

Terms of Reference
Prevention of Reestablishment of Malaria Workshop
Note Taker and Report Writer

Call for application

Position: Report Writer (Consultant)
Length of assignment: 3 working day

BACKGROUND

ALIGHT (formerly known as the American Refugee Committee) is a non-profit organization that has provided humanitarian assistance to millions of beneficiaries over the past 40 years. ALIGHT works with, refugees, IDPs, and affected communities in ten countries around the world, helping people regain control of their lives. ALIGHT is a sub-recipient of the Global Fund RAI3E grant and implementing the malaria project in Thailand and Myanmar. ALIGHT is also the host of the Malaria CSO platform, GMS.

The Malaria CSO Platform in the Greater Mekong Sub-region (GMS) is a network of more than 50 Civil Society Organizations (CSOs) and community representatives from the Global Fund RAI implementing countries: Myanmar, Thailand, Cambodia, Lao PDR, and Vietnam. The Platform serves as the engagement and consultation mechanism for the RAI3E RSC CSO representatives. The platform plays a key role in advocacy, communication, and community engagement through different activities, for example, meetings, consultations, site visits, connecting CSOs for technical assistance, and developing capacity in malaria grant implementation.

PURPOSE of the TOR

The main purpose of this contract is to take notes of the workshop on Prevention of Reestablishment (POR) of malaria workshop discussion and prepare a final report. The one-day workshop is scheduled for the 27th of September 2023. A consultant is required to prepare the report based on the presentations, discussions, and Q&A. The consultant is responsible for providing a summary of complete information from the workshop covering all agenda items in the report.

SPECIFIC ACTIVITIES

- Work with the ALIGHT Project team to discuss the agenda and prepare the report outline
- Take meeting discussion notes, prepare the final draft report, and submit it to the ALIGHT Project team for review and input.
- Prepare final consultation reports and submit them to ALIGHT addressing comments.

DELIVERABLE

- Final report of the PoR Malaria Workshop on 27th September 2023

REQUIREMENTS

- Professional report writing skills in English.
- Experience with NGO work, specifically in Health and Malaria preferred.
- Experienced in analytical writing including activity report
- Demonstrated experience in workshop report writing.

TIMELINE

Date	Activity	Remarks
26 th September	Meeting with ALIGHT to discuss agenda and finalize report format	1-hour online meeting by ALIGHT
27 th September	Taking discussion notes and preparing draft report	At Oakwood suite Tiwanon
3 rd October	Submit the first draft report to ALIGHT for review	
9 th October	Submit the final draft report to ALIGHT addressing comments	

HOW TO APPLY

Interested applicants are suggested to send.

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

Raprahan Kawphong

HR – Administration Coordinator

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