

## SCOPE OF WORK

### Support for FY18 MMDP Project Annual Report

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**Organization:** Research Triangle Institute (RTI) International

**Project:** Morbidity Management and Disability Prevention (MMDP)

**Position type:** Consultancy

**Job assignment:** Support development of FY18 MMDP Project Annual Report

**Location:** Washington, DC

**Duration:** Up to 25 working days

**Reporting to:** Stephanie Palmer, Project Manager

**Assignment period:** 17 September – November 6, 2018

#### Organizational Background

RTI International is an independent, nonprofit institute that provides research, development, and technical services to government and commercial clients worldwide. RTI's mission is to improve the human condition by turning knowledge into practice.

RTI works in more than 75 countries to address complex social and scientific challenges on behalf of governments, businesses, foundations, universities, and other clients and partners. RTI is dedicated to innovative, objective research and technical services that makes it an outstanding partner for clients around the world whose greatest challenges demand rigorous approaches and science-based solutions.

#### MMDP Project Overview

The Morbidity Management and Disability Prevention (MMDP) Project is a five-year project funded by the U.S. Agency for International Development (USAID), and is managed by Helen Keller International (HKI) and implemented in Ethiopia by RTI. The goal of the MMDP Project is to strengthen national ownership and capacity to scale up the provision of quality services for the management of morbidity, disability and disfigurement related to trachoma and lymphatic filariasis in a manner that will help to meet elimination targets.

**Background:** RTI is seeking a qualified consultant to assist with the development of the FY18 MMDP Project Annual Report for Ethiopia. RTI requires additional assistance to ensure a high-quality report and meet tight deadlines. Week-end and evening work will be required to meet deadlines.

The specific tasks that the consultant will perform include:

1. Reviewing and editing RTI's and sub-partners' annual report drafts for grammar and punctuation, as well as readability and comprehensibility.
2. Reviewing the MMDP Project M&E tool to ensure accuracy and correlation with the report narrative and tables.
3. Assisting with comparison of report appendices, such as the implementation timeline, with the main workplan document, to ensure completion and correlation.
4. Alerting the Project Manager to any major issues detected within the report, to ensure RTI or sub-partners can promptly address those issues.
5. Making comprehensive notes on required edits/additional information required so that the Project Manager can provide these to the appropriate staff or partners.
6. Other tasks related to finalizing the FY18 annual report, as required.

Qualifications:

- Bachelor's degree with 5 years relevant work experience or Masters' degree with 3 years relevant work experience.
- Experience with USAID-funded projects and related work plan development.
- Excellent English language skills (verbal and written). Proficiency with Microsoft office suite.

How to apply:

- Send CV/resume, required hourly rate, and documentation of rate to Stephanie Palmer ([spalmer@rti.org](mailto:spalmer@rti.org)) and Margaret Davide-Smith ([mdavidesmith@rti.org](mailto:mdavidesmith@rti.org)) by 12 September 2018.