Request of the expression of interest

for Individual Consultancy services

Date: June 08, 2022

The TB Europe Coalition (TBEC) is looking for experienced consultant to develop a comprehensive program for the capacity-building training for TB community and civil society representatives to meaningfully contribute to the internal and external review processes of the progress in ending TB, including through multisectoral lenses, thereby increasing national and regional level accountability across all sectors in the TB response. The consultant will provide expert support regarding the content of the 3-days Capacity-building training for TB community and civil society representatives; prepare an event Concept, in consultation with the invited speakers and contributors as well as develop a Capacity-building training program (envisaging the hybrid training mode with the possibility of on-line connection) broken down by sessions, including main objectives for each session and each presentation. The involvement of the consultant is planned within [Community Rights and Gender Strategic Initiative](https://www.theglobalfund.org/media/9948/crg_2020-06-strategicinitiative_update_en.pdf) (CRG-SI of the Global Fund) project.

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.

**The scope of work:**

The Consultant will be expected to:

In close collaboration with TBEC team, the consultant will be responsible for:

* Provision of expert support regarding the content of the 3-days Capacity-building training for TB community and civil society representatives;
* Preparation of an event Concept, in consultation with the invited speakers and contributors.
* Development of a Capacity-building training program (envisaging the hybrid training mode with the possibility of on-line connection) broken down by sessions, including main objectives for each session and each presentation.

**Duration of the assignment:**

The work is expected to start in June 2022 after signature of the specific agreement for individual consultancy services.

The duration of agreement is June 2022 – August 2022.

**Conditions:**

1. Individual consultants are invited to submit 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 US Dollars, so consultant shall have a USD bank account.

1. The contract will be awarded on the competitive basis to a Consultant/Expert with the highest qualifications and meeting all requirements described in Terms of References (ToR[[1]](#footnote-1)). Consultant will be evaluated based on the qualifications.
2. Consultancy fee for a given assignment will be negotiated with a Consultant/Expert with the highest evaluation results.
3. 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.

1. All documents for expression of your interest should be submitted electronically to Olesya Murga, Administrative Officer, TBEC, at the following address  [murha@tbcoalition.eu](mailto:%20murha@tbcoalition.eu)
2. The deadline for receipt of your expression of interest by e-mail is **June 18, 2022, 6 PM, Kyiv time**. Late proposals will be rejected.
3. Selected candidate will be contacted by **June 21, 2022.**
4. 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 Olesya Murga, Administrative Officer, TBEC, at the following address  [murha@tbcoalition.eu](mailto:%20murha@tbcoalition.eu) by June 14, 2022.

1. All the short-listed Consultants/Experts will be included in the TBEC Consultancy pool for potential future cooperation according to the Consultants’ expertise. [↑](#footnote-ref-1)