



**AFRICA CONSTITUENCY BUREAU**  
FOR THE GLOBAL FUND

### **TERMS OF REFERENCES FOR A BILINGUAL MEETING RAPPORTEUR**

**Type of Services:** Rapporteur

**Expected Dates:** 28-29 November 2022

**Venue:** Addis Ababa, Ethiopia

**Application Deadline:** November 8, 2022, at 12.00 pm Addis time

#### **1. BACKGROUND INFORMATION**

The African Constituencies Bureau (ACB) for the Global Fund was established by a resolution of African Health ministers in 2012. The ACB, also known as the Bureau, brings together the two African Constituencies West and Central Africa (WCA) and East and Southern Africa (ESA) represented at the Global Fund (GF) to fight HIV/AIDS, Tuberculosis and Malaria. The two constituencies represent 47 African countries that are recipients of GF support for HIV, TB and Malaria control. The Bureau facilitates collaboration across the two constituencies, facilitates effective engagement, representation and participation of the two constituencies in GF processes as well as enhancing their capacity to shape GF policies and processes. It also ensures that Africa's voice is enhanced to influence Global Health policy decisions.

In anticipation of the roll out of the new cycle of Global Fund grants (NFM4) and in recognition of the upcoming UN HLM on TB in 2023, the ACB will co-host a TB consultative meeting in Addis Ababa Ethiopia, with the African Union, the WHO Regional Office and the Stop TB Partnership, for 16 high burden TB countries in Africa .

#### **2. OBJECTIVES**

The consultative meeting aims to:

- Identify and explore the barriers and gaps in access to quality TB diagnosis, treatment, care, support and scaling up prevention efforts, including community, rights, and gender barriers to access, to establish key TB priorities for the next funding cycle for TB Response, including community and health system responses (NFM4)
- Identify ways of increasing domestic resources or other donors for TB response by reflecting on the existing TB financing landscape.
- Identify ways of ensuring effective, meaningful and systematic affected community

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engagement in CCMs, country dialogue, proposal development, implementation and community led monitoring to support NFM4

- Share best collaborative practices

### 3. SCOPE OF WORK

Under the advocacy and communication Lead's guidance the rapporteur will effectively capture the meeting proceedings. The rapporteur will take notes via his or her preferred method and then produce an accurate written report of the proceedings based on an agreed pre-set template and format.

#### Before the event

- Become familiar with all the material that is relevant to the meeting speakers and review their presentations
- Meet with ACB staff before the event to go over any specific instructions for that event
- Review the final report template together with the advocacy and communication lead to guide the rapporteur responsibilities on the day of the conference.

#### During the event

1. Capture in whatever format (e.g., handwritten notes, typed notes, recorded messages, photographs, handouts, and presentations) all pertinent information for each presentation
2. Present an accurate summary of the discussion, (avoiding bullet points) highlighting any conclusions, recommendations, or next steps.
3. Documents list of speakers/participants and their respective functions, emails, phone numbers, etc.

#### After the event

1. Prepare a summary report using the format provided, highlighting the main topics, objectives, and themes of the conference and summarizing the event's key outcomes, including suggested follow-up.
2. Submit a final, formatted summary report in word format to the Advocacy and Communication Lead within two weeks of the event.



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### 4. DELIVERABLES

The rapporteur shall submit a well synthesized report of the meeting.

### 5. REQUIRED SKILLS/ COMPETENCIES / EXPERIENCE

He/she should have:

- Bachelor's degree or equivalent in mass communication, health communication, developmental communication, journalism, public health, or related discipline.
- Minimum three to five years in writing, editing and proofreading technical documents on various topics and sectors.
- Minimum three to five years of professional experience in proceedings/ reporting and rapporteur services at an international and national conference/forum/seminar (please provide evidence/ records/references).
- Knowledge of public health/ familiarity with the Global Fund's work around HIV, TB and Malaria in Sub Saharan Africa will be an asset

#### Functional competencies:

- Excellent organizational skills.
- Strong analytical, writing, and communication skills.
- Ability to prepare and deliver reports and presentations promptly.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.

#### Language:

- Excellent oral and written English
- Working knowledge of French is an added advantage



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### 6. CRITERIA FOR SELECTING THE BEST OFFER

Selection of the successful firm/individual will be based on quality-cost considerations and proposals will be evaluated as follows:

- Technical Proposal: 70%
- Financial Proposal: 30%

#### *Evaluation of Technical Proposal*

	Evaluation Criteria	Score
	Experience in providing rapporteuring service in national/ international conferences	70%
	Academic Qualifications	10%
	Knowledge of public health/ familiarity with Global Fund	20%
	Total	100%

### 7. APPLICATION PROCEDURE

Individuals or firms who meet the above requirements are encouraged to apply and share the following:

- An updated capability statement (for firms) or a CV (for individuals); including writing samples and,
- A financial proposal that indicates all-inclusive fixed costs in USD, supported by a breakdown of costs where appropriate.

Submissions should be addressed to "Finance and Administration Manager" and sent to [awel.mezgebe@afribabureau.org](mailto:awel.mezgebe@afribabureau.org) Cc [falemaheyu@afribabureau.org](mailto:falemaheyu@afribabureau.org) not later than November 08, 2022 at 12.00 pm Addis Ababa Time.