

SCOPE OF WORK

Support for FY19 MMDP Work planning

Organization: Research Triangle Institute (RTI) International

Project: Morbidity Management and Disability Prevention (MMDP)

Position type: Consultancy

Job assignment: Support FY19 project work plan development

Location: Washington, DC

Duration: Up to twelve (12) working days

Reporting to: Stephanie Palmer, Project Manager

Assignment period: 22 June-24 July 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 finalization of the FY19 MMDP Ethiopia project work plan. RTI requires additional assistance to ensure the work plan due dates are met and submission are high-quality. Note that weekend 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' FY19 work plans for grammar and punctuation, as well as readability and comprehensibility.
2. Reviewing the MMDP project FY19 M&E tool to ensure accuracy and correlation with the work plan narrative and tables.
3. Assisting with comparison of work plan appendices, such as the implementation timeline, with the main work plan document, to ensure completion and correlation.
4. Alerting the Project Manager to any major issues detected within the work plans, 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 FY19 MMDP work plan, 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.
- Knowledge and working experience with neglected tropical diseases.
- 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) and Dano Gunderson (dgunderson@rti.org) by 14 June 2018.