Consultant Position Description

Water, Sanitation, and Hygiene (WASH) Faith-Based Organization (FBO) Global Convening Consultant

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:
As part of the technical assistance (TA) activity described in the background section below, CCIH is hosting a global convening of faith-based partners to coordinate and mobilize resources in support of national and local faith-based health networks. CCIH seeks a qualified consultant to provide technical and administrative support for this convening, which will be hosted on a virtual platform. The convening is tentatively scheduled to take place on September 28, 2022 or soon thereafter.

The consultant’s role would be to:

- Help with planning for the convening:
  - Compiling and organizing existing notes from pre-convening meetings with faith-based partners.
  - Developing and sharing the convening agenda and other information as necessary
  - Creating a ppt presentation or other visual supports that would be helpful for organizing the convening
- Help with supporting and facilitating the convening:
  - Providing administrative and technical support
  - Taking detailed notes during the conversation
  - Facilitating a breakout session or other facilitation process if necessary
- Help with follow-up from the convening:
Organizing convening notes and drafting synopsis of the meeting

BACKGROUND:
In 2019, the Executive Board of the World Health Organization (WHO) issued a resolution calling on countries to ensure water and sanitation in health care facilities (HCFs).\(^1\) Soon after, COVID-19 significantly disrupted health systems and highlighted the need for strengthening facility readiness in water, sanitation, and hygiene and infection prevention and control (WASH/IPC) as foundational for good quality care and to respond to the pandemic. Providers and clients alike have become more aware of the importance of WASH/IPC in HCFs.

Faith-based HCFs provide a substantial share of health services in many low- and middle-income countries (LMICs). There are thousands of health facilities that exist outside the government sphere. Unfortunately, faith-based facilities sometimes are left out of government planning and may not receive the same level of resources as government facilities. Since 2020, MOMENTUM Country and Global Leadership, funded by USAID, has supported WASH activities in several countries. The MOMENTUM project has been intentional in including faith-based organizations and networks as partners in WASH activities.

MOMENTUM is currently funding WASH activities to conduct a landscape analysis of water, sanitation, waste management, and cleaning service business models in HCFs within 2-4 LMICs and provide WASH/IPC technical assistance to strengthen the capacity of public, private, and/or faith-based health systems to design, implement, and monitor infection prevention improvement in HCFs. CCIH is on the Faith Engagement Team for MOMENTUM and provides support in including the faith-based voice in project activities.

Timeline: Estimated September 1, 2022 - October 15, 2022
Payment terms: Cost reimbursement based on milestone completion
Estimated LOE: 8 days
Reports to: Program Coordinator
Travel: Not necessary or planned

MILESTONES AND PAYMENT SCHEDULE:

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<tr>
<th>Milestone</th>
<th>Description of Milestone</th>
<th>Deliverable Activities</th>
<th>Deliverable Completion Date</th>
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| 1         | Materials developed for meeting | ● Compile existing notes from pre-convening meetings with faith-based partners.  
● Develop and share the convening agenda and other information as necessary  
● Create a ppt presentation or other visual supports that would be helpful for organizing the convening | Approximately September 28, 2022 |
| 2         | Support the meeting | ● Provide administrative and technical support in Zoom  
● Take detailed notes during the conversation  
● Facilitate a breakout session or other facilitation process if necessary | Approximately September 28, 2022 |

\(^1\) https://apps.who.int/iris/bitstream/handle/10665/329290/A72_R7-en.pdf?sequence=1&isAllowed=y
Help with follow-up from the convening

- Organize convening notes and drafting synopsis of the meeting

October 15, 2022

WORK CONDITIONS:
- Place of work: Any place with sufficient internet and ability to work with CCIH staff during US day work hours
- Consultant is completely independent of CCIH and will not be provided with benefits, office or supportive services beyond what is outlined in the agreement.
- Consultant will maintain close contact via phone and online with CCIH staff.
- Ability to communicate/manage deliverable activities via Asana, the project management system CCIH uses

REQUIREMENTS:
- 3+ years’ experience in logistics and conducting virtual meetings
- Professional public health writing experience
- Bachelors and (ideally) Masters in international development, public health or related field
- Ability to work in faith-based settings, with Christian and other religious leaders
- Excellent English written and oral communication skills
- Advanced computer skills (MS Office applications, Google Platform)
- Prefer: Understanding of water, sanitation and hygiene in health facilities in low/middle income settings; Understanding of faith-based organizations and effective partnerships with FBOs and religious leaders

TO APPLY:
Submit a cover letter and relevant example of prior work, plus consulting rates and resume 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.

Rev. August 18, 2022