

**(National) Coordinator – for Early Childhood Development Project (ECD)
within Ministry of Health & Human Services (MOHHS)**

Marshall Islands – Highly Competitive Salary – **World Bank** funded post

The Republic of the Marshall Islands (RMI) seeks to recruit a **Coordinator** to work within the Ministry of Health and Human Services (MOHHS) to coordinate, manage, and oversee the implementation of the Early Childhood Development Project.

Duration: Full time for 3 years, subject to extension based upon need, performance, and mutual agreement.

Closing Date for applications is August 9th, 2019.

For further information & full **Terms of Reference (TOR)**, please consult the Ministry of Finance website (<http://rmi-mof.com/>). To apply for this role, please send your CV and a cover letter to Ms. Malie Tarbwillin didadirector@gmail.com and cc Ms. Francyne Wase wasejacklick@gmail.com.

DRAFT
Terms of Reference
National ECD Coordinator within the Ministry of Health and Human Services

Employer: Division of International Development Assistance, Ministry of Finance, Government of the Republic of the Marshall Islands (RMI)

Location: Ministry of Health and Human Services. Majuro, RMI

Duration: Full time for 2years, (**6 months probationary period**) subject to extension based upon need, performance, and mutual agreement

Expected Start Date: TBC

1. Background

The Republic of the Marshall Islands (RMI) is one of the world's smallest, most isolated and vulnerable nations. The country consists of 29 atolls and 5 isolated islands (24 of which are inhabited) and has a total land mass of just 181 km² set in an area of over 1.9 million km² in the Pacific Ocean. The population of the RMI is estimated at 53,066¹, of which the two largest urban centers, Majuro (the nation's capital) and Ebeye, have populations of 28,000 and 9,614, respectively.

There is a growing recognition that the foundations of human capital formation in RMI are at risk despite improvements in national and household wealth. Poor early life health and nutrition, lack of early stimulation and learning, and exposure to poverty and severe stress threaten the ability of thousands of children to reach their full potential. These developmental deficits are manifest in high rates of early childhood under-nutrition and poor child development outcomes.

In RMI, children experience adversities across multiple domains, undermining children's opportunities to learn, earn, innovate, and compete. Barriers to optimal child development in RMI span across sectors, including: (i) limited availability, affordability, and consumption of nutritious diets, especially for women and children from vulnerable households; (ii) inadequate access to quality maternal and child health, nutrition, and immunization services; (iii) inadequate access to clean water and sanitation; (iv) insufficient opportunities for early stimulation and early learning; and (v) lack of support through formalized social assistance mechanisms. Cutting across all of this is a general low awareness of the importance of early child stimulation, health and nutrition.

The Multisectoral ECD Project

To address the above constraints, the GoRMI is developing a comprehensive, integrated, and long-term early childhood development (ECD) program. The program will focus on investing in the early years—targeting the period from conception until entry into kindergarten (age 5). The GoRMI has established a high-level ECD steering committee to provide ongoing leadership and stewardship for the ECD agenda. The Office of the Chief Secretary (CSO) will serve as the secretariat for this program. The World Bank will support the GoRMI ECD program, along with planned/expected support from development partners including—but not limited to—the Asian Development Bank (ADB), UNICEF, the US Centers for Disease Control and Prevention, and others.

As a part of the GoRMI ECD Program, the World Bank IDA has provided US\$13 million financing for a six-year, Multisectoral ECD Project. The Project will aim to improve the coverage of essential multisectoral ECD services and engage the Ministries of Health and Human Services; Education; and Culture and Internal

¹ 2011 RMI Census

Affairs, among other government/non-government partners. The Project seeks to promote universal cover-age of multisectoral ECD services by: (i) supporting the government to expand public sector delivery of essential ECD services; (ii) providing targeted support to increase coverage and intervention intensity of these services for vulnerable early years families; and (iii) strengthening the public sector systems necessary to institutionalize and sustain a multisectoral ECD program.

Under the Project, essential ECD services target the period between pregnancy and the transition to kinder-garten (at age 5); families with at least one member in this target group will be considered “early years families.” Essential ECD services include: (i) essential RMNCH-N services focused on the first 1,000 days of life between pregnancy and age two; and (ii) essential stimulation and early learning services to chil-dren’s cognitive and socio-economic development and facilitate children’s readiness to enter primary school. Vulnerable early years families will be identified using a contextually-adapted hardship targeting mechanism developed under the Project.

