

Country Team Lead Scope of Work *NPI EXPAND – Liberia*

NPI EXPAND Overview

The New Partnerships Initiative (NPI) Expanding Health Partnerships—NPI EXPAND Project— is a five-year, U.S. Agency for International Development (USAID) funded project which aims to support Missions with increasing the availability and utilization of quality health services across all USAID priority health areas.

In line with the Journey to Self-Reliance (J2SR), USAID is committed to expanding its range of implementing partners by investing in new and underutilized local partners (NUPs) and strengthening their capacity to strategize, plan, and implement health sector programs with USAID funds. Enhanced participation of capable local partners to increase demand for and deliver high-quality, high impact health services will enable governments to meet crucial health goals equitably and sustainably. NPI EXPAND will catalyse opportunities to scale up innovative interventions by strengthening the capacity of NUPs with varying levels of capabilities and exposure to USAID.

NPI EXPAND Liberia Activities Overview

NPI EXPAND will be providing support to the Health Federation of Liberia (HFL), a newly-formed private sector health federation whose aim is to strengthen the role of the private sector in health care delivery and services and improve and strengthen its relationship with the public sector. NPI EXPAND will support the Government of Liberia's and USAID Liberia's private sector engagement strategy by strengthening the capacity of the HFL to serve as an organizer and leader in the private health sector. NPI EXPAND will support the HFL's efforts to improve the quality of care and increase the range and scope of priority products and services that are accessible to the Liberian people. Specific objectives are:

1. Strengthen the organizational and technical capacity of HFL as a robust umbrella organization and a reliable partner to the government, USAID and other development partners in the delivery of quality healthcare services, particularly family planning, reproductive health, and maternal, newborn and child health.
2. Strengthen the HFL to act as representative body to effectively engage with the government of Liberia and other stakeholders.
3. Improve the quality of family planning, reproductive health and maternal, newborn and child health in the private health sector and increase integration with the health system through improved data collection and reporting to the Ministry of Health, increased cross referrals, and greater adherence to national guidelines and standards.
4. Improve access to quality-assured medicines, contraceptives and supplies in the private health sector.

Position Description

The NPI EXPAND Liberia Country Team Lead (CTL) will be responsible for overseeing in-country operations for the project with the HFL. (S)he will be based in an office in Monrovia providing direct supervision to the Finance and Operations Manager and Grants and Operations Coordinator. (S)he will report to the Field Support Director based in Washington, D.C., while also receiving technical guidance from the Project Director, MEL Director, Capacity Development Director, and service delivery specialists.

Duties and Responsibilities

The Country Team Lead will be expected to:

- Provide technical guidance to all in-country activities under the NPI EXPAND project;
- Provide oversight to the HFL to ensure effective implementation of program activities and adherence by the HFL to the conditions of their NPI EXPAND subaward;
- Prepare annual work plans and ensure implementation of same in collaboration with US-based technical staff, the Capacity Development Director, the Field Support Director, and the Project Director;
- Liaise with USAID Liberia as needed;
- Prepare monthly, quarterly, semi-annual and annual reports for Palladium home office and USAID;
- Verify achievements of milestones in the subawards to the HFL, African Health Bureau, and the financial accounting firm;

- Support in-country COVID-19 activities and verify achievements of milestones in subawards to NGOs providing COVID-19 support activities;
- Organize logistical support and schedules for staff and consultants providing short term technical assistance (STTA) to the program;
- Ensure timely and accurate submission of financial reports in coordination with the Finance and Operations Manager;
- Identify, support and track cost share, submitting cost share reports and all supporting documentation on a monthly basis;
- Maintain all activity documentation (documents, emails, workplans and drafts) in appropriate location for spot checks and audits;
- Ensure compliance and consistent implementation with USAID rules and regulations, established project and Palladium policies, procedures and technical guidance, including research review processes, in collaboration with HQ's Project Delivery team;
- Review all technical deliverables to ensure quality;
- Review and approve relevant financial requests and reports as required including but not limited to: vendor payments, field vouchers and Funds Transfer Requests (FTRs);
- Provide oversight and support the adherence to strong internal financial controls;
- Ensure good staff management practices including on-boarding, performance appraisal and development;
- Perform regular check-ins with direct reports to promote quality performance and provide constructive feedback;
- Contribute to training needs assessment of the team, developing and implementing performance improvement plans and on-the-job-training where appropriate;
- Escalate any performance issues to HQ;
- Other duties as assigned.

Period and Location of Performance

The position is for one and a half (1.5) years with possibilities of renewal depending on performance and availability of funding. Location for this engagement is Monrovia, Liberia. **Only local applicants currently eligible to work in Liberia will be considered.** Some international travel may be required to support other NPI EXPAND activities, attend meetings or participate in conferences or workshops.

Required Qualifications and Experience

- Extensive experience in project management, preference for USAID-funded projects;
- Strong experience supervising project staff;
- Bachelor's degree in public health, international development, international relations, or related field, *Master's degree preferred*;
- Strong experience working in international health, *Family Planning/Reproductive Health (FP/RH) and/or Maternal & Child Health (MCH) is preferred*;
- Strong experience working with either - or both- the private and public health sectors in Liberia
- Excellent process facilitation skills;
- Excellent report writing skills;
- Experience in leading participatory exercises and group processes;
- Fluency in speaking and writing in English;
- Liberian nationality or possess authorization to work in Liberia;
- Proficiency in Microsoft Office tools including Word, Excel and PowerPoint.

Interested applicants should visit

<https://palladium.csod.com/ux/ats/careersite/2/home/requisition/7991?c=palladium> to apply.