



## **Call for application**

**Short term consultant to document Regional Malaria CSO platform, GMS consultation and prepare a final report.**

**Application deadline: 21<sup>st</sup> February 2020**

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American Refugee Committee is looking for a consultant to document discussion of the Malaria CSO platform's Regional consultation on way forward of CSO engagement for the next RAI funding request on 5-6 March in Bangkok, Thailand and submit a final consultation report.

**LENGTH OF ASSIGNMENT 5 days (working days)**

**LOCATION: Bangkok, Thailand**

**CONTRACT START DATE: 3<sup>rd</sup> March 2020**

**CONTRACT ENDING DATE: 31<sup>st</sup> March 2020**

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## **BACKGROUND**

ARC is an international non-profit organization that has provided humanitarian assistance to millions of beneficiaries over the past 30 years. ARC works with refugee, IDP and affected communities in ten countries around the world, helping people regain control of their lives after conflict and natural disaster. ARC has been responding to the humanitarian/refugee crisis in Thailand since 1992 addressing issues relating to GBV, Health, and WASH sectors, with funding from BPRM, USAID, UNHCR, and many others.

ARC has been working in Southeast Asia since 1978 and in Myanmar since January 2014, where it has been implementing its project, *Extending effective malaria control and artemisinin resistance containment activities to hard-to-reach and transient populations in priority areas of Southeast Myanmar*. ARC is a sub-recipient working as part of the Global Fund (GFATM)-supported Regional Artemisinin Initiative (RAI) from 2014 to date while in Thailand since 2007. ARC is also a recipient of RAI2E regional package to host the malaria CSO platform in the GMS.

ARC as a host of regional CSO platform together with 5 Country CSO partners are organizing Malaria CSO platform for National and Regional Malaria CSO consultations. The purpose of the national consultations is to bring Non-Governmental Organizations (NGO), community-based network, malaria risk population network and country CCM malaria representatives in one place and to discuss the effectiveness of Regional Artemisinin Initiatives 2 Elimination (RAI2E) implementation. The purpose of the regional CSO consultation is to provide unique opportunity to learn and to share information among the CSOs of RAI2E implementing countries.



The consultant is expected to have broader consultation with RAI CSO representatives, CSO platform Secretariat team and other key stakeholders of the malaria CSO platform to finalize the consultation meeting report.

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#### **PURPOSE**

Main purpose of this contract is to document Malaria CSO platform's Regional consultation on way forward of CSO engagement on the update on RAI3E funding request on 5-6 March in Bangkok, Thailand. The note taker is responsible for providing accurate and complete information from the consultation and workshop details. Notes are not a word-for-word transcription, but should highlight major topics, discussion, and conclusion of the consultation. The note taker is also responsible to finalize and submit the report from the consultation.

#### **OBJECTIVES**

- To document Malaria CSO platform's RAI CSO consultation on way forward of CSO engagement on the RAI3E funding request and country update
  - To finalize and submit consultation report
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#### **SPECIFIC ACTIVITIES**

- Work with ARC Project Manager, and Technical and Communication Coordinator to prepare Regional Steering Committee Consultation report outline
  - Prepare final draft report of the consultation and submit to the ARC Project Manager for the further input and address comment and question from the ARC.
  - Prepare final consultation report and submit to ARC
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#### **DELIVERABLES**

- 1 Final report of Regional consultation on way forward of CSO engagement for the next RAI funding request
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#### **REQUIREMENTS**

- Experience with NGOs, specifically in Health, malaria preferred, and knowledge of malaria situation in GMS will be a plus.
  - Demonstrable direct experience of planning and facilitating of workshop utilizing relevant tools and method.
  - Experience writing for the health sector strongly preferred.
  - Demonstrated experience in workshop report writing.
  - Excellent writing, editing and communication skills in English language.
  - Excellent organizational skills; ability to prioritize multiple tasks and meet deadlines.
  - Team player, self-motivated, can-do attitude, willingness to be flexible.
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**TIMELINE:**

Date	Activity	Remarks
3 <sup>rd</sup> March 2020	Meeting/Skype Call with ARC project team to discuss the agenda and prepare the report outline	Note taker and ARC project manager and technical and communication coordinator
5-6 March 2020	Document the meeting discussion	Note taker
12 March 2020	Finalize draft report of the meeting and share to ARC project manager	Note taker
26 March 2020	Collect the feedback and submit final draft report	Note taker and ARC project manager and technical and communication coordinator
30 March 2020	Final review from ARC team	
31 <sup>st</sup> March 2020	Submit final report to ARC	Note taker

How to apply:

All interested applicants are suggested to send following attachments via email to RaprakanK@arcrelief.org

1. Application letter
2. Brief CV of applicant
3. Sample of past work (meeting report, review, evaluation etc.)

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American Refugee Committee

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