## TERMS OF REFERENCE: THET TRAVEL LOGISTICS CONSULTANT

### 1. Introduction to the Tropical Health and Education Trust

THET – www.thet.org – has been working to change the reality that one billion people will never see a qualified health worker in their lives. For over thirty years, THET has been 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. The assignment

As part of our fund management programmes, THET will be conducting a variety of international visits and events in the next 11 months. We require a consultant to lead the administration of the logistics involved in this work.

#### ASSIGNMENT OVERVIEW AND SCHEDULING

The consultant will provide logistical support across three main categories:

1. Scoping assessments in four sub-Saharan African countries, namely Ethiopia, Malawi, Somaliland and Zimbabwe
   a. A scoping assessment is a week-long series of in-person meetings with Ministry of Health and other relevant government sector representatives, subnational health agencies and government authorities, regulatory bodies, training institutions, FCDO, UK DHSC, WHO local offices.
   b. Each visit will likely involve up to 3 staff travelling from the UK to the country.
   c. The consultant will be responsible for organising their travel rather than the scoping assessment meetings.

2. Delegation visit from Zimbabwe to UK
   a. A week-long visit of up to 7 Ministry of Health representatives and other national stakeholders to the UK.
   b. The consultant will be responsible for organising their travel and some of the meetings while in-country.

3. Programme launch events in Ethiopia, Malawi, Somaliland and Zimbabwe
   a. A one-day long event in each country, with between 40-80 attendees.
   b. Each event will likely see 2-3 staff travelling from the UK to the country. The consultant will be required to organise their travel and venue booking.

The likely scheduling of these categories is as follows (please note these are subject to change depending on donor priorities), with much of the work needing to being eight weeks in advance in order to secure visas in good time:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Scoping assessment in Zimbabwe (THET staff will start this process before the consultant joins)</td>
<td>June 2024</td>
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<tr>
<td>Scoping assessments in Ethiopia, Malawi and Somaliland</td>
<td>June to July 2024</td>
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<tr>
<td>Delegation visit from Zimbabwe to UK</td>
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<tr>
<td>Programme launch events in Ethiopia, Malawi, Somaliland and Zimbabwe</td>
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Delegation visit from Zimbabwe to UK Tbc, but likely September 2024
Launch event in Zimbabwe November 2024
Launch events in Ethiopia, Malawi and Somaliland January to March 2025

SPECIFIC ACTIVITIES

The activities expected of the consultant are as follows:

Preparing travellers:
- Finalise travel dates and budget with project team sufficiently in advance.
- Share with travellers the THET International travel guidance document and discuss actions required.
- Ensure each traveller completes the THET International travel predeparture form and personal details form.
- Share visa requirements with travellers for the country to be visited and support with obtaining visas where necessary.
- Additionally, prepare letters of invitation and visa support letter
- Obtain contact details of in-country representatives for supporting documentation
- Find out specific travel requirements from travellers - preferred stays, accommodation, safety, flight seating, dietary requirements etc.
- Send traveller daily subsistence rates per country as per THET policy/guidance and programme budget.
- Send traveller the travel expense reconciliation form and explain the need for receipts etc. as per THET policy/guidance.
- Share with the traveller all relevant documentation: itinerary; flight, accommodation and airport transfers booking confirmations; in-country contact details; hotel contact details and address; driver contact details; emergency contact details at THET; flight agent's emergency contact details; THET insurance details; THET registration details; visa support letters and other required documentation.

Flights and transfers:
- Liaise with THET's travel agents to provide suitable flight options to travellers
- Confirm final flight options with travel agent, ensuring accuracy
- Organise airport transfers where necessary
- Obtain payment confirmations from travel agent ahead of trips taking place and send to traveller.

Accommodation:
- Source recommended accommodation options from the in-country THET team and travel agents
- Share three accommodation options with travellers with suggestion on preferred option and get final agreement.
- Ensure that late and early check outs are booked and paid in advance- this may be a full rate or half day charge rates.
- Book and confirm accommodation option with travel agents.
- Obtain payment confirmations from travel agent ahead of trips taking place and send to traveller.

Miscellaneous:
- If useful, source a driver and vehicle for the travellers when in-country, following THET's procurement procedures. Obtain payment confirmations ahead of trips taking place.
- Support the Communications Officer to source a venue for the in-country launch events, using advice from the in-country THET team, and liaise with the venue on logistics in advance of the event.
- Share travel information and obtain clearance from the travellers' line managers and project budget holders.
- Share finalised travel information with the THET senior management team
- Run post-trip debrief session with travellers.
3. Proposed timeframe

4. Contractual Responsibilities

Reports to:

5. Knowledge, Skills and Expertise required

How to apply