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## **Terms of References for Individual Consultant**

**Lead Consultant in a group of consultants which will develop Online course based on the tools developed by TBEC within the TB-REP 2.0 project, considering the broader context of the global and regional developments**

Date: July 10, 2020

### **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. Currently TBEC has more than 200 members from more than 30 countries in 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 and responsible for the coordination, communication, administration, programmatic and policy management of the network.

### **Background information on the project:**

After three years of successful implementation of the multi-partner Tuberculosis Regional Eastern European and Central Asian Project (TB-REP), all the 11 countries from the EECA Region are moving forward, advancing from the new model of care towards Improving DR-TB early detection and treatment outcomes within TB-REP 2.0 project. TB-REP 2.0 will be implemented during 2019-2021, consolidating the achievements and addressing the challenges of the TB-REP project.

The overall goal of the program is to foster timely TB case detection and improved treatment outcomes in patients with special emphasis on drug-resistant TB, through meaningful involvement of communities and civil society and integrated people-centered TB care delivery systems able to address the needs of key and vulnerable populations.

The project is implemented with the financial support of the Global Fund to Fight AIDS, Tuberculosis and Malaria in the countries of Eastern Europe and Central Asia (EECA).

Partners involved in this project's implementation are: Center for Health Policies and Studies (PAS Center) - Principal Recipient, WHO Regional Office for Europe, TBEC, TB People, Global TB Caucus (GTBC). Within the program implementation TBEC is responsible for strengthening advocacy and the operational role of civil society.

Continuous technical assistance will be provided to countries to catalyze advocacy efforts, assess partnerships and advocacy strategies for civil society organizations (CSOs) and regional stakeholders, as well as forge partnerships with the national TB caucuses.

In the framework of the second year of the TB-REP2.0 project, there was planned to organize a regional meeting aimed at capacity building of CSO and communities' representatives in the field of TB from EECA countries. The basis of the program would be the presentation of tools and documents developed during the

first year of the project, including but not limited topics of budget advocacy, social contracting, standardized package of TB community-based services, as well as key global and regional developments.

But due to the situation with the pandemic of COVID-19, as well as the urgent need to change the format of the regional meeting, it was decided to conduct an online course and, accordingly, competitive selection for this consultancy activity.

The aim of the existing assignment is to strengthen the advocacy and operational capacity of civil society organizations (hereinafter CSOs) to maximize their efforts within End TB Strategy and accelerate collaboration between civil society, governmental and other stakeholders for reaching Sustainable Development Goal 3 to put an end to the epidemic of TB.

Capacity-building approach will be based on the tools developed by TBEC within the TB-REP 2.0 project, and considering the broader context of the global and regional developments, such as Universal Health Coverage framework, UN Common Position Paper on ending HIV, TB and viral hepatitis in Eastern Europe and Central Asia through intersectoral collaboration, and as well Multisectoral Accountability Framework (MAF) - and MAF-TB checklist, Global Fund strategic priorities and existing allocation mechanisms, including community, rights, and gender approaches in order to deliver rights-based people-centered TB care. The tools, developed within TB-REP 2.0 project include mainly analytical briefs, policy and methodology guidelines, and are aligned but not limited to existing MAF tools, CRG assessment tools, or existing tools and approaches to run budget advocacy with an aim to allocate state funds to people-centered TB services. For the purpose of the assignment, tools will be transformed into interactive educational sessions, combining visual, analytical, and reflective methods of work.

### **The objective of the assignment:**

To design the 5-day Online course with the team of consultants. The team of consultants who will work on the development of this Online course will consist of a Lead consultant, an Assistant consultant, a consultant on design and/or video editing, and lecturers who will present video lectures upon designated topics.

The Online course will consist of one online module per one day and one additional day will be designed as follow-up facilitated discussion with all of the participants (CSOs partners of the TB-REP 2.0 project) in November 2020 based on the result of previous working days. The general length of each module should be no more than 1 – 1,5 hours, including videos, lectures, presentations, case studies, and homework readings. At the end of each online module, participants should be proposed to pass online quizzes.

Lead consultant is responsible for the Online course architecture, methodological development, transforming the TBEC tools into the interactive learning format and general course supervision and facilitation.

### **Tentative list of topics for modules will include (the final topics should be agreed with TBEC):**

- People-centered approach to TB care;
- Budget advocacy and social contracting;
- Standardized package of TB community-based services.
- Assessment approaches on the policies related to TB program to inform advocacy activities;
- General policy documents and frameworks to streamline advocacy efforts.

### **The target audience for the course:**

CSO and communities' representatives in the field of TB from EECA countries.

### **The scope of work:**

- Assistance and advice on what additional functions are needed for the TeachMeTB interactive learning platform to place on online course;

- Coordination for the slide proofreading for each presentation and materials;
- Preparation of the course agenda and detailed outline for each module, including agreeing of the outline for each video presentation and support to the lecturers on development and launching of online modules, supervision of the module development;
- Facilitation of the interactive discussions and group exercises.
- Preparation of the logic (written scenario) and methodology for the case studies and homework readings, quizzes, and design of the pre and post-course testing systems and final online course students and teacher's assessment form.
- Development of the competency framework for the online course.
- Oversight on the course development and supervising course preparation in all stages (develop and track schedule checklists).
- On-job assistance to the lecturers involved in the online course development process: guidance tools/learning library and resource toolkit, facilitators note, etc.
- Design of the certificate template.

### **Expected outcomes:**

The Lead consultant will provide the following deliverables, in English or in Russian, to TBEC:

<b>Deliverables</b>	<b>Timeline</b>	<b>Payment upon completion</b>
Detailed course outline and methodology of the online course.	August 10, 2020	20%
The online course placed on the TeachMeTB Platform	October 15, 2020	60%
Final report, which includes analysis of the post-course knowledge evaluation of students and assessment of online course	November 30, 2020	20%

### **Duration of the assignment:**

- The work is expected to start after signature of the specific agreement for individual consultancy services.
- The duration of agreement is August 2020 - December 15, 2020.
- 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 US Dollars, so consultant shall have a USD bank account

### **Qualification requirements:**

The Lead Consultant should meet the following qualifications:

#### **Experience/Knowledge**

- Bachelor or Master's Degree in 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;

- Experience in developing an online and/or distance-learning courses for the post-graduate education and/or on-job training system;
- Demonstrated results developing course content for online and distance learning, including the production of online learning tasks and assessment tools and supporting the production of video content and open educational resources;
- 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;
- Has at least 3 years of management experience in leading team of consultants and professionals working on developing the education and/or training courses or any other informational digital product: good skills of planning, reporting and work organization;
- At least two years of working experience through a combination of employment and/or consulting, preferably with a focus on policies and/or capacity development of CSOs/communities or government's officials;
- Knowledge of theories of management and practical application in the workplace at least 3 or more years: project supervision from the start to full completion;
- Experience providing consultancy services under regional projects is an asset.
- Experience working within the TBEC assignments is an advantage.

#### **Competencies:**

- Focuses on achieving results;
- Good skills of public speaking and art of presentation delivery;
- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Works toward creative solutions by analyzing problems carefully and logically;
- Has a dynamic, positive and adaptive attitude towards work-related challenges, bringing innovative and effective solutions to them;
- Understanding of managing IT and communication (including education platforms) as a strategic resource;
- Leads and supports team decisions;
- Facilitates meetings effectively and efficiently;
- Writes and presents clearly and convincingly;
- Ability to shares knowledge and to provide support to others when request 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;
- Proficient in English and Russian: writing, reading and speaking.

#### **Languages**

- Knowledge of English is required.
- Knowledge of Russian is desirable.