

TERMS OF REFERENCE: THET TRAVEL LOGISTICS CONSULTANT

1. Introduction to the Tropical Health and Education Trust

One billion people will never see a qualified health worker in their lives. For over thirty years, THET – www.thet.org - has been working to change this, 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 be eight weeks in advance in order to secure visas in good time:

Activity	Dates
Scoping assessment in Zimbabwe (THET staff will start this process before the consultant joins)	June 2024
Scoping assessments in Ethiopia, Malawi and Somaliland	June to July 2024

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:

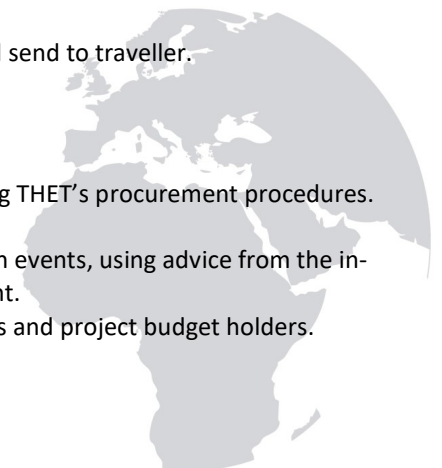
- Liaise with THET's travel agents to provide suitable flight options to travellers
- Confirm final flight options with travel agent, ensuring accuracy
- Organise airport transfers where necessary
- Obtain payment confirmations from travel agent ahead of trips taking place and send to traveller.

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.



Finance:

- Maintain travel budget, forecast and track costs and payment confirmations, keeping the Programmes Coordinator updated
- Review travellers' reconciliation forms and receipts on return, ensuring all transactions are evidenced and eligible
- Organise and request approval of invoices e.g. hotels and traveller payment request forms
- Reconcile all payments post visits or events, liaising with the Finance team to ensure all payments are processed and logged in the system

3. Proposed timeframe

40 consulting days in total from May 2024 until March 2025, with workload particularly high in the lead up to the international trips and events. Please note that although the consultant will work remotely and at moments convenient to them, there will be a few online meetings they will be expected to attend and organise. They will also be expected to respond quickly to any urgent requests from THET staff or our travel agents. The timing of deliverables will always be agreed in advance with the Consultant.

4. Contractual Responsibilities

Reports to: THET Programmes Coordinator, based in the UK. The Consultant will be responsible for managing their workload and conducting the activities in a timely and efficient manner as set out in this document. The Consultant will have regular reporting points with the Programmes Coordinator, and will be expected to keep them informed on progress and key issues.

The contract is for 40 days over eleven months. The Consultant will receive a daily rate of £180, which totals to £7,200 for the whole programme. The consultant will invoice THET on a monthly basis. Please note that this is non-negotiable and will cover all expenses apart from project-related travel and communication expenses. Where reasonable travel and communications expenses are incurred, the Consultant will be remunerated following submission of timely and accurate receipts.

Receipts must be kept, where possible, in order to claim for support costs. Consultants will not be expected to use their own funds to cover project-related costs.

5. Knowledge, Skills and Expertise required

To successfully undertake this assignment, the Consultant should meet the following minimum requirements:

- International travel logistics experience, ideally in sub-Saharan Africa
- Excellent written and verbal communication skills in English
- Budget preparation and tracking
- Proven organisational and administrative skills, with sound IT skills (Word and Excel)
- Flexibility and adaptability working within a small organisation
- Ability to work independently and take the initiative

How to apply

Candidates must submit their CV along with a short cover letter of no more than two pages to jobs@thet.org by Sunday 19th May. Shortlisted candidates will be invited to an online interview the following week.

