health Systems, and who represent key marginalised socially excluded groups). Support and guidance on methodologies will be provided by THET London. This activity will include regular meetings or updates with the MoH, DFID country office and others
- Co-ordinate quarterly or biannual NOM conference calls, including in-person annual review meetings
- Contribute to planning for the grant holder pre-commencement workshop (currently anticipated to be held in, and organised by, the UK);

- In collaboration with THET London, organise the Tanzania UKPHS launch event once grants are awarded - promoting networks between HPs and national and sub-national stakeholders and ensuring grant holders have a strong grasp of programme expectations and requirements.
- Identify and engage in relevant Technical Working Groups (TWGs) and other key national/ sub-national fora.
- Where appropriate, represent partnerships at meetings with key stakeholders, e.g. relevant working groups/steering committees, or secure invitations for partners to such meetings;
- Where appropriate, accompany partners to meetings (including at district/hospital level if required) to offer clarification on the model and raise the project profile.
- Secure the attendance of national stakeholders at partnerships' conferences/events and programme events
- Provide regular updates to THET London on the above, as well as changes in health sector priorities, stakeholder relations, changes in the operating environment, media engagement opportunities and upcoming events.

### **Workstream 3: In-country monitoring of grant holders**

*Objective: To accompany progress of the projects.*

Activities:

- Conduct at least biannual visits to the partner institutions throughout the programme, and hold more regular phone calls, to accompany progress, ensure that challenges identified through reports and monitoring visits are being successfully overcome and that any new challenges, concerns, developments or opportunities are identified quickly.
- Contribute to the review of quarterly grant holder reports (UK-led activity) and provide feedback to the THET Grants Management team
- Support monitoring visits from the London team, or occasionally conduct monitoring visits independently of the London team.
- Identify any changes to the personnel amongst the grant holders involved

### **Workstream 4: Facilitate co-ordination between grant holders and other health system strengthening and development programmes**

*Objective: To ensure learning, synergies and sustainability, and to avoid duplication*

Activities:

- Lead on all in-country programme events or meetings, e.g. sharing and learning, dissemination, national stakeholder meetings, annual reviews etc;
- Facilitate introductions, and strengthen relationships, between health partnerships and other relevant programmes and organisations;
- Establish relationship with other health system strengthening and development programmes and networks working in similar areas to ensure maximum effectiveness and to minimise duplication.

### **Workstream 5: Supporting health partnerships to deliver effective and sustainable projects in line with national plans.**

*Objective: To facilitate the effective delivery of projects and support partners, particularly the LMIC partner, to have the capacity to take a leadership role within the partnership.*

Activities:

- Building on the partnership assessment and development plans developed for each grant holder and ongoing assessment in-country, and in collaboration with the THET Grants Management team, identify areas where THET can provide capacity development support throughout the project and agree plans to provide this

- Work with the THET Grants Management team to ensure that in-country partners understand what is required of them with regards project management (including M&E, finances, activity plan and reporting, partnership relations, procurement etc.) and support them where necessary to overcome identified challenges.
- Advise grant holders on how activities can be scaled up, and support linkages with the MOH, appropriate regulatory bodies, other donors and programmes etc, ensuring that projects are embedded into the health system.
- Attend or present at grant holder events
- Provide logistical support around health partnership events/visa processes/ethical approvals, UK volunteers, etc

#### **Workstream 6: In-country risk management**

*Objective: To ensure any potential risks are identified and mitigated as soon as possible.*

##### Activities:

- Maintain country risk registers to monitor the operational, delivery, reputational, safeguarding and fiduciary risks, in conjunction with the London team
- Alert the London team and grant holders to heightened risks as appropriate.
- Work with the in-country partner to ensure they have a robust risk register in place.

#### **Workstream 7: Provide basic support to smaller grants situated in neighbouring countries**

- *Ad hoc depending on time available.*

##### Project reporting

This project is managed by THET's Head of Grants Management, based in London. The in-country lead will be responsible for managing the in-country workload and conducting the activities in a timely and efficient manner as set out in this document, but THET Grants Officers based in the UK will provide an equal level of monitoring and oversight of grant holders. The in-country lead will have regular reporting points with the Head of Grants Management, largely through monthly Skype meetings and quarterly reports, and will be expected to keep them informed on progress and key issues.