

INVITATION FOR EXPRESSION OF INTEREST

MINISTRY OF HEALTH AND INDIGENOUS MEDICINE

Review of the National Family Planning Programme – Commissioning the services of a Research Assistant

Background

The National Family Planning Programme has immensely contributed to the impressive health indicators that Sri Lanka enjoys at present, but has become stagnant recently. As such, the Ministry of Health and Indigenous Medicine considers a review of the National Family Planning Programme a high priority, in order to ensure its vital continuing contribution to the health and social development targeted by the Government of Sri Lanka. The review needs to come up with suitable strategies, standards and guidelines necessary to address the gaps observed, at present, in the programme. This will be conducted by an external consultant. The Research Assistant is expected to assist in this task. This activity will be supported by UNFPA Sri Lanka.

Duties & Responsibilities of the Research Assistant

- 1) Assist the consultant in data collection for the review.
 - i. Collect relevant documentation from Ministry of Health (MoH), Family Health (FHB), Health Education Bureau (HEB), Non-Governmental Officers (NGO)s etc.
 - ii. Desk review of the documents collected.
 - iii. Prepare a contact list of relevant key informants ,MoH, FHB, RDHS and NGO officials to schedule National, subnational Key Informant Interviews and field visits
 - iv. Make necessary arrangements for Key Informant Interviews (for national and subnational level) and Focus Group Discussions (FGDs).
 - i. Prepare schedules
 - ii. Liaise with and inform relevant authorities e.g: FHB, RDHS
 - iii. Arrange meeting facilities
 - iv. Reconfirm appointments
 - v. Arrange payments
 - v. Moderate the FGDs in Tamil
 - vi. Provide transcript in English of the KII and FGDD conducted
- 2) Translation of questionnaires and other documents into Tamil
- 3) Logistics management – Organizing transport, accommodation for field visits.
- 4) Making arrangements for the dissemination meeting at the end of the review.
- 5) Assist the consultant in compiling a bibliography of all documents reviewed.
- 6) Any other task assigned by the External Consultant or FHB, related to external review.

Desired qualifications for the post

Availability of MBBS or other suitable academic/ professional qualification
Conversant in Tamil

Experience required for the post

Candidate should be conversant in MS office package
Previous research experience is advantageous

Additional considerations:

Candidate may have to work for long hours
The task involves extensive travelling

Duration: 9 months

Submission of Applications:

Qualified candidates are invited to submit their applications with a detailed Curriculum Vitae before 25th of September, 2015 to the following address:

Director/ Maternal and Child Health,
Family Health Bureau,
No. 231, De Saram Place,
Colombo 10.

Applications received after the closing date will not be considered.

Only those candidates that are short listed will be called for the interview.

The final decision with regard to selection will be made by the Expert Committee appointed for this task.