**TERMS OF REFERENCE**

**INDIVIDUAL CONSULTANCY: ASSISTING THE IMPLEMENTER VOTING GROUP OF THE GLOBAL FUND BOARD TO FINALIZE ITS WAYS OF WORKING HANDBOOK**

**DEADLINE : 12 September 2023**

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| Job Title: | Consultant |
| Location: | Remote |
| Type of contract: | Individual |
| Expected start date: | 15 September 2023  |
| Duration of assignment: | 20 days |
| Days of work: | 3 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- Ways of Working Handbook (WOWH)- 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 be responsible for leading the process for engagement on the WOWH with the other IMG members; identify areas for strengthening, updating, agreement; develop a revised document for presentation and ratification at the IMG Retreat in October 2023.

The Consultant will work closely with the IMG Leadership and the WOWH steering Committee.

The key responsibilities of the Consultant included, and are not limited to:

a. Meeting with the WOWH Steering Committee: Planning, facilitating and documenting discussions with the ImG Ways of Working Steering Committee to identify gaps in the draft document

b. Draft 1: With the Committee’s feedback included, share a draft document to the wider IMG group for feedback

c. Engage in one on one calls with each constituency to discuss their feedback and produce a revised version of the WOWH

d. Present Revised version at the IMG Retreat for agreement and ratification

**III. QUALIFICATIONS AND OTHER REQUIREMENTS**

**Potential candidates must have**

a. Postgraduate degree of higher

b. Have at least 5 years experience working with multi-stakeholder, diverse teams

c. Have at least 5 years experience engaging in like consultancies

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

e. Prior experience and/or knowledge of the Global Fund

**Other skills**

a. Demonstrated strong writing abilities

b. Ability to work with teams

c. Time Management

d. Comfort working in international and multicultural settings is essential

**APPLICATION PROCEDURE**

All applicants must submit the following the following:

● Expression of interest (detailing your skillset and how they meet the requirements of this consultancy)

● CV

● 3 References (1 must be international)

Complete application should be submitted as follows:

Title of email: Application for IMG consultancy

Persons to send email to: Jelena Mugosa (jelena.mugosa@cazas.org​) and Nikola Camaj (nikola.camaj@gmail.com).

Deadline for applications: 12 September 2023

Please note that candidates who do not meet the requirements or do not fully submit their documentation will not be contacted.