TERMS OF REFERENCE

Senior Public Health specialist – Technical Assistance Facility Development

Local Recruitment

1. Position Information:

Position title: Senior Public Health Specialist – Technical Assistance Facility Development
Country of assignment: Bangkok, Thailand
Reporting to: Head of Southeast Asia Geographical Unit, Pandemic and Health Department, Expertise France
Contract type: Employment through a third-party payroll provider. Applications from Myanmar nationals are welcome. Applicants must either already be legally authorised to work in Thailand or be able to obtain the required authorisation before starting.
Duration: 12 months (renewable)
Application deadline: 10 January 2027
Expected starting date: April 2027

2. About Expertise France:

Expertise France is France's public agency and interministerial actor for international technical cooperation. It is the second-largest technical cooperation agency in Europe. As a subsidiary of the Agence Française de Développement Group (AFD Group), it designs and implements projects that sustainably strengthen public policies in developing and emerging countries.
Expertise France works in key areas of development, including governance, security, climate change, health and education. Alongside its partners, it contributes to achieving the Sustainable Development Goals (SDGs).

3. About the Project:

Subject to donor approval, the project aims to improve access to healthcare for vulnerable populations in Myanmar.
The project will support the strengthening of healthcare services and health systems through targeted interventions, technical cooperation and capacity development. A key component of the project will be the establishment and development of a Technical Assistance Facility (TAF), designed to respond to the needs of relevant health stakeholders and support the implementation of the project's objectives.

Expertise France is seeking to recruit a **Senior Public Health specialist – Technical Assistance Facility Development** for this project, based in Bangkok, Thailand.

4. Job Description:

The Senior Public Health specialist – Technical Assistance Facility Development will provide dedicated strategic and technical support to the design, development, operationalisation and

implementation of the project's Technical Assistance Facility (TAF). The expert will play a central role in establishing the Facility, ensuring its relevance to health priorities, its responsiveness to stakeholders' needs, and the quality and effectiveness of the technical assistance delivered.
The position will also include a complementary cross-cutting technical support function at project level, beyond the scope of the facility itself. The expert will provide health-sector expertise and strategic advice to the project team, supporting the overall technical coherence, quality and relevance of project interventions.
The position will therefore combine two complementary areas of responsibility:

- Main responsibility**:** Strategic and technical development, operationalising and coordinating the implementation of the Technical Assistance Facility.
- Complementary responsibility**:** Technical advice and support to the wider project, including health systems strengthening, technical coherence and quality assurance of project activities.

Based in Bangkok, Thailand, the expert will report hierarchically to the Head of the Southeast Asia Geographical Unit, within the Pandemic and Health Department at Expertise France.
The position will work in close functional collaboration with the Project Manager, Project Assistant and Administrative and Financial Officer, based across several locations, mainly Bangkok, but also Paris and Yangon. The expert will also work closely with project partners, technical institutions and other relevant organisations.

5. Key Responsibilities:

5.1. Strategic Design and Development of the Technical Assistance Facility:

The expert will lead and support the strategic and technical development of the facility, ensuring its alignment with the project's overall objectives and relevant health sector priorities.
Responsibilities will include:

- Contribute to defining the facility's strategic positioning, objectives, scope of intervention and added value within the overall project.
- Develop the facility's intervention framework, ensuring its relevance to the needs and priorities.
- Identify opportunities for complementarity and synergies with existing initiatives, programmes and technical assistance mechanisms.
- Support the team in developing the facility's operational model, including its governance arrangements, intervention modalities and decision-making processes.
- Ensure that the facility contributes to sustainable and technical capacity development, promoting ownership and the transfer of knowledge and skills.
- Anticipate the facility's development needs and propose strategic adjustments as the project progresses.

5.2. Operationalisation and Management of the Technical Assistance Facility:

The expert will support the establishment and operational functioning of the facility, ensuring that appropriate processes, tools and procedures are in place.

Responsibilities will include:

- Develop the operational procedures, tools and guidelines required for the facility's implementation.
- Define the processes and criteria for receiving, assessing, prioritising and selecting technical assistance requests.
- Establish mechanisms for identifying, mobilising and contracting relevant technical expertise.
- Develop and maintain a network or pool of qualified experts and technical partners.
- Coordinate the identification and formulation of technical assistance needs with relevant stakeholders.
- Prepare and/or oversee the development of Terms of Reference for technical assistance assignments.
- Support the selection, mobilisation and supervision of experts, in coordination with the project team and in accordance with Expertise France's procedures.
- Monitor the implementation of technical assistance assignments, ensuring compliance with agreed objectives, timelines and deliverables.
- Organise and facilitate technical committees and other relevant coordination mechanisms related to the facility.

