

**Terms of reference**

**INDIVIDUAL CONSULTANT**

**Systems Specialist**

Date: 21/10/2022

**Organisational** **background**

Established in 2003, Malaria Consortium is one of the world’s leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

**Background**

Technical experts are a critical asset to Malaria Consortium’s business operating model. In the technical team we use a Technical Assistance (TA) forecasting process. The TA forecasting process was developed in 2018 as a solution to support better resource management across the UK Technical Team, to foster high recharges of experts and ensure adequate technical input into Malaria Consortiums projects ultimately to ensure technical rigour in our projects and to maintain healthy workload across the team. The organisation has continued to experience growth and launched a new strategy in 2021, to respond to this we are looking to automate the TA forecasting process.

**Purpose**

The consultant will work closely with the Technical Support Coordinator and Technical Operations Coordinator as well as the wider Global Technical Team to review the existing resource management forecasting process (TA) and evaluate how appropriate the existing organisational platforms are to host this. The consultant will propose which platform (current or new) would be suitable to host the resource management tool we require.

**Main responsibilities**

1. Desk based review of existing Technical Assistance forecasting process.
2. Define the parameters of the service the platform would need to provide and the target profile of the platform.
3. Explore functionality of Malaria Consortiums current systems and alternative options.
4. Provide recommendations on which platform would be most suitable for the resource management tool we require.

**Indicative Schedule**

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| --- | --- |
| Tasks/activities | Number of TA days |
| 1. Receive briefing from MC staff. | 1 |
| 1. Desk based review of current TA forecasting process. | 1 |
| 1. Stakeholder Interviews to define need and utility of platform as well as alignment with existing organisational systems.    1. Finance Director    2. Operations Director    3. IT Manager    4. SMC Programme Director    5. Selected Country Technical Coordinators    6. Technical Support Coordinator    7. Technical Operations Coordinator    8. All Regional Director    9. One Country Director from each region    10. Relevant Technical Staff | 3 |
| 1. Review current MC systems and alternative external options | 5 |
| 1. Draft recommendations for TA automation. | 5 |
| Total | 15 |

**Outputs**

* Map system function against defined organisational need.
* Develop the target profile of the platform.
* Recommendations paper detailing options for which platform the Technical Assistance Resource Management process could sit on, including cross-functional platforms.

**Required qualifications, experience and skills**

* Educated at a Masters level in relevant discipline or equivalent professional experience
* Significant experience in systems analysis
* Advanced knowledge of resource management systems
* Skilled in carrying out desk based reviews
* Skilled at undertaking multiple stakeholder interviews
* Analytical rigor and attention to detail
* Ability to work and collaborate remotely
* Able to work seamlessly across countries, cultures, and organisational units
* Advanced computer skills
* Written and spoken fluency in English

**Conditions**

Place of work: Desk-based

Travel: None

Type of contract: Short-term consultancy

Duration: 15 days, starting in January 2023

Fees: Professional fees

Insurance: Professional indemnity insurance is a pre-requisite

Equipment: Should have own computing and broadband facilities for remote collaborations

**How to apply:**

Interested candidates are requested to submit cover letter and their CV to Lizzie Burrough (e.burrough.77@malariaconsortium.org)