

Terms of Reference for Project Manager Consultant for the Kigali Summit on Malaria and NTDs

Summary

On 23rd June 2022 the Kigali Summit on Malaria and NTDs will be held in Rwanda on the sidelines of the Commonwealth Heads of Government Meeting. This will be an extraordinary, high-profile event held at the Intare Conference Arena following on from the London Malaria Summit of 2018 (<https://malariasummit.com/>). The Summit will be a platform for new and renewed commitments to malaria and neglected tropical diseases with a wide range of attendance from a global audience including heads of state, celebrities, and global leaders. The event will be held in person, with provision made for digital attendance.

The malaria and NTD communities are seeking a project manager whizz to help deliver the Summit. The ideal candidate will have had experience of coordinating high level multi-stakeholder events in developing countries, ideally in Rwanda, and have a breadth of experience to support and coordinate the activities of the events, logistics, communications and programmatic elements of the Summit. The role will be supported by already appointed Professional Conference Organisers and members of partner organisations.

If you are a brilliant project manager, a supreme multi-tasker and seeking a high-profile project that will have enduring impact and a profound legacy please get in touch as soon as possible. Start date is as soon as possible and this role will be closed as soon as the right consultant is found.

Scope of Work

The consultant is required to provide essential project management support to ensure quality delivery of the Summit to time and budget. Responsibilities will be to:

- Support in the finalisation of the project management plan and/or review the project management plan and make recommendations for improvement as required – activities, timelines and costings.
- Manage the overall project plan and coordination of the Summit across the various work strands including events, logistics, communications, commitments and programmes, ensuring its strategic objectives and outputs are met, and delivery is to time and budget.
- Develop and maintain status reporting tools regarding project milestones, timelines and deliverables.
- Chair project management meetings with organising partners, including setting the agenda, minuting meetings and tracking priority actions and decisions.
- Develop and maintain the risk register for the Summit, ensuring pre-planned mitigating actions are in place at the start of the project. Regular monitoring of existing and new risks and adapting the risk register as appropriate.
- Manage the day-to-day project activities and resources, including working closely with organising partners and interfacing with external vendors on operational issues such as contracting, logistics and budgeting.
- Ensure proactive and consistent flow of communication and collaboration across all the working groups of the Summit, highlighting issues on a timely basis.

- Lead project wash-up sessions to reflect on success criteria results and metrics and capture learnings.

Duration of contract

The duration of the consultancy is four months, full time. The start date is upon contract signature.

Location

The location of the consultant is flexible but will be expected to work within +/- 2 hours of GMT time zone.

Institutional Arrangement

The consultant will be working under the operational direction of the organisers of the Kigali Summit – Uniting to Combat NTDs, RBM Partnership to End Malaria and Malaria No More UK. Additional key stakeholders regarding the high-level strategy include The End Fund, The African Leaders Malaria Alliance, The Bill and Melinda Gates Foundation and the Government of Rwanda.

Direct objective setting and supervision will be provided by Malaria No More UK.

Fee and payment schedule:

The total fee to be split as follows – 4 x Monthly instalments of 22.5 %, followed by a final payment on successful completion of the project of the final 10%. Invoices will be addressed to Malaria No More UK.

Person specification

The consultant will have demonstrable experience in planning, managing, and coordinating multi-stakeholder projects and/or high-level events. Including:

- Coordinating the logistics of complex projects or events across multiple stakeholders
- Developing and maintaining project tools, such as Gantt charts, risk registers and project status reports
- Interfacing with a range of stakeholders from vendors to high-profile partners, both verbally and in writing

The consultant will have the proven ability to:

- Work creatively, practically, and analytically in a problem-solving environment
- Effectively communicate, verbally and in writing
- Adapt and change to competing demand
- Organise workflow and tasks across multiple workstreams
- Be self-motivated and learn quickly

Experience managing projects or events in Africa and in particular Rwanda is desirable.

Deadline and contact details

We are looking for an immediate start date; the role will close as soon as the right consultant is found. Please send applications stating your experience and including your current rates to recruitment@malarianomore.org.uk.