



## **VANUATU FAMILY HEALTH ASSOCIATION ORGANIZATIONAL REVIEW.**

The Vanuatu Family Health Association wishes to engage a consultant for its organizational review.

### **THE CONSULTANTS TERM OF REFERENCE**

#### **1. BACK GROUND**

Vanuatu Family Health Association (Incorporated) was established in Vanuatu in 1991 aiming to advocate for and deliver Family Planning information and services in Vanuatu. The organization had to date established 3 clinics in Port Vila, Santo and Tanna as its service delivery points employing a number of 20 staff.

Vanuatu Family Health Association (VFHA) is a member of the International Planned Parenthood Federation (IPPF), a Federation working in 172 countries globally.

#### **2. PURPOSE.**

All IPPF Member Associations will be under review from 2019 to 2021.

The purpose of the VFHA review is to identify:

- i) The organizational weakness
- ii) Program gaps that limits progresses in achieving VFHA aims and objectives
- iii) Challenges that minimized its performance
- iv) Strengths & opportunities for the organization
- v) The Organizational Financial Health and Risks

#### **3. EXPECTED OUTCOME**

The result of the review will be development of;

- A new cost effective staff structure.
- A Strengthened Job Description that addressing gaps in roles.
- A reviewed salary scale for the Association
- Prioritized programs that will effectively upscale the aims and objectives of the Association

#### **4. TIME FRAME OF ACTIVITIES.**

The duties allocated will be done in two phases.

##### **Phase one.**

<b>DATE</b>	<b>ACTIVITY DETAILS</b>
1 <sup>st</sup> – 9 <sup>th</sup> October 2020	Consultation with Staff, Board and stake holders
10 <sup>th</sup> - 29 <sup>st</sup> October 2020	Consultant analyses and develop reports on findings
30 <sup>th</sup> October 2020	Consultant Midterm review Presentations of report to VFHA Board.

##### **Phase two**

Lead the board and management on employment process.

<b>DATE</b>	<b>ACTIVITY DETAILS</b>
21 <sup>st</sup> - 31 <sup>st</sup> December 2020	Development of staff Interview questions
21 <sup>st</sup> - 31 <sup>st</sup> December 2020	Short listing & selection of applicants
4 <sup>th</sup> – 8 <sup>th</sup> January 2020	Lead the interview process of applicants
10 <sup>th</sup> – 15 <sup>th</sup> January 2020	Select successful candidates and deliver results to VFHA management & board.

Resumes from consultants are to be sent via email to [dunstantate@gmail.com](mailto:dunstantate@gmail.com) cc: [vfha@vanuatu.com.vu](mailto:vfha@vanuatu.com.vu)

**Application date closed on 21<sup>st</sup> September 2020.**