



Terms of Reference (TOR) for Local Consultancy Project Coordinator, Regional and Continental Consultations

Background

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia.

Working side-by-side with our partners, we have experienced first-hand how long-term, locally driven investments in the health workforce can and do improve health outcomes in any setting from urban Zambia to rural Sierra Leone, mid-Ebola outbreak Uganda, and post-cyclone Malawi. The solution is long-term, but the problem is immediate. From the COVID-19 pandemic to the intensifying health effects of climate change, the gap in healthcare standards has been widening in recent years, not narrowing. We must act now to reverse this trend.

Seed is contracting an individual to act as a Project Coordinator for a series of research efforts and consultations across Africa between August and December 2025.

Objective

The Project Coordinator will deliver essential day-to-day operational and logistical support for a fast-paced, two-phase project consisting of a desk review, followed by multiple high-level consultations across the African continent. The role will ensure the smooth execution of activities, effective communication across partners and teams, and support the Project Manager in achieving the Project's objectives.

Scope of Work

- Support the project planning, coordination, and execution of four regional consultations and one pan-African convening across multiple African locations.
- Support execution of the research phase of this project, including survey dissemination and sharing survey findings with respondents.



- Manage logistical arrangements including venue preparation, travel coordination, participant communications, and provision of meeting materials, working closely with vendors and logistics teams.
- Assist in facilitating stakeholder engagement and participant coordination to ensure broad and diverse representation.
- Maintain accurate records of project activities, expenditures, communications, and progress reports.
- Support expense reporting and receipt collection, ensuring timely and compliant submission of vendor and stakeholder expenses.
- Facilitate effective communication and information flow among project teams, partners, and stakeholders.

Key Activities / Deliverables

- Coordinate logistical and administrative arrangements for regional and continental meetings including venue booking, travel, accommodation, technology requirements, and interpretation services.
- Support the development of outputs generated during the research phase, including surveys, interview guides, and final deliverables.
- Manage participant communication including sending invitations, tracking confirmations, and follow-up correspondence.
- Prepare meeting materials such as agendas, presentations, briefing documents, and synthesis papers in collaboration with project teams.
- Support the scheduling and facilitation of preparatory sessions with chairs, facilitators, and rapporteurs, ensuring clear communication of roles and expectations.
- Maintain thorough and up-to-date project records, including budgets, expenditure tracking, and progress documentation.
- Liaise regularly with internal teams and external partners to ensure information sharing and seamless project delivery.

Required Qualifications

- Bachelor's degree in Public Health, Development Studies, Social Sciences, or related field.
- 3–5 years of experience supporting complex projects, preferably in health or development in Africa.



- Strong organizational, multitasking, and time-management skills.
- Excellent written and verbal communication skills, with demonstrated ability to engage diverse stakeholders effectively.
- Experience managing logistical arrangements for multi-stakeholder events or consultations.
- Experience processing expenses using project Standard Operating Procedures.
- Proficiency in project management tools and office software (e.g., MS Office, Google Suite).
- Ability to work collaboratively within multi-cultural environments and navigate diverse partner relationships.
- Fluency in English; knowledge of additional African languages and/or French, Arabic, or Portuguese is an advantage.

Duration of Assignment

August 2025 to December 2025.

Application Process

Interested candidates should submit their applications through our [careers page](#) at this [link](#)

Equal Opportunity Statement

Seed Global Health is an equal opportunity employer that prohibits discrimination and harassment of any type, including without limitation on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, and local laws