**TERMS OF REFERENCE**

**INDIVIDUAL CONSULTANCY — ASSISTING THE IMPLEMENTER VOTING GROUP OF THE GLOBAL FUND BOARD TO FINALIZE ITS 2023-2025 ROADMAP**

**DEADLINE : 12 September 2023**

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| Job Title: | Consultant |
| Location: | Remote |
| Type of contract: | Individual |
| Expected start date: | September 15 2023 |
| Duration of assignment: | 30 days |
| Days of work: | 10 days |

**I. BACKGROUND**

The Implementer Voting Group (ImG) is one of the two ‘voting groups’ that make up the Board of The Global Fund to Fight AIDS, Tuberculosis and Malaria (The Global Fund). The ImG consists of 10 individual delegations: 7 representing implementing countries, and 3 representing communities and civil society. Under the leadership of the group’s elected Chair and Vice Chair, the ImG acts as a forum for the 10 delegations to discuss issues facing Global Fund implementers, identify common priorities, share information and insight, and organize around issues of common purpose.

The purpose of the Handbook is to support the ten Board constituencies belonging to the Implementer Voting Group to work together effectively and maximize collaboration. The Handbook should reflect on the role of the Global Fund and the ways in which it is governed; describe the ImG, its shared Values and Principles, how the ImG is organized and the “Ways of Working”, within the Group, including systems for communication, decision-making and feedback that the ImG employs to support its work and lastly, provide summary information, with links to more detailed sources.

**II. OBJECTIVE AND SCOPE OF WORK**

The consultant will lead on the following: drafting and finalizing the 2023 - 2025 roadmap.

 **Roadmap:**

The ImG’s 2023 - 2025 roadmap will document the voting group’s priorities, goals, aspirations and specific actions for the 2023-2025. The roadmap will help guide the group as it works collectively to advance its priorities and positions on the Global Fund board. It will also act as an internal accountability mechanism to keep the group ‘on track’ as it works to meet its collective objectives.

The process for identifying areas of work, priorities, goals, aspirations, and specific actions has already begun and the consultant’s role will carry it across the finish line and ensure that the process is participatory and inclusive of all the ImG’s 10 constituencies.

The consultant will be responsible for:

● Working with the ImG leadership and the working groups to carry out an inclusive and participatory process for drafting the roadmap;

● Convening and documenting calls with the full ImG, ImG working groups, and the ImG leadership to solicit input on the direction of the roadmap throughout the term of work;

● Ensuring major Global Fund/ Global Fund board milestones and decisions are accounted for and addressed in the roadmap;

● Producing at least one full draft of the roadmap for the full ImG to review and comment upon;

● Writing a final roadmap for the ImG to collectively endorse.

● Providing ongoing support to ImG working groups with coordination and tracking progress

**III. QUALIFICATIONS AND OTHER REQUIREMENTS**

● Undergraduate degree or higher;

● At least 5 years of relevant work experience in developing work plans or roadmaps, and preparing handbooks, manuals, toolkits or guidelines ;

● Knowledge of global health and/or international development, and specifically the global HIV, TB and malaria responses;

● Experience coordinating participatory processes for

multi-constituency/multi-stakeholder groups;

● Experience in virtual meeting facilitation, planning, and coordination;

● Demonstrated strong writing abilities;

● Prior experience working on Global Fund-related projects is an added advantage;

● Comfort working in multicultural settings is essential.

**APPLICATION PROCEDURE**

All applicants must submit the following;

● Cover letter

● Proposed approach/methodology and work plan including your daily rate in United States Dollars

● CV (maximum 2 pages)

● Writing sample

Complete application should be submitted as a single email to Jelena Mugosa (jelena.mugosa@cazas.org ​) and Nikola Camaj (nikola.camaj@gmail.com) by 12 September 2023.