TERMS OF REFERENCE: THET SENIOR EVENTS CONSULTANT

The consultant is required to manage the delivery of the UK Africa Health Summit taking place in-person in London on the 18-19th March 2024.

1. Introduction to THET

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries. We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience. At the heart of our work is vision of a world where everyone has access to healthcare. Find out more at www.thet.org.

This document serves as a Terms of Reference for the work the THET Consultant should expect to carry out.

2. Overview

The UK Africa Health Summit is a high-level event taking place on the 18th-19th March 2024 in London, bringing together stakeholders from across the UK and Africa health sectors. The core objectives of the event are to:

- Celebrate collaboration between UK & Overseas Health Partnerships, advocating and deepening the work of Health Partnerships.
- Provide a platform to convene Health Partnerships and key stakeholders to discuss health challenges and best practice interventions in Africa.
- Celebrate diaspora contributions to the NHS and global health.
- Deepen wider stakeholders’ understanding and connection to the health partnership community, such as UK Government, the World Health Organisation and others.

While several THET staff will be involved in the delivery of the event, and the consultant will be able to take advantage of resources and lessons from previous THET conferences, we are in need of an experienced events planner to coordinate inputs from the THET team, oversee event logistics and manage external stakeholders.

OBJECTIVE: To project manage the planning and delivery of the UK Africa Health Summit

ACTIVITIES:

- Chair the internal event steering committee and attend working group meetings.
- Coordinate the overarching agenda, event content and conference pack.
- Coordinate the liaising with speakers to ensure they are well-briefed on the programme.
- Liaise with the THET External Engagement team to ensure appropriate publicity and communications activity.
- Oversee event logistics with the venue (already secured)
- Oversee the event finances, tracking expenditure against budget.
- Support the coordination of side-events to the main conference, with an eye to upcoming high-level meetings and the World Health Assembly
- Liaise with THET staff to develop a sponsorship package, and coordinate relationship with potential and existing sponsors.
- Coordinate THET staff inputs at the event.
- Organise post-event feedback survey and conduct analysis of results.
- Organise high level event report for external stakeholders.
- Lead an internal after-action review with THET staff.

The consultant will conduct these activities ensuring that the event objectives are met, namely:

- Facilitate sharing and learning initiatives between health partnerships grant holders
Ensure that the sharing and learning event at the conference meets funder deliverables
- Build on momentum around THET’s diaspora advocacy work: ‘Experts in Our Midst’

DELIVERABLES:
The selected consultant will deliver:

1. Finalised event agenda and conference pack.
2. Finalised sponsorship package.
3. High quality, well-attended event that meets the event objectives outlined above and does not exceed budget.
4. Internal staff event action list, outlining roles and responsibilities during the event.
5. High-level post-event report for external stakeholders.
6. Internal analysis report of attendee and staff feedback.

SUPPORT FROM THET:
Several THET staff will contribute towards the planning and delivery of the event. It is the role of the Consultant to coordinate these inputs.

3. Proposed timeframe
15th January 2024 – 15th April 2024. We expect the consultant to work on average three days per week during this timeframe.

4. Contractual Responsibilities
Reports to: THET Head of External Engagement, based in the UK. The Consultant will be responsible for managing the workload and conducting the activities in a timely and efficient manner as set out in this document. The Consultant will have regular reporting points with the steering group, and will be expected to keep key stakeholders informed on progress and key issues.

5. Budget and other assumptions:
- Budget: £9,750
- While the consultant will be expected to work from home, they will need to be able to be in London on 17th – 19th March and visit the venue in advance of the event where necessary.

6. Knowledge Skills and Experience for the Consultancy
To successfully undertake this assignment, the Consultant should meet the following minimum requirements:
- Strong project and event management experience in health/ development
- Experience delivering large in-person events
- Experience of convening and engaging key stakeholders
- Degree level education [global health/development or related discipline preferred]
- Analytical skills and demonstrable ability to think strategically
- Excellent organisational and administrative skills, with sound IT skills (Word and Excel)
- Strong written and verbal communication skills in English
- Proven financial skills (budget preparation and monitoring)
- Flexibly and adaptability in the context of working within a small organisation and in a complex environment
7. **How to apply**

Candidates must submit their CV along with a cover letter of no more than two pages to [jobs@thet.org](mailto:jobs@thet.org) by **Monday 8th January** with the subject line ‘Senior Events Consultant’. Shortlisted candidates will be invited to a virtual interview week commencing 8th January.

The candidate must be based, and have the right to work, in the UK.
ANNEX 1 – TROPICAL HEALTH AND EDUCATION TRUST (THET)

One billion people will never see a qualified health worker in their lives. For over thirty years, THET – www.thet.org - has been working to change this, training health workers to build a world where everyone has access to affordable and quality healthcare. We do this by leveraging the expertise and energy of the UK health community, supporting health partnerships between hospitals, colleges and clinics in the UK and those overseas.

From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all. In the past ten years alone, THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions and UK health workers who have contributed over 60,000 days of their time as volunteers. Health partnerships have contributed to more effective and efficient health systems in low- and middle-income countries (LMICs). They also benefit the UK health sector through improved health professional competencies, motivation, health service innovations and global influence.

THET is a fund manager for health partnership grants programmes on behalf of UK government and corporations. Health partnerships are long-term, institutional relationships between health organisations in the UK and their counterparts in LMICs, and are based on ideas of co-development, reciprocal learning and mutual benefit. Staff from UK health institutions volunteer their time developing and carrying out health systems strengthening activities at their LMIC partner institution, be that training, curriculum development, leadership and governance, etc.

2 THET, In our mutual interest, 2016: http://www.thet.org/resource-library/in-our-mutual-interest