

- Experience in digital health in Pacific countries would be an asset.
5. The three (4) documents that are required for your proposal to be responsive are set out below. If the Evaluation Panel deems any Proposal to be non-responsive, then that proposal will not be considered. It is therefore important that you submit all documents are set out below.
- I. The cover letter should introduce your proposal, list your attachments and be no more than one page.

- II. The proposal must provide evidence of capability and experience in as set out in the Selection Criteria as well as presenting the methodology and approach for this ToR.
  - III. The CV should be prepared to address the qualifications and experiences that are required for this assignment. The CV must be accompanied by a declaration by the Bidder that the consent is correct and true.
  - IV. Three recent and relevant referees should be provided in support of the application within the last 12 months.
6. These have to be forwarded both by electronic and hard copies. **All applications must be addressed and delivered to the Tenders Board as in the address below by March 6<sup>th</sup> 2023 by 11.00am and copying the MOH personnel noted in No. 8. of this call for EOIs**

Secretariat  
Tenders Board  
Ministry of Finance  
Central Bank Building  
Apia  
SAMOA.

7. The detailed Terms of Reference (TOR) can be obtained from the Ministry of Health. For more information please contact the personnel below :

Mrs Lenara Tupa'i  
ACEO Health Information Technology & Communication  
Email: [lenarat@health.gov.ws](mailto:lenarat@health.gov.ws)  
Phone: +685-68100  
cc: Jane Siaosi – Latu  
Principal Procurement Officer  
Email : [jane.siaosi@health.gov.ws](mailto:jane.siaosi@health.gov.ws)



**Aiono Dr Alec Ekeroma**  
**Director General/Chief Executive Officer**  
**Ministry of Health**



**Terms of Reference**  
**Technical Assistance to Review and Develop the Digital Health Policy**  
**and Strategy 2022/23 - 2027**

**A. BACKGROUND**

The Government of Samoa through the Ministry of Health (MoH) continues to place emphasis on providing assistance to support the implementation of its Health Sector Plan FY2019/20 – FY2029/30. The overarching objective of the health contractual arrangements is to improve access to, and utilization of effective, efficient and quality health promotion services to improve the health status of Samoa's population in line with the Health Sector vision of ***"A Healthy Samoa"***.

Samoa's E-Health Policy and Strategy 2017 to 2022 placed a greater focus on strengthening Health Information System and processes (clinical, public health and administration), civil registration and vital statistics. After a decade of trials and errors, we have managed to steer Samoa's E-Health developments within our own context, and amidst great global uncertainties because of Covid19, launched our ehealth system in July of 2020. Through sector-wide approach and development partner assistance, the rolling out of E-Health marks a new fabric of the digitization age for the health sector in Samoa. The fact that we needed to develop, guide, direct and own our direction in E-Health towards 2040; has been the courageous stimulus for the Ministry of Health in this development.

Technology is here to stay and it is now increasingly a prominent part of international health and an emerging challenge in Samoa. Thus the existing eHealth Policy 2017-2022 must be reviewed and updated as the review of the existing policy will contribute in identifying more priority areas for digital health that needs to be reflected in the new Digital Health Policy FY2022/23 – FY2026/27. The latter which will guide and strengthen the delivery of digital health initiatives both in the health sector and community in the next five years (FY2022/23 – FY2026/27).

**B. OBJECTIVES OF THE ASSIGNMENT**

The objectives of this consultancy are to provide strategic advice and technical assistance to Samoa Ministry of Health in conducting the full review of the existing eHealth Policy and Strategy 2017-2022 and development of the new Digital Health Policy and Strategy FY2022/23 – FY2026/27.

### **C. SCOPE OF THE CONSULTANCY WORK**

The consultant will have the following specific tasks:

#### **Phase 1: Full Review of the eHealth Policy and Strategy 2017-2022**

- (i) Thoroughly review the scope of eHealth services and programs implemented by the Ministry of Health and the health sector since 2017.
- (ii) Conduct relevant consultations and surveys with key stakeholders including the HPAC and all health professionals before and after the draft has been drafted.
- (iii) Revise and enhance the draft based on feedback from both individual and group consultations
- (iv) Submit the documents to management through the ACEO, HIT&C Division for review and endorsement and prepare the Digital Health Policy and Strategy review report for submission.

#### **Phase 2: Develop the new Digital Health Policy and Plan of Action FY2022/23 – FY2026/27**

- (i) Develop the Digital Health Policy and Strategy FY2022/23 – FY2026/27 ensuring that the policy will address gaps identified in the eHealth Policy and Strategy 2017-2022 Full Review. Also highlight the achievements therein.
- (ii) Ensure that the new Digital Health Strategy and Policy is in line with the 2014 SAMOA Pathway, SDGs, PDS, HSP 2019/20-2029/30 international, regional and national health promotion priorities articulated in the relevant health legislations, strategies, policies and guidelines.
- (iii) Conduct relevant consultations and surveys with key stakeholders and all health professionals before and after the draft policy has been drafted.



- (iv) Formulate an M&E Framework for the **Digital Health Policy and Plan of Action FY2022/23 – FY2026/27** to track progress of policy development.
- (v) Revise and enhance the draft policy based on feedback from both individual and group consultations.
- (vi) Submit the final draft document to management through the ACEO, HIT&C Division for review and endorsement.

#### **D. KEY DELIVERABLES**

The following deliverables need to be provided and complied with:

- (i) The expected outcomes of this consultancy work are:
  - a. eHealth Policy and Strategy 2017-2022 Full Review Report and
  - b. the new Digital Health Policy and Strategy 2022/23-2027/28

#### **E. DURATION OF THE CONSULTANCY WORK**

- (i) The consultancy work will be undertaken on a full time basis and to commence on 1 February 2023 and to be completed by 31<sup>st</sup> May 2023. The duration of this consultancy will be a total of **3 months**.

#### **F. QUALIFICATION AND EXPERIENCE**

The Technical Assistant/Consultant should have:

- (i) A Master's Degree in Health Management, Health Information, Digital Health, Information Technology, Public Health or relevant fields.
- (ii) Have at least 5 years of working experience in the areas of digital health strengthening and drafting digital health strategies and tools as well as global goods software for national planning.
- (iii) Have the experience to provide capacity building to government counterparts on the full process of reviewing and developing health promotion policies.

- (iv) Excellent written and oral communication skills in English. Proven drafting/reporting skills are essential.
- (v) Experience in digital health in Pacific countries would be an asset.

**G. INSTITUTIONAL ARRANGEMENTS AND REPORTING RELATIONSHIPS**

The Technical Assistant/Consultant will work closely and report to the Director General of Health through the ACEO, HIT&C.

The Assistant Chief Executive Officer of the Health Information Technology and Communications Division and the Strategic Planning, Policy and Research Division will be the counterparts; with the ACEO, HIT&C taking the lead.

(Developed by MOH: 1<sup>st</sup> November 2022)  
(Finalised by MOH 23<sup>rd</sup> January 2023)