

# **Terms of Reference for Sub-National Technical Coordinator for Ebola Response**

## **Background**

Since March 2014, 4 countries (Sierra Leone, Guinea, Liberia, Nigeria) have notified WHO of Ebola cases. Sierra Leone, Liberia and Guinea continue to experience Ebola transmission in multiple Sub-Nationals. WHO and various technical partners are working with the National Governments in responding to this outbreak. The meeting of Health Ministers held in Accra, Ghana in July 2014 recommended the setting up of a response coordination Centre to be based in Conakry, Guinea. The objective of this Centre is to ensure that partner efforts in supporting governments respond to this outbreak are better coordinated. On Friday 25<sup>th</sup> July 2014, the DG upgraded the emergency level to Grade 3 in line with the Emergency Response Framework (ERF). Under this framework, the Health Emergency leader (National Technical Coordinator) is expected to be deployed to the WCO within 72 hours of grading to support the WR in coordinating the response. To support the National Coordinator, it is key to have Sub-National level coordination mechanisms established and headed by qualified personnel to facilitate the coordination of response activities in the different affected areas (hotspots)

## **Overall role of the Sub-National Technical Coordinator**

The Sub-National Technical Coordinator is directly responsible for running the Outbreak Response Teams managing all staff involved in the outbreak response (those repurposed within the WCO as well as those surged in) and overseeing both response interventions and WHO's leadership and coordination of the response to the outbreak in the affected areas (hotspots)

## **The structure of the outbreak response at Sub-National level**

Based on the discussions post-Accra on the setting up of the coordination structures with WHO taking the coordination role and partners overseeing technical areas based on their competences, the Sub-National level structure is expected to include Sub-National level coordination and partner participation in line with the agreed roles and responsibilities. The Sub-National coordination structure will feed into the National coordination mechanism and further into the SEOCC.

## **Summary of duties**

- Support outbreak investigation activities in affected areas.
- Identify and make contact with local partners involved in the response and existing Sub-National coordination mechanisms, including Sub-National health authorities, international organizations and civil society.
- Hold regular coordination meetings with partners working at the Sub-National level, building when possible on existing coordination fora.
- Collect information from all Sub-National partners on Who's Where, since and until When, doing What, and regularly report to the National coordinator for feeding into the database managed by WHO. Provide consolidated feedback to all partners.
- Assess and monitor the response activities related to outbreak in line with the Sub-National operational plan including contact tracing, surveillance, social mobilization, case management & IPC, laboratory, communication and information management

- Ensure that outbreak response needs (human resources, logistics, financial, security etc) are identified by planning and jointly coordinating with partners rapid assessments
- Establish daily contact mechanisms with each affected area (hotspot) to monitor the situation and facilitate implementation of required actions. Summarize and provide daily Sub-National updates to the National Technical Coordinator using a standard reporting template and ensure follow of agreed actions.
- Promote adherence of standards and best practices by all response personnel taking into account the need for local adaptation. Promote use of the available response guidelines to ensure the application of common approaches, tools and standards.
- Identify urgent training needs.

### **Qualifications**

**Education:** Essential: Degree in medicine and/or Public Health.

**Experience:** Essential: Minimum of 7 years international field experience, of which at least 3 in managing and coordinating health programs related to epidemic diseases

### **Skills and Competencies:**

- Ability to prioritize, organize, manage and adapt management style according to need;
- Excellent communication and negotiation skills and ability to convene stakeholders and facilitate a policy process among UN, NGOs, national health authorities and donors;
- Producing results;
- Fostering integration and teamwork;
- In-depth knowledge of outbreak response and International Health Regulations
- Sound knowledge and experience in outbreak preparedness and response programs in Africa;

### **Languages:**

- Essential: Excellent knowledge of written and spoken English/French (depending on the country) complemented by working knowledge of the other language.

Approved by:

  
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