



AFRICA CONSTITUENCY BUREAU
FOR THE GLOBAL FUND

TERMS OF REFERENCES FOR A BILINGUAL MEETING RAPPOREUR

Type of Services: Rapporteur

Expected Dates: 8th -9th December 2022 and between 13th to 15th December 2022

Venue: Kigali, Rwanda

Application Deadline: November 28, 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.

Background to NextGen Market Shaping

Africa's imports of medical products and commodities consumed in Africa account for over 70%, and worth around \$14 billion annually. In the Global Fund's current funding cycle (i.e. 2022-2022), Africa received commodities valued at USD 6.9 billion, mostly imported from abroad through Global Fund support. With the onset of the COVID-19 pandemic, Africa's ability to quickly respond with essential therapeutics and personal protective equipment (PPEs) was significantly hampered as these have historically been sourced from abroad. Further, even when vaccines, rapid tests kits and treatments were developed in the Global North at record speed, these could not reach many Africans in a timely manner. The continent was relegated to the backline of life saving health commodities, with the result that most commodities had short shelf life by the time they landed on the continent. COVID-19 has therefore taught Africa it cannot continue the path of dependence of health commodities from abroad to secure the health of its population.



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Africa is a major recipient of Global Fund resources. In February 2022, The Global Fund finalized its outline/framework for the NextGen Market Shaping (NMSF) to align to the ambition set out in the Global Fund's 2023-2028 Strategy to end HIV, TB and Malaria. The NextGen Market Shaping Strategy hopes in part to address Africa's dependence on imports through local manufacturing through capacity building. The Framework is focused on developing interventions with the goal of achieving equitable access to quality assured health products and services while ensuring :

- Health product availability and affordability
- Responsive and agile health services and product delivery
- Resilient and sustainable supply chains

Discussions on reducing Africa's dependence on imports and shaping markets to work are not new. They date back as far as the Abuja Summit in 2001. The rallying call to boost local manufacturing continues to grow and has now been made even more critical based on lessons learned from the COVID-19 pandemic. To keep the conversations and actions going, the African Constituency Bureau (ACB) for the Global Fund in collaboration with a variety of stakeholders including the African Union, WHO, AU-NEPAD, the Global Fund and African governments will **gather experts on market shaping** / local manufacturing on 8-9 December, 2022, in Kigali, Rwanda, ahead of the Conference on Public Health in Africa (CPHIA) conference to take stock of progress made on local manufacturing, explore prospects and cost-benefits, find ways to address impending challenges, recalibrate existing roadmaps and keep political will for the initiatives high and on the continental agenda.

The **experts meeting** will culminate in a side event that will be held between 13-15 December during the CPHIA conference that will draw on the participation of the wide range of global stakeholders in CPHIA that include governments, academia, private sector, researchers, representatives of trade and industry, technology transfer companies, regulators, development partners, multi-lateral organizations, financiers and other global health actors to:

- Disseminate key deliberations from the local manufacturing experts meeting held 8-9 December, 2022.
- Share success stories and lessons from countries that have advanced local manufacturing
- Provide an opportunity to tap into the diversity of CPHIA participants to further enrich the approach to local manufacturing / next-Gen market shaping
- Identify definable areas of collaboration to advance continental goals on market shaping

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- Consider key milestones and a roadmap for actualizing Africa's local manufacturing agenda

2. SCOPE OF WORK

Under the advocacy and communication Lead's guidance the rapporteur will effectively capture the meeting proceedings during both the experts meeting 8-9 December and the side event TBD (13-15 December, 2022). 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.



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2. Submit a final, formatted summary report in word format to the Advocacy and Communication Lead within two weeks of the event.

4. DELIVERABLES

The rapporteur shall submit a well edited, synthesized and analytic report of the meeting two weeks after the end of the meeting.

5. TYPE OF CONTRACT

Deliverables based

6. 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.

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- 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

7. 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 rapporteur service in national/ international conferences	70%
Academic Qualifications	10%
Knowledge of public health/ familiarity with Global Fund	20%
Total	100%

8. 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@africabureau.org Cc anyobe@africabureau.org later than November 28, 2022 at 12.00 pm Addis Ababa Time.