The project objectives will be achieved through four main components: (1) improving the availability and coverage of an evidence-based package of essential RMNCH-N and stimulation services for the first 1,000 days (pregnant and lactating women and children up to age 2) (implemented by MOHHS); (2) expanding access to stimulation and early learning services by extending pre-schools to children aged 3-4 years, strengthening an existing program of home visits for vulnerable families and promoting community engagement (implemented by the Public School Service (PSS) in collaboration with NGOs); (3) introducing a social assistance pilot for vulnerable early years families as a means to increase uptake of essential ECD services and change behaviors (MOCIA); (4) establishing systems and functions to sustain an effective multisectoral programs and Project management. Because the essential maternal and child nutrition and early stimulation services are largely absent from RMI’s current service package, the Project will have a strong focus on social and behavior change communication (SBCC) and leveraging facility and community platforms across components to increase the dose and intensity of these interventions and messages.

The GoRMI is seeking a full-time ECD Advisor-Health to work with the Ministry of Health and Human Services (MOHHS) to provide technical assistance to the ECD program and day-to-day management, administration, and coordination support for implementation of MOHHS activities under the IDA-financed project. The position will be based in Majuro, RMI

The GoRMI is seeking a full-time ECD Coordinator to work within the Ministry of Health and Human Services (MOHHS) to coordinate, manage, and oversee implementation of ECD activities. The position will be based in Majuro, RMI

2. Objectives of the assignment

The ECD Coordinator-Health will provide strategic leadership, management, coordination, monitoring of MOHHS ECD activity implementation. The Coordinator will be responsible for supporting MOHHS lead-ership in institutionalizing the ECD Program within MOHHS as well as supporting specific activities under the IDA-financed project.

3. Scope of Services

Management of ECD Program and Related Activities within MOHHS

Provide day-to-day management, administration, and monitoring of ECD Activities and the ECD Project in MOHHS including but not limited to:

- (i) Lead the mapping of the relevant MOHHS programs, departments, and units to define the ECD program with the support of the ECD Advisor-Health;

- (ii) With support of the ECD Advisor-Health, prepare the MOHHS project workplan for joint endorsement of MOHHS Secretary and Project Manager;
- (iii) Manage and monitor the MOHHS ECD Project Budget; provide updates to MOHHS Secretary and Project Manager as required;
- (iv) Lead the coordination of MOHHS internal departments and units, including Ebeye and Outer Islands Health Services, to ensure successful implementation of the ECD Project;
- (v) Work with the ECD Advisor-Health to understand the financial management, safeguards and procurement practices for IDA-financed activities and compliance with the financing agreement;
- (vi) With the ECD Advisor-Health, convene an inception retreat to (a) organize MOHHS staff for project implementation; and (b) participate in development and finalization of the MOHHS chapter of the Project Operations Manual (POM);
- (vii) Convene regular meetings of the MOHHS ECD Working Group; prepare and distribute minutes and other updates;
- (viii) Prepare monitoring and supportive supervision plans for project-hired staff and the delivery of project activities (on Majuro, Ebeye, and Outer Islands) for joint endorsement of MOHHS Secretary and Project Manager;
- (ix) Carry out monitoring and supervision activities as per plan;
- (x) Serve as coordination focal point for all MOHHS consultants/firms hired under the project (including, for instance, the human resource, service delivery, institutional capacity, and health financing assessment(s); development of the basic package of reproductive, maternal, newborn, child, and adolescent health and nutrition (RMNCAH-N) services; and others); prepare mission agendas; schedule and confirm key meetings; ensure translation of materials to/from Marshallese, as necessary.
- (xi) Review all clinical guidelines and standard operating procedures to: (a) ensure contextual relevance and alignment with standard MOHHS processes and procedures; (b) faithful translation to Marshallese, as necessary.
 - (i) Provide inputs into the development of training materials; schedule and coordinate the delivery of trainings for MOHHS staff in Majuro, Ebeye, and/or Outer Islands, as required
- (xii) Provide inputs on behalf of the ECD project to MOHHS strategic initiatives such as hospital reform, mHIS reform, quality assurance and improvement, human resource development and deployment, and others, as necessary;
- (xiii) Contribute to World Bank implementation support on behalf of MOHHS, including: (a) facilitating active and responsive communication with the World Bank project team and partners; (b) setting agenda and confirming meeting schedule for World Bank implementation support missions, including field trip logistics; (c) reviewing data for project results indicator reporting for completeness and accuracy; (d) providing inputs to aide memoires and other project documents; (e) responding to *ad hoc* World Bank requests for data, information; and others as needed;
- (xiv) Provide inputs into the Multisectoral ECD Strategy and actively engage in the development process;
- (xv) Provide inputs into the multisectoral Social and Behavior Change Communication Strategy and actively engage in the development process; ensure incorporation of MOHHS procedures and practices into materials delivered through MOHHS channels;
- (xvi) Participate in and provide health and nutrition technical inputs to the Chief Secretary's Office ECD Working Group;

