

## **TERMS OF REFERENCE**

### **HUMAN RESOURCES FOR HEALTH TECHNICAL WORKING GROUP**

#### **Tanzania Mainland**

#### **1. Background:**

Human Resource for Health stakeholder have acknowledged the Human Resource for Health (HRH) crisis facing the country. The HRH area is complex and requires serious reflection on different perspectives and that it has to be effectively developed and managed. The Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC) in collaboration with Development Partners way back in 2003 appointed a Multisectoral HRH working group whose aim was to provide a forum for tracking coherence of vision and provide advice on HRH issues. Despite the achievements of the group, there has been growing concern about its limitation on the comprehensiveness of the representation of all relevant sectors. The Ministry of Health, Community Development, Gender, Elderly and Children, in response to this concern, decided to reconstitute a new HRH Working Group to ensure adequate representation from Public, Private and Development Partners. Again during the Joint Annual Health Sector Review meeting in October 2009, it was agreed that all Working Groups should review its terms of reference to accommodate current issues and responsibility to facilitate the implementation of the set milestones. The reviewed terms reference (TOR) is this very version.

#### **2. Mission of the HRH Working Group:**

To provide sound advice and technical directions for sustainable development of HRH in Tanzania within the context of Government development priorities.

#### **Strategy:**

- Provide advisory and technical support to the MOHCDGEC in bringing up relevant policy and strategy basing on wide perspective and focus to enable development of well developed HRH workforce in Tanzania Mainland
- Multi-sector collaboration and engagement of HRH stakeholders on important HRH issues that impact on the health sectors performance
- Partnership and advocacy to enhance HRH development.
- Coordinate and monitor implementations of existing priority HRH issues and plans; and identify important emerging HRH issue that requires attention.
- Promote information and evidence for decision making; convene regular briefing and advocacy meeting/dialogue on important HRH issues.

#### **3. Tasks of the working group:**

The following tasks are expected of the members of the working group

1. To identify and outline implementation arrangements to address current HRH priorities for the immediate, medium and long term based on sound technical and thematic reports.

2. To identify current and emerging systematic barriers to policy and strategy implementation with a view to advise respective authorities timely for remedial measures.
3. To work with MOHCDGEC and PORALG to develop and implement a multi-sector HRH strategic and Operational plan aimed at ensuring equitable staff distribution countrywide.
4. To receive and comment on HRH updates from members, sectors, and groups with respect to ongoing or proposed programme, initiatives and action plans.
5. To provide regular necessary advice and TA on existing and new HRH workforce information including production, posting, development and retention.
6. To provide systematic coordination arrangements for HRH activities in the country
7. To provide advice of the required linkages and partnership for HRH development in the country.
8. Produce regular reports, briefing papers and disseminate good practices documents on HRH for stakeholders.
9. To monitor progress with implementation of HRH strategies in line with existing key policy and plan guidelines and sector reforms milestones.
10. To undertake any assignment that may from time to time be allocated by the MOHCDGEC.
11. Roadmap for the priority Activities for year 1 will be developed in the first working session expected in August 2016. meeting.

#### **4. Institutional Framework**

1. The HRHWG secretariat will relate with the Human Resources Administration and Management (DAHRM) and Human Resources Development (DHRD) departments of the MOHCDGEC
2. Facilitate and guarantee the use of office space and communications systems and designated staff of facilitate the work and activities of the working group
3. Maintain regular communication with the top management of the MOHCDGEC on important HRH issues and initiatives
4. Undertake the following:
  - a) Arrangement and organization for all meetings of the working group
  - b) Documentation of meetings and production of quality minutes
  - c) Undertake the maintenance and regular up-date of existing HRH workforce information
  - d) Undertake production and distribution of required briefing documents as may be determined from time to time

- e) Collate and disseminate required information to identified groups and organization as may be required from time to time
5. Undertake any additional assignments that may from time to time be allocated
6. Produce a regular intervals progress reports on important HRH activities.

## **5.Membership**

### Terms of appointment

1. Appointment of the Chair and Co Chair persons will be done by Permanent Secretary.
2. Members of the Group will come from the two departments of the MOH and PORALH health and Public and Private health training and Management Institutions.
3. Two members; one from MOHCDGEC and one from outside the MOHCDGEC will be appointed by the first meeting to become Secretaries and member of the secretariat
4. Membership is based on institutional representation with a designated focal personal who is expected to participate actively in the activities of the HRH working group. Terms that members serve is based on the acceptable performance and interest.
5. The period of services for appointed members will be for two years, Special efforts are to be undertaken to ensure adequate performance on HRH development.
6. Participate in all meetings of the working group
7. Maintenance of "*Institutional Memory*" among the members

## **6.Operational Modalities**

The Working Group will conduct meetings once in two months for standing meetings, and it will convene extraordinary meetings as required