**Terms of Reference: Executive coaching consultancy**

**SCHEDULE 1 - Services**

**Background to Malaria Consortium**

Established in 2003, Malaria Consortium (MC) is one of the world’s leading international non-governmental organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among under privileged populations. MC is a UK-based organization implementing programmes in nine countries in Africa and Asia, supporting preventative care and treatment for essential health services. As leading technical research and implementing organization, we work closely with national health ministries at national and sub-national level to support the control and management of malaria, child survival and neglected tropical diseases. Our areas of expertise include:

* disease prevention, diagnosis and treatment, control and elimination, focussing on malaria, neglected tropical diseases and maternal and new-born health.
* innovation in vector control and research into drug resistance and resilience treatments health systems strengthening including strengthening routine health information systems.
* research, monitoring, and evaluation leading to best practice.
* Pioneering work in community health services, including integrated community case management (iCCM) and social and behaviour change.
* digital health solutions for strengthened community delivery and disease surveillance and data driven decision-making
* national and international advocacy and policy development.

**Geographical presence**

Malaria Consortium supports programmes in four regions:

* Southeast Asia: Cambodia, Thailand and Myanmar
* Southern and East Africa: Uganda, South Sudan, Ethiopia and Mozambique
* West & Central Africa: Burkina Faso, Chad, Togo and Nigeria
* UK Office: London

**Background to Consultancy**

Malaria Consortium is governed by a Board of Trustees, which meets quarterly in addition to the Annual General Meeting (AGM). The Board of Trustees take the major strategic decisions for the organisation, in alignment with Malaria Consortium’s aims and values. Day-to-day operational decision-making is delegated to the Chief Executive, who is supported by members of the Global Management Group to ensure Malaria Consortium achieves its strategic objectives.

The Global Management Group consists of eight members: Chief Executive, Regional Director West & Central Africa, Regional Director East & South Africa, Director of Global Operations Support & Asia, Technical Director, HR Director, Finance Director, and Development Director. The Chief Executive has been in post for more than 12 months (after many years in the Technical Director role), and we have new members due to backfilling