

Annex 6: process for the functional review

Phase I **Preparatory**

RD writes to the

Minister of

Health

Strategic direction and priorities

CCS

Functional Verify CCS is valid **Review Team** and priorities of the host country, global communicates the planned and regional functional priorities are review to the reflected. WR, and cluster Core functions directors in the Functions Regional Office

- Relevant background documents) are compiled to sent to the review team for analysis
- TC organized with the Country Office on the ToR and programme for country mission
- Partner survey and staff satisfaction survey conducted

Phase II: Country Visit

Financial situation

financials

Financial status of present biennium as well as the projection for the coming biennium.

Sources of

- Review the present donor
- Opportunities for re-negotiating

18-19 Work Plans

required to meet

expected results

objectives and

are clearly

defined and

understood

Work plans reviewed and ensure it is in line with country priorities

Review of the

financing and donors

agreements and awards.

Resource Mobilization

- Examine how WCO are mobilizing resources in effort to achieved country office strategic direction.
- Review of donor landscape

Structure and **Human resources**

Defining the desired structures, positions and profiles

- Consultative process with the Govt, UNCT, Donors and NGOs & a workshop with the WCO
- Identifying required functions and expertise to deliver priorities

Aligning to WHO org change processes

On-going org wide change processes are incorporated (e.g., Polio, WHE, Global Transformational Agenda etc)

Propose a structure

Based on the review a desired organogram and HR proposed

Career counselling

Offer support that to assist staff in career planning

Internal / External Management

The following are explored to achieve improved 'Ways of Working'

- Internal management structure
- Appropriate DoA
- Regular review of planned activities, expected results and budget performance, linked to KPI and Quarterly reporting
- Weekly and quarterly routines in place
- Internal Communication
- Working environment and staff satisfaction

External expectations and relations

 Understand what the expectations on WHO are both from the host government and from other international partners active in the country

Implementation based on the background work and on step 2-6, an implementation plan shall be developed.

Implementation

Phase III

- 1. Main contextual findinas
- 2. Adjustments to the strategic direction and priorities for the wco
- 3. Summary of the financial situation and actions to be
- 4. Summary of the HR situation and a detailed HR actions
- 5. Suggestions for improved internal management and external relations