

TERMS OF REFERENCE

Recruitment of a Consultant for the development of key tools for the strengthening of the CS4ME platform.

Period: November 1st, 2021 - January 31, 2022

I. Job description

Civil Society for Malaria Elimination (CS4ME) is a global platform of civil society organizations committed to malaria elimination. CS4ME's mission is to strengthen, organize and unite civil society, and engage and empower affected communities to be creative, bold, catalysts for change, to accelerate malaria elimination. One of the major goals of CS4ME is to strengthen the capacity and commitment of CS4ME members to achieve malaria elimination. The CS4ME platform currently has **388 members from 48 countries in Africa and Asia** (For more information, visit www.cs4me.org and contact us at: secretariat@cs4me.org). The CS4ME Secretariat is hosted by **Impact Santé Afrique (ISA)**, a CSO registered in Cameroon. In order to strengthen the CS4ME platform, ISA is looking for a consultant to support the development of specific tools for the platform.

II. Key duties and responsibilities of the consultant

Under the supervision of the Executive Director of Impact Santé Afrique (ISA), and in collaboration with the Civil Society Engagement Officer, the description of the tasks expected of the consultant includes the following:

1. Service delivery

General objective: To develop key tools for strengthening the CS4ME platform.

Specific objectives:

- Conduct an update of the communication protocol between the CS4ME Secretariat and Steering Committee;
- Review and update Steering Committee's role in overseeing CS4ME, with its members;
- Update organigram for the CS4ME Platform;
- Develop a performance evaluation system for the key players of the CS4ME platform;
- Conduct a review of member engagement experience and design lessons learned;
- Review geographic priorities in terms of engagement implications;
- Design CS4ME member engagement mechanisms;
- Document examples of civil society performing well;
- Develop a tool to engage external partners to strengthen CS4ME technical capacity (Secretariat, Steering Committee and members) in malaria, community engagement and gender;
- Train CSOs in an online webinar on the CS4ME member engagement and evaluation mechanisms.

Key deliverables expected:

1. An updated communication protocol between the CS4ME Secretariat and Steering Committee is available and shared;
2. A charter describing the role of the Steering Committee in overseeing CS4ME is drafted, reviewed and validated by the CS4ME Secretariat and Steering Committee;
3. An updated organigram of the CS4ME platform and the Secretariat is available and shared;
4. A performance evaluation system for the key actors of the CS4ME platform is developed, reviewed and validated by the CS4ME Secretariat and Steering Committee;
5. A system for evaluating the engagement of CS4ME members, taking into account their experience, geographic priorities and other indicators, is designed, reviewed and validated by the CS4ME Secretariat and Steering Committee;
6. Case studies presenting examples of civil society performing well are documented;

7. A guideline for engaging external partners to strengthen CS4ME's technical capacity in malaria, gender and community engagement is developed;
8. Online training of CS4ME members on the systems developed to strengthen CS4ME platform, is conducted;
9. An end of mission report is written and submitted to Impact Santé Afrique (ISA).

Course of the expertise mission

This consulting mission will take place from **Monday, November 1 to Monday, January 31, 2022**. Below is the description of the tasks:

- Meeting with CS4ME;
- Elaboration of the different key documents for the strengthening of CS4ME;
- Review of key documents by CS4ME secretariat and steering committee;
- One (01) Working group with volunteer CS4ME members for the finalization of the key documents for the strengthening of CS4ME;
- Presentation of the validated documents to the CS4ME steering committee;
- Preparing and conducting online training for CSOs on the newly developed tools;
- Presentation of the global report of the consultation (progress, state, appreciation of the CSOs, recommendations).

2. Candidate Profile

The desired expertise, qualifications and skills of the consultant are presented as follows:

- A Master's degree in Project Management, Public Health, Development Sciences, Social Sciences or related fields;
- Extensive experience in organizational development, capacity building, monitoring and evaluation of public health programs, advocacy and strategic communication;
- Experience in workshop facilitation and coordination of multi-sectoral partners in the health sector, leadership qualities and consensus building skills;
- Excellent animation and communication skills;
- Good writing, analytical and synthesis skills;
- Familiarity with meeting and remote conferencing applications;
- Experience providing similar technical assistance for malaria civil society is plus;
- Familiarity with CS4ME or similar platforms, and malaria, is preferred.

3. Documents to be submitted by the consultant

The application must include:

- A CV;
- A technical offer presenting the methodology used, the tools mobilized and the chronogram of activities (5 pages maximum);
- A financial offer (1 page maximum).

4. Evaluation of tenders

The evaluation of the offers received will be based on the following criteria:

- (i) The applicant's experience in conducting assignments similar to those specified in this call for applications and in conducting training sessions;
- (ii) The understanding of the mission's expectations and the proposed intervention methodology.
- (iii) The proposed financial offer.

5. Submission of the offers

The offer including the documents mentioned in section 3 must be sent to the following address: jobsimpactsante@gmail.com | Subject of the email: **Consultant for the development of key tools for the strengthening of the CS4ME platform.**

The deadline for submission is **Sunday, October 24, 2021 at 23:59 (GMT +1)**. Offers received after this date will not be considered.