



Consultant Position Description Conference Market Study and Plan

ABOUT CCIH

Christian Connections for International Health (CCIH) is a global network of Christian organizations, individuals and affiliates committed to advancing health and wholeness from a Christian perspective. Motivated by our faith and our values, CCIH envisions a world where all have access to quality healthcare and prevention services. CCIH members work in over 90 countries and include non-governmental organizations, church networks, Christian Health Associations, volunteer and product donation agencies, and other support organizations. CCIH works with Protestant, Catholic, and non-denominational organizations as well as interfaith networks. CCIH shares information and provides a forum for networking, advocacy, capacity building and fellowship to an ever-increasing spectrum of organizations and individuals. CCIH also carries out grants and programs by working through its members in low- and middle-income countries. CCIH is a nonprofit (501c3) organization established in 1987 and headquartered in the Washington, DC area. CCIH is financed by membership dues and a variety of grants.

DESCRIPTION OF CONSULTING SERVICES REQUIRED

This consultancy is part of CCIH's efforts to be a leader in knowledge sharing, fellowship, and networking among organizations and individuals interested in Christian views and approaches on global health. CCIH's 2022 annual conference is the 36th conference and the third one to be conducted virtually since the beginning of COVID. In-person events were always held in the Washington DC area, lasted about 3 days, and often included DC-based advocacy side events, such as a day on Capitol Hill. Participants were about 75% Americans. In 2020 and 2021, over 500 people from over 70 countries participated in virtual events. This year we will meet two times per week for three weeks (six sessions in total) with 2 hours of content and 1 hour of breakout groups.

Over a dozen sponsors have helped cover costs of the conference, but in-person meetings always generated net income to CCIH. In the past few years, virtual global events have meant lower costs but also we have not charged registration fees for most registrants.

CCIH needs a vision and a 10-year plan for annual 'gatherings'. The consultant will create a series of reports for staff, culminating in a final report with recommendations to the CCIH Board of Directors. The major objectives for this consultancy include:

1. Clarify CCIH's goals of global "gatherings", such as maximizing registration, member engagement, sponsorship, and conference net income.
2. Clarify participant goals, ranging from continuing education and learning, business

- development, fellowship, networking, and sharing learning/best practices.
3. Benchmark against other organizations like CCIH: Carry out a market study of where and how other organizations conduct gatherings, considering where, how many days, modalities of meeting, registration, and housing/meal costs.
 - a. Interview a representative sample of CCIH members (supplied by CCIH staff) to gauge member perspectives and preferences.
 4. Identify the options and best practices for where and how we meet, e.g., in-person, virtual, hybrid, remote satellite events and side events at other major gatherings; Washington DC-based vs other U.S. locations vs other countries; what criteria should be considered in making such decisions. This will include risk analysis and mitigation strategies.
 5. Analyze options and provide clear operational recommendations for CCIH global gathering, starting in 2023.

To support this work, the consultant will be given access to staff, CCIH Board members, member and registration data, and reports from past CCIH conferences to help analyze, compare, and make future recommendations.

Consultants will need to find out information about other associations and events.

There will be three deliverables:

1. Clarified goals and benchmark research
2. Identified options, best practices, and analysis of each in terms of the goals, with recommendations to staff and CCIH Board
3. Implementation plan of the option selected by CCIH for the next 10 years.

DELIVERABLES

Milestone	Description	Required Deliverable	Deliverable Completion Date	Payment
1	Signed agreement			
2	Research	Report on Clarified goals and benchmark research, revised based on staff comments	June 1, 2022	
	Options and best practices	Identified options, best practices and analysis of each in terms of the goals, with recommendations to staff and CCIH Board; Present to Staff and subsequently Board and revised based on staff and board comments	June 30, 2022	
3	Implementation plan	10-year plan presented to CCIH staff, revised based on staff comments	August 15, 2022	

TERMS AND PAYMENT

This project is expected to start May 2022 and be complete by September 2022.

Expected Level of Effort: Estimate 30 days over 5 months, more at the front end and less on the back end.

Consultant Fee: Consultant to propose fee

Estimated Materials and Travel must be approved in advance and will be paid based on approved actual costs. Travel and materials are not expected but may be added as needed.

Payment is Fixed Price

Payment schedule: Milestones

Consultant must submit invoices for payment.

REQUIREMENTS

- Experience with a variety of in-person, virtual, hybrid, and remote format events.
- Understanding of all facets of the Christian health landscape.
- Understanding of the needs and limitations of a global audience, including their interests and practical implications associated with travel and with online event participation.
- Experience conducting quantitative and qualitative research.
- Ability to work in faith-based settings, with Christian and other religious leaders
- Use of own computer, internet access.
- Ability to meet remotely with the team via Zoom or Google Meet in different time zones.
- Willingness to use CCIH project management software as needed.
- Conference planning experience is a plus.

TO APPLY:

Submit a cover letter including how you found out about the position and your preparation and qualification for the work, your resume, your consultant rate or total cost and suggested breakdown of costs, and a relevant 1-page writing sample to jobs@ccih.org. Incomplete applications will not be considered.

You will receive notification of receipt of your application. CCIH will only contact applicants after that who we are considering for the position. You will not be notified if CCIH does not move you to the next steps of the process. Thank you for considering working with our team.