



AFRICAN CONSTITUENCY BUREAU
FOR THE GLOBAL FUND

TERMS OF REFERENCE FOR A MEETING RAPPORTEUR

Type of Services: Rapporteur

Language: English

Expected Dates and venue: **Cluster-Based Learning Network (CBLN) 25th April 2023 and Annual Consultative Meeting (ACM) 26 -27th April 2023, Addis Ababa, Ethiopia**

Application Deadline: 21st April 2023 at 12.00 pm EAT

BACKGROUND

Established by a resolution of African Health ministers in 2012, the African Constituencies Bureau for the Global Fund (ACB) was set up to be a platform for facilitating engagement, participation and consensus building among East and Southern Africa (ESA) and West and Central Africa (WCA) constituent countries in Global Fund policies and governance engagements. Also known as “The Bureau”, the organisation is an operational hub and policy think tank of the WCA and ESA Global Fund constituencies and began its formal operations in March 2017. The purpose of the Bureau is to ensure effective engagement, representation and participation of the African constituencies in Global Fund processes as well as enhance the capacity of the African constituencies to shape Global Fund policies and procedures.

The Annual Consultative Meeting (ACM) (Addis Ababa)

As the name suggests, the ACM is an annual event that brings together delegates from all forty-six (46) African countries from West and Central Africa (WCA) and East and Southern Africa (ESA) that are beneficiaries of Global Fund resources. The two-day meeting is an opportunity for African countries to showcase their best practices and learn from each other while at the same time identifying policy opportunities and challenges and also delving into policy issues for input into Global Fund governance discussions at board and committee levels. Consensus over policy positions is the principal output of this two-day event. The meeting is an opportunity for Africa to affirm its leadership role and develop strategies to influence key policies that impact its capacity and ability to maximise the impact of Global fund resources.

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ACB is looking for a qualified rapporteur with a proven track record in meeting rapporteur for the Annual Consultative Meeting in Addis Ababa on 26th -27th April 2023.

Before the ACM, the ACB will also organise a Cluster-Based Learning Network (CBLN) meeting for WCA on April 25, 2023. The topics on the CBLN agenda include co-financing of the Global Fund Grants, financial risk management measures, and lessons learned during the application for Grant Cycle (GC) 7.

LOCATION

Addis Ababa - Ethiopia

REPORTING

The rapporteur will report to the Communications Specialist, ACB.

SCOPE OF WORK

They will take notes of the meeting and produce a well-synthesised workshop report at the end of the workshop.

Additional tasks include:

Before the event

- Become familiar with the speakers and review their presentations
- Meet program staff before the event to review specific instructions for that event.
- Determine the final report template with the program staff to guide rapporteur responsibilities on the conference day.

After the event

- Prepare a summary report using the format provided, highlighting the main topics, objectives and themes of the conference as well as particular sections if the event is so organised; provide a summary of key outcomes of the event, including suggested follow-up.
- Based on the event agenda (whether by section or individual speaker/activity), provide a summary indicating the speaker's name, title, organisation, main findings, conclusions, and recommendations of the speaker/section.
- Submit a final, formatted summary report in word format to the Policy and Programs Manager within two weeks of the event.

During the event

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- Capture in whatever format (e.g., handwritten notes, typed notes, recorded messages, photographs, handouts and presentations) all pertinent information for each presentation, including the speaker's name, title, and organization.
- The notes should include the main points from the presentation, either from what is spoken of in the presentation slides.
- Present a discussion summary, highlighting any conclusions, recommendations, and/or next steps (these should be included in the summary report, detailed in the Deliverables section below).

After the event

- Prepare a summary report using the format provided, highlighting the main topics, objectives and themes of the conference as well as particular sections if the event is so organised; provide a summary of key outcomes of the event, including suggested follow up.
- Based on the event agenda (whether by section or individual speaker/activity) , provide a summary indicating the speaker's name, title, and organization, main findings, conclusions, and/or recommendations of the speaker/section.
- Prepare a draft workshop report for input and feedback from participants
- Submit a final, formatted and edited workshop report in word format to the Policy and Programs Manager within two weeks following the end of the workshop.

DELIVERABLES

- A draft report that outlines the entirety of the workshop proceedings

Any documents produced under this assignment remain confidential and cannot be used for other purposes without prior consent from ACB.

COMPETENCIES / SKILLS

The consultant will be identified and selected based on relevant work experience in a similar role, ability to deliver, analytical skills, educational qualifications and familiarity with the Global Fund governance or knowledge of key concepts in Global Health.

The rapporteur should have the following:



- A minimum of 5 years of rapporteuring in high-level meetings in a similar field that qualifies for the themes of the meeting
- A master’s degree in Public Health, Social Sciences, Finance and Governance or other relevant fields;
- Able to analyse, summarize and coherently report on diverse perspectives
- Exceptional organizational and interpersonal skills
- Able to work under pressure and meet tight timelines; organized and detail oriented
- Proven interest in issues of global health , HIV,TB, Malaria
- Previous similar experience at international conferences/workshops is an asset
- A knowledge of the Global Fund’s work in Africa and;
- Fluency in both spoken and written English and French.

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
Familiarity with the global Fund’s work around HIV,TB and Malaria , and governance	15%
Familiarity with Global Health issues (policies,debates, interventions)	25%
Relevant Qualifications and training in communication	20%
Experience in providing rapporteuring services in global health meetings	40%
Total	100%

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); 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@afribureau.org Cc anyobe@afribureau.org not later than 21st April 2023 at 12.00 pm EAT



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Others

- ACB will not provide laptop/computer;
- This consultancy does not require travel.