

STATEMENT OF WORK FOR SHORT TERM PROGRAM AND PROJECT ADVISOR

Overview

The Office of Population, Health, Nutrition and Education/USAID/Bangladesh is seeking an experienced program and technical advisor to assist for six months with a range of program design, documentation and reporting requirements as well as related strategic planning activities. The consultant must have a background in health and if feasible education as well as considerable experience with USAID programming and related management and planning systems. This should include at least five years' experience working with USAID overseas missions or related international development activities. The consultant will work with the Office's senior management team and each of three pillar (division) teams in support of health and education activities. The Office has a large and complex portfolio with annual funding of around \$90 million a year for population, health and nutrition and \$13 million for education. During the period that the consultant is here (August through November), there will be particular emphasis on the completion of the Mission's new CDCS and the related program authorization documents (PADs) and other management and reporting activities.

A) Responsibilities and Tasks

The consultant will be responsible for working with the OPHNE team to move forward a series of key programmatic and technical actions and helping ensure that these are consistent with USAID directions and requirements and the Mission's CDCS 2017-2021 and the Office's Development Objective currently stated as "Improved Health and Human Capital". In particular, the Consultant will:

1. Provide major assistance to the Education Team in the design, preparation and finalization of the concept paper and the new PAD with the mandatory annexes for increased activities in early reading and assist with other program, procurement and reporting activities. This team's funding is increasing from \$2 million to \$13 million this year so that they have a number of urgent program actions;
2. Support the completion of the Initial Environmental Examination (IEE) for the health and education programs;
3. Provide major assistance to the Health Services Team in the design, preparation and finalization of the concept paper and new PAD with its mandatory annexes for activities in increasing equitable use of essential health services;
4. Provide major assistance to the health systems team in the preparation and finalization of the concept paper and the new PAD for activities in health system strengthening directed at assisting the country move toward universal health care;
5. Provide major assistance to the Nutrition Team in the preparation and finalization of the team's concept paper and the new PAD for activities directed at improving nutrition status;
6. Take the lead in preparing, writing and editing the team's input into the annual performance plan (PPR); and
7. Assisting with other program and reporting actions as needed.

B) Reports and Outputs

1. **Monthly Work plans:** The consultant will work with the Office to develop monthly work plans which should be presented by result and task and must be approved by the USAID COR.
2. **Biweekly Progress Reports** (2-3 pages): The contractor will report on achievements to date and number of days worked.
3. **Final Report (5-7 pages):** is due at the close of the Consultant's assignment detailing the status of completed and outstanding tasks, including pending activities and recommendations for summary accomplishment and summary of labor hours provided.