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Request of the expression of interest
to provide consultancy services for facilitating the Strategy Meeting of the TB Europe Coalition
(TBEC)

The TB Europe Coalition (“TBEC”), non-profit foundation registered in the Netherlands, is pleased to announce a call for expression of interest for consultants to provide expert support in facilitating the Strategy Meeting of TBEC in the framework of the implementation of the EU4H Operating Grant “Enhancing the capacity and capability of European civil society to drive a person-centred TB response in Europe 2.0”

Scope of work

- Collaborate jointly with TBEC to develop a comprehensive facilitation plan and agenda for the upcoming strategic meeting. The plan should outline the key objectives, activities, and expected outcomes of the meeting and ensure that it aligns with TBEC's goals and priorities.
- Participate in-person during the strategy meeting and provide active facilitation and moderation to foster an inclusive and productive environment for discussions and decision-making.
- Prepare a comprehensive final report that captures the discussions, decisions, and recommendations made during the strategic meeting.
- Provide one constructive feedback to the developed Strategic Plan by TBEC, which includes an assessment of the goals, priorities, and action steps outlined in the plan.

Expected outcomes:

- Facilitation plan and agenda developed in cooperation with TBEC in support of the strategic meeting, approved by the Chair of the Board.
- In-person participation in the Strategy meeting and active facilitation and moderation during the strategy meeting.
- Developed final report and agreed with TBEC regarding the discussions, decisions, and recommendations of the meeting.
- Feedback on the developed by TBEC of the Strategic Plan, including goals, priorities, and action steps.

Duration of the assignment and remuneration provisions

- The work is expected to start after the signature of the specific agreement for individual consultancy services.
- The duration of the agreement is August -December 2023.
- The timeline will be agreed upon between the Consultant and the TBEC Secretariat, taking into consideration the availability and schedules of the participants.
- The Consultant will be responsible for the payment of taxes according to the laws of his (her) country of residence.
- Remuneration will be paid in Euro, so the Consultant shall have a Euro bank account.

Conditions:

1. Individual consultants are invited to submit an expression of interest for the consultancy services mentioned above.
2. TBEC offers the following type of cooperation:
 - Consultancy Agreement with an Individual Consultant/Expert. The Consultant will be responsible for the payment of taxes according to the laws of his(her) country of residence. Remuneration will be paid in Euros, so consultant shall have a Euro bank account.
3. The contract will be awarded on a competitive basis to a Consultant/Expert with the highest qualifications and meeting all requirements described in Terms of References (ToR). Consultant will be evaluated based on the qualifications.
4. Consultancy fee for a given assignment will be negotiated with a Consultant/Expert with the highest evaluation results.
5. Your expression of interest should contain the following documents:
 - CV with proven experience and qualifications (in English, not more than 3 pages).
 - Motivation letter (in English, not more than 3 pages), clearly describing:
 - Existing experience in the area of the proposed assignment
 - One reference contact.

Failure to meet these requirements will lead to automatic disqualification of application.

6. All documents for expression of your interest should be submitted electronically to Olesia Murha, Administrative Officer, at the following address murha@tbcoalition.eu.
7. The deadline for receipt of your expression of interest by e-mail is **20 September 2023, 6 PM, Kyiv time**. Late proposals will be rejected.
8. Selected candidate will be contacted by **22 September 2023**.
9. The evaluation and selection will be conducted through procurement procedures set out in TBEC internal policies. Questions related to the topic of the current request can be addressed to Olesia Murha, Administrative Officer, TBEC, at the following address murha@tbcoalition.eu.



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