

Terms of Reference

MEL Consultant

THET

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries. We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience. At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at www.thet.org

MEL Consultant

This position is being advertised as we seek to bolster the capacity of the Research, Evidence and Learning team during a period of limited capacity. The consultant will work across two of THET's largest grant management programmes; the Global Health Workforce Programme (GHWP) and the Commonwealth Partnerships for Antimicrobial Stewardship Programme (CwPAMS), as well as some other tasks relating to the overall improvement of the MEL function at THET.

The Global Health Workforce Programme (GHWP)

Funded by the UK Department of Health and Social Care and managed by the Tropical Health and Education Trust (THET), this grant aims to develop the health workforce (HWF) in Ghana, Kenya, and Nigeria, supporting them to build stronger, more resilient health systems for post-pandemic recovery and to make progress towards universal health coverage.

Grants for UK-LMIC and cross-LMIC partnerships have been awarded to respond to national HWF priorities identified through a scoping assessment. With a strong focus on building local ownership and sustainability, these partnerships will contribute to the following programmatic outcomes:

- 1) Improved number and quality of training opportunities for health workers.
- 2) Improved leadership of the health workforce, including improved policies and regulation.
- 3) Improved retention and wellbeing of the health workforce.
- 4) Policy makers and practitioners engaged in learning about successful HWF targeted interventions.

THET have awarded 15-20 strategic grants of £200,000-£350,000, and 10-20 smaller grants of £50,000 which feed into country scoping priorities in Ghana, Kenya and Nigeria, totalling around £6m. Grants cover UK-LMIC and LMIC-LMIC health partnerships. THET provides grant management, stakeholder engagement, communications oversight, MEL, in-country support and coordination, secretariat and event organisation.

Commonwealth Partnerships for Antimicrobial Stewardship (CwPAMS) Programme

The Commonwealth Partnerships for Antimicrobial Stewardship programme (CwPAMS) is a component of the wider Fleming Fund, a UK aid programme supporting countries across Africa and Asia to tackle antimicrobial resistance. CwPAMS started in 2018, leveraging the expertise of UK health institutions and technical experts to strengthen the capacity of the national health workforce and institutions in sub-Saharan Commonwealth countries, and address the challenges identified in their AMR National Action Plans.

Originally operating in Ghana, Tanzania, Uganda and Zambia, in 2021 the programme expanded to include Kenya, Malawi, Nigeria and Sierra Leone. In total, 26 grants were awarded during the first and extension phases across the eight countries.

CwPAMS 2 is being delivered as a grants programme that funds Health Partnerships projects, as well as workstreams delivered directly by THET and the Commonwealth Pharmacists Association.

Activities to address the significant global health threat of AMR include:

- Improving antimicrobial stewardship, including surveillance
- Building antimicrobial pharmacy expertise and capacity
- Enhancing infection prevention and control
- Improving the use of clinical microbiology and antimicrobial prescribing data to inform clinical decisions
- Enhancing the detection and reporting of substandard and falsified antimicrobial medicines

Assignment

Objectives/Deliverables

WORKSTREAM 1: SUPPORT GHWP MEL

- Attend weekly steering group meetings.
- Assist in the review and finalisation of grantee MEL frameworks as directed by the MEL Manager.
- Assist the uploading of grantee MEL frameworks to the online programmes portal as directed by the MEL Manager.
- Assist in the provision of quality assurance across MEL systems and frameworks, flagging issues and/or opportunities for improvement.

WORKSTREAM 2: SUPPORT CWPAMS MEL

- Lead the development (alongside CPA) of an evaluation tool for the benefits to NHS staff/institutions in CwPAMS project work.
- Assist the planning for and finalisation of the mid-term evaluation report.
- Assist with any other MEL related tasks/troubleshooting as required.

WORKSTREAM 3: ORGANISATIONAL MEL IMPROVEMENT

- Support the REL Team in the finalisation of the organisational MEL Manual.
- Support the REL team on planned capacity development initiatives with other THET staff.
- Assist the REL Team in updating and standardising MEL templates across grants programmes.
- Assist the REL/MEL coordinators on an ad-hoc basis with MEL tasks relating to other (smaller scale) programmes.

Proposed Timeframe

40 consulting days in total, within the period of 4th March to 26th April 2024.

Contractual Responsibilities

Reports to: THET Head of Research, Evidence and Learning, based in the UK. The Consultant will be responsible for managing their workload and conducting the activities in a timely and efficient manner as set out in this document. Given the number of activities and the small amount of time, the Consultant will agree with the Head which aspects to prioritise. The Consultant will also have regular reporting points with the Director of Programmes and GHWP Programmes Manager, largely through biweekly meetings, and will be expected to keep them informed on progress and key issues.

The contract is for 40 days. The Consultant will receive a daily rate of up to £300, or, up to £12,000 for the whole programme of work. The consultant will invoice THET on a monthly basis. Please note that this is non-negotiable and will cover all expenses apart from project-related travel and communication expenses. Where reasonable travel and communications expenses are incurred, and approval given by the Head of REL, the Consultant will be remunerated following submission of timely and accurate receipts.

Receipts must be kept, where possible, in order to claim for support costs. Consultants will not be expected to use their own funds to cover project-related costs.

Key Working Relationships

- THET
 - Edward Tonkin – Head of Research, Evidence and Learning
 - Eldho Rajan – MEL Manager (GHWP)
 - Jess Fraser – Programme Manager (CwPAMS)
 - Mathilde Wangen – Programme Manager (GHWP)
 - Naomi Alesworth – REL Coordinator
 - Thomas Chisanga – MEL Coordinator
 - Louise McGrath – Deputy CEO