



## **Terms of Reference for a Consultant for Activity-Based Costing and Management (ABC/M) in Botswana**

The Government of Botswana plans to apply activity-based costing and management (ABC/M) to several health services, including HIV and some noncommunicable diseases, in the country through a collaboration with the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and United States Agency for International Development (USAID). The Analytics for Advancing the Financial Sustainability of the HIV/AIDS Response (AFS) project, which is supported by PEPFAR/USAID, will implement this ABC/M application in tandem with a Local Collaborating Institution (LCI). The main objective for ABC/M is to collect and analyze resource use and cost data related to the provision of selected health services at the community, facility, and above-site levels so that the Government of Botswana and its partners can use the data to effectively allocate resources, improve monitoring efforts, and increase efficiency. A Steering Committee, chaired by Botswana's Ministry of Health and composed of representatives from the diverse stakeholders across the country, will guide AFS and the LCI throughout the implementation of ABC/M in Botswana.

### **About Us**

Avenir Health, the organization leading the AFS project, was founded in 2006 as a global health organization that works to enhance social and economic development by providing tools and technical assistance in policy, planning, resource allocation and evaluation. In particular, Avenir Health focuses on developing and implementing demographic, epidemiological and costing models for long-range planning to assist with setting goals, strategies, and objectives. With staff based in the United States and Africa, we work collaboratively with government agencies, foundations, corporations, international nongovernmental organizations, and in-country counterparts to improve policies and programs that address population health issues, including for reproductive health, HIV, infectious diseases, and maternal and child health.

### **Position Summary**

Avenir Health is seeking a qualified consultant based in Botswana to provide in-country managerial oversight of the ABC/M implementation in Botswana. The consultant will report to AFS's ABC/M Implementation Lead based in Washington, DC and will work closely with Botswana's ABC/M Steering Committee. A key role of the consultant will be liaising between the MOH, in particular MOH representatives on the ABC/M Steering Committee, on behalf of AFS and Avenir Health. In addition to being familiar to MOH staff and maintaining a close relationship with the MOH, the consultant is expected to work collaboratively with the broader AFS team and Botswana stakeholders, including but not limited to USAID Botswana, CDC Botswana, PEPFAR Botswana, public and private health facility staff, and other stakeholders. Furthermore, the Consultant will work closely with the LCI, which AFS will contract separately to implement the data collection and analysis of this ABC/M exercise. The consultant's assignment is estimated to require 60 total days of engagement and will be spread over a period of performance from March 2024 – March 2025.

### **Consultant Responsibilities**

- Provide in-country managerial oversight to the ABC/M exercise towards agreed milestones (timeframes, workflow, reporting and updates, etc.).
- Oversee the local collaborating institution (LCI) to ensure that activity progress remains on track and that data collection efforts are accurate and complete. Note that AFS will contract an LCI separately to collect data at 15-20 facilities across Botswana.
- With the LCI, manage submission of protocol and all supporting materials, communicate all feedback from the IRB over the course of the review and evaluation, assist with responding to and integrating feedback from the IPB process, act as liaison between AFS and the IRB and follow up with IRB as needed to ensure a smooth Institutional Review Board (IRB) process for research ethics clearance.
- Participate in the training of the LCI, including piloting of the tools and recording and managing feedback on application of the data collection tools.
- Provide support to the LCI on collecting secondary data on above-site expenditures.
- Provide support to the LCI on conducting secondary data analysis on national and facility level health service clinical and financial data. Follow up with stakeholders as needed.
- Provide support to the LCI in conducting secondary data analysis on community-level clinical and financial data. Follow up with stakeholders as needed.
- Assist in organizing meetings, trainings, dissemination, etc. with key stakeholders as needed.
- Participate in meetings of the Botswana ABC/M Steering Committee.

- Track progress of ABC/M implementation and provide updates to AFS on a weekly basis; communicate frequently with AFS on issues affecting data collection.
- Provide ad hoc updates to Botswana's MOH, the ABC/M Steering Committee, and other stakeholders as needed.

### **Qualifications**

- Educational background in social sciences, public health, or economics with significant experience and demonstration of success in Botswana conducting data collection and management for field research evaluations related to health services.
- Strong existing relationships with MOH, USAID Botswana, CDC Botswana, and PEPFAR Botswana preferred.
- Strong management and organizational skills related to data collection with high attention to detail.
- Strong experience with costing, health care service delivery, and health financing issues in Botswana.
- Experience with process mapping or patient flow analysis preferred.
- Excellent English writing, oral communication, and reporting skills.
- Quantitative skills, including data analysis and interpretation.
- Ability to develop presentations and write summary reports.
- Ability to effectively and efficiently perform multiple tasks and balance competing priorities while meeting deadlines.
- Ability to work successfully with diverse groups, partners, and colleagues (including frequent communication with Botswana-based partners and the Washington, DC-based AFS team).
- Must be based in Botswana.

Applicant CVs and cover letter for this position should be submitted by 29 April 2024 to:

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Avenir Health  
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