



## **Terms of Reference (TOR) for Local Consultancy Project Manager, 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 Lead for a series of research efforts and consultations across Africa between August and December 2025.**

### **Objective**

The Project Manager will provide overall management support for a fast-paced, two phase-project: A desk review, followed by a series of high-level consultations across the African continent that are designed to foster dialogue and build consensus among diverse stakeholders. This role will ensure that all Project activities align with Seed's vision of inclusive, country-led health system strengthening and supports multi-stakeholder engagement. The Project Manager will oversee coordination across teams, ensuring seamless Project execution. A Project Coordinator will assist in the coordination and implementation of all project activities.

### **Scope of Work**

- Lead the planning, coordination, and execution of four regional consultations and one pan-African convening in five locations.

- Support execution of the research phase of this project, including desk research and knowledge of AI Deep Research functions, survey design, interview guide development, and analysis of findings.
- Oversee the development and implementation of project timelines, budgets, and deliverables, ensuring high-quality outputs.
- Facilitate collaboration among project team members, partners, and stakeholders at all levels, maintaining alignment with strategic objectives.
- Manage risks, resolve issues, and ensure compliance with organizational policies and donor requirements.
- Ensure effective communication and reporting to senior leadership and relevant partners.

### **Key Activities / Deliverables**

- Develop and implement a detailed project delivery plan, including timelines, stakeholder engagement strategies, and resource allocation.
- Manage the research and survey phase, including developing and adhering to timelines, stakeholder identification, and developing final deliverables.
- Coordinate regional consultation logistics, providing oversight and management of logistics teams, vendors, and Project Coordinator for venue selection, participant recruitment, agenda setting, and facilitation support (e.g., simultaneous interpreters; meeting materials).
- Develop a participant selection criteria and identify suitable participants for stakeholder meetings.
- Schedule and lead preparatory sessions with facilitators, chairs, and rapporteurs to ensure clarity of roles and effective facilitation techniques.
- Monitor project progress against milestones and budget, adjusting plans as necessary to maintain delivery quality.
- Oversee documentation, synthesis, and robust dissemination of consultation findings and key outputs, ensuring accuracy and neutrality.
- Serve as the main point of contact for partners and stakeholders, ensuring effective collaboration and coordination, and communication.



## **Required Qualifications**

- Master's degree or higher in Public Health, International Development, Project Management, or a relevant field.
- Minimum 7 years' experience managing multi-stakeholder projects in Africa.
- Strong organizational and leadership skills, with experience in budget and risk management.
- Excellent interpersonal and communication skills, including proven stakeholder engagement abilities.
- Demonstrated commitment to inclusive and equitable approaches in program management.
- Ability to work effectively across a range of stakeholders and cultures, from NGOs and community-based organizations to high-level government officials.
- Fluency in English; proficiency in additional African languages or French, Arabic, and Portuguese 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.