4. Deliverables and Reports

The ECD Coordinator-Health responsible for: (i) ECD Mapping for MOHHS; (ii) ECD Project implementation plan in alignment with MOHHS processes and financing agreement (iii) completed monthly and annual activity and budget reports aligned with MOHHS processes and procedures and as required in financing agreement; (iv) minutes of regular meetings with project staff.

5. Institutional and Organization Arrangements

The ECD Coordinator-Health will be located in the MOHHS and report to the Deputy Secretary of MOHHS. The ECD Coordinator-Health will be co-supervised by the ECD Program Manager in the Chief Secretary's Office and will submit workplans and reports jointly to the Secretary and Program Manager. The ECD Coordinator is required to follow the GoRMI's working hours; depending on the business needs, s/he may be requested to work extended hours. Travel internally with the Marshall Islands, including for implementation support to Ebeye, will be required. Limited international travel is anticipated.

6. Selection Criteria

Mandatory requirements

- Masters degree in management, medicine, nursing, public health, nutrition, early childhood development, or related field OR Bachelors degree plus 5 years of experience.
- At least two years demonstrated experience in leading and managing a project and supervising staff.
- Proven track record demonstrating leadership skills, project management, budget and resource management, and others, preferably in the field of public health/nutrition
- Demonstrated success in working with interdisciplinary teams and coordinating multiple stakeholders, including government and development partners
- Strong problem solving, analytical, and solution-oriented skills; ability to develop and apply monitoring and evaluation plans to determine program results and monitor impact;
- Strong and proactive written and oral communication in Marshallese and English
- Demonstrated ability to work as a team player and to flexibly adapt to diverse tasks based upon project need. Ability to work closely and collaboratively with the project's international advisor on a day-to-day basis is essential.

Desired Competencies

- Demonstrated knowledge of primary health care, maternal and child health, immunization, nutrition, child development, or relevant area.
- Ability to deal sensitively in multi-cultural environments and build effective working relationships with clients and colleagues.
- Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects.
- Strong interpersonal skills and ability to function effectively in multi-disciplinary teams within a matrix management environment.
- Proven leadership skills, and the ability to manage multiple activities simultaneously. Strong record of collaboration and fostering new and effective partnerships.
- Understanding of public sector dynamics and constraints and competing incentives.
- Knowledge and experience in the integration of health and social assistance programs, especially conditional cash transfers

- Strong computer skills, especially with Microsoft Outlook, Word, Excel, Powerpoint, and Skype

Annex 1. Stakeholder Coordination Required

Chief Secretary's Office (CSO)	Participate in CSO ECD Working Group meetings; provide updates on ECD activities to the ECD Steering Committee and members, as requested.
Project Implementation Unit	Work effectively with the Project Manager, Project ECD Advisors (Education and Social Assistances) and ECD Coordinators. Liaise with the social and behavior change communication (SBCC) coordinator in the PIU in order to ensure alignment of SBCC strategy and campaign with MOHHS activities and delivery channels.
CIU	Proactively engage the financial management, procurement, and safeguards specialists to ensure timely delivery of project activities and adherence to the IDA financing agreement
MOCIA	Coordinate with MOCIA to ensure they are able to monitor cash transfer conditionalities, including through availability of patient data; Participate in MOCIA social assistance community activities
MOEST/PSS	Coordinate with PSS and WUTMI to review and advise on health and nutrition messages in the Parents as Teachers curriculum
World Bank	Proactively and responsively communicate with World Bank team; prepare for and provide mission support;