5.3. Quality Assurance, Monitoring and Knowledge Management:

The expert will ensure the technical quality, relevance and effectiveness of the interventions supported through the facility.
Responsibilities will include:

- Review and assess the technical relevance and quality of proposed interventions and expert assignments.
- Monitor the quality of experts' work and validate technical deliverables, in coordination with relevant stakeholders.
- Ensure that technical assistance activities are aligned with the facility's objectives and the project's expected results.
- Monitor the implementation and outcomes of technical assistance interventions and identify areas requiring adjustments or additional support.
- Promote knowledge sharing, documentation and dissemination of good practices and lessons learned.
- Contribute to the development of monitoring and evaluation approaches for the facility.
- Support the assessment of capacity development outcomes and the sustainability of technical assistance interventions.
- Ensure that the facility's interventions promote institutional ownership and sustainable capacity strengthening.

5.4. Cross-cutting Technical Support to the Wider Project:

Beyond the facility, the expert will provide technical advice and support to the overall project team, contributing to the coherence and quality of project interventions.
Responsibilities will include:

- Provide strategic and technical advice on public health and health systems strengthening issues relevant to the project.
- Contribute to the technical design, review and quality assurance of project activities beyond the scope of the facility.
- Ensure coherence and complementarity between the facility's interventions and the project's other components.
- Support the project team in analysing health sector developments, institutional priorities and emerging needs in Myanmar.
- Contribute to technical discussions with national stakeholders, partners and relevant institutions.
- Identify opportunities for synergies with other health programmes and initiatives implemented by Expertise France and its partners.
- Contribute to the development of capacity-strengthening approaches across the wider project.

5.5. Contribution to Project Coordination, Reporting and Donor Relations:

The expert will work closely with the Project Manager and the wider project team, contributing to project coordination, monitoring and reporting, particularly on technical matters.
Responsibilities will include:

- Contribute to project planning and the preparation and review of workplans, ensuring consistency between technical priorities and planned activities.
- Provide technical inputs to narrative reports and other project documentation, in coordination with the Project Manager.
- Contribute to monitoring project progress and identifying technical challenges or contextual developments that may affect implementation.
- Participate in project coordination meetings and contribute to exchanges with the donor and relevant partners on technical matters.
- Contribute to the preparation and organisation of steering committees and technical meetings.
- Ensure that technical activities are implemented in accordance with the approved workplan, contractual commitments and available budget.

5.6. Contribution to Administrative and Financial Follow-up:

The expert will work in close coordination with the Project Manager and Administrative and Financial Officer to ensure that the facility's activities are implemented in accordance with the project's contractual and financial framework.
Responsibilities will include:

- Contribute to the planning and monitoring of the facility's activities in line with the approved budget.
- Ensure that proposed technical assistance assignments are consistent with available financial resources and project objectives.
- Provide technical inputs for procurement documents, expert contracts and other relevant administrative documents.

- Coordinate with the project team to anticipate financial and operational requirements related to the Facility.
- Contribute to identifying potential implementation constraints and proposing appropriate solutions.

The overall administrative and financial management of the project, including budget oversight, procurement and financial reporting, remains under the responsibility of the Project Manager and the Administrative and Financial Officer.

6. Qualifications and Skills :

- Master's degree in Public Health, Health Systems, Health Policy or a related field.
- Strong knowledge of public health, health systems strengthening and health service delivery.
- Excellent understanding of the Myanmar health context, including the institutional environment, health sector stakeholders and challenges affecting access to healthcare for vulnerable populations.
- Excellent command of English and Burmese, both written and spoken. Good command of other languages of Myanmar is an asset.
- Proficiency in MS Office and project management tools.

7. Professional Experience:

- At least 10 years of relevant professional experience in public health, health systems strengthening or international health cooperation.
- Demonstrated experience in the design, development, operationalisation or management of technical assistance mechanisms, facilities or similar programmes.
- Demonstrated experience in supervising technical assignments and ensuring the quality of expert deliverables.

8. Personal Qualities:

- Strong technical expertise and strategic thinking.
- Excellent analytical and problem-solving skills.
- Ability to work independently, take initiative and manage competing priorities.
- Strong coordination and facilitation skills, with the ability to engage effectively with a wide range of stakeholders.
- Diplomacy, discretion, adaptability and responsiveness.
- Strong organisational skills and attention to detail.
- Ability to work collaboratively within a multidisciplinary and geographically dispersed project team.

9. Application Documents:

Applicants are invited to submit the following documents:

- Updated CV.
- Cover letter outlining their motivation and relevant experience.
- Three professional references, including email addresses and telephone contacts.