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TO END THE TUBERCULOSIS EPIDEMIC
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Terms of Reference for Individual Consultant

to facilitate the Strategy Meeting of the TB Europe Coalition (TBEC)

Date: 12 September 2023

About TB Europe Coalition (TBEC)

Established in 2009, TBEC is a regional advocacy network of civil society organizations and individuals from across the World Health Organization (WHO) Europe region, comprising Western and Eastern Europe, Caucasus, and Central Asia. The network aims to strengthen the role of civil society within the regional response to TB and ensure political and financial commitments to end TB. TB Europe Coalition (TBEC) is the only regional civil society network working exclusively on TB in the WHO Europe region and, with more than 390 members across 34 different countries throughout the WHO European region, representing 17 EU Member States of the European Union, is uniquely positioned to increase the political will amongst decision-makers and strengthen necessary capabilities amongst its members to end the TB epidemic across the region. In 2017, TBEC was registered as a legal entity in the Netherlands to step up its regional and national advocacy, capacity building and support to country-led TB advocacy initiatives. The TBEC Secretariat is located in Kyiv, Ukraine and responsible for the coordination, communication, administration, programmatic and policy management of the network.

Background information on the project:

The EU4H Operating Grant “Enhancing the capacity and capability of European civil society to drive a person-centred TB response in Europe 2.0” focused on sustainable development of the TB Europe Coalition.

The project strives to continue to strengthen TBEC’s role as the leading voice of TB-interested CSOs across the WHO Europe Region, by building the capacity of civil society to push national governments to ensure that political commitments to end TB are met.

TBEC has identified key objectives for the 2021-2023 work plan: High performing, accountable and united regional TB network; Building CSO capacity and skills to effectively influence policies; TBEC to support the integration of a human rights approach to national TB responses. TBEC aims to continue to enhance its network, and to strengthen the capacity and capability of civil society and TB affected communities in the WHO Europe region, to ensure that civil society can help drive a person-centred response to the TB epidemic. TBEC has identified 4 main action areas in order to achieve this aim: 1) Governance - Accountability, Transparency and Sustainability; 2) Communications and Outreach; 3) Policy Advocacy and Partnerships; 4) Skills and Knowledge Development. TBEC's objectives are directly relevant to EU4Health’s objectives, including disease prevention & health promotion, prevention, and improving access to healthcare, among others.

Under the project, the development of the Strategic Plan for the years 2024-2026 is a significant undertaking. The plan will be carefully crafted to align with the organization's core values and overarching objectives, ensuring a unified and targeted approach to tackle the upcoming challenges and capitalize on opportunities.

The objective of the assignment:

1. With consultant's assistance to help TBEC to define clear goals, priorities, and action steps for the coming years to strengthen the overall TB response in the WHO Europe Region.
2. To provide TBEC with expert guidance and insights to TBEC on best practices, emerging trends, and innovative approaches in TB advocacy and collaboration at both regional and global levels. To advise TBEC Board members and Secretariat on the current status, achievements, and challenges related to TB response preparation for the meeting.
3. To facilitate discussion during the in-person strategic meeting, which will be held on November 18-19, 2023, in Paris, France to ensure active participation, engagement and consensus-building of all participants of the meeting regarding TBEC Strategic plan for 2024-2026, promoting a unified vision and commitment to the organization's future goals.
4. To support TBEC Board in the development of a strategic plan that encompasses clear goals, priorities, and action steps for the upcoming years, aligning with regional TB response objectives.

The 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:

- The work is expected to start after the signature of the specific agreement for individual consultancy services.
- The duration of the agreement is September -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.

Qualification requirements:

The Consultant should meet the following qualifications:

Experience/Knowledge

- Master's degree in public administration, Public health, Social Work, or Social or Political science.
- At least 5 years working experience in the field of TB and or assistance/social support to TB-affected populations.
- At least 5 years' experience in conducting training and learning sessions for the adults and specialists in the field of TB, including knowledge of existing policy regulation and up to dates WHO and STOP TB Partnership guidelines.
- Strong facilitation and moderation skills, with a proven track record of conducting productive meetings and workshops.
- In-depth knowledge and experience in the field of TB, preferably in the WHO Europe Region.
- Familiarity with strategic planning processes and the ability to guide organizations in developing effective strategies.
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders and foster collaboration.
- Knowledge of the civil society landscape and advocacy approaches in the field of public health, particularly TB.
- Ability to analyse complex information, synthesize key points, and present them in a clear and concise manner.
- Fluency in English (written and spoken).

Competencies:

- Focuses on achieving results.
- Good skills of public speaking and the art of presentation delivery.
- Has a dynamic, positive, and adaptive attitude towards work-related challenges, bringing innovative and effective solutions to them.
- Facilitates meetings effectively and efficiently.
- Writes and presents clearly and convincingly.
- Ability to share knowledge and to provide support to others when requesting advice or help.
- Cultural-sensitive communication skills.
- Ability to work independently and respond to feedback in a timely and professional manner.
- Proven ability to meet deadlines.

Languages

- Knowledge of English is required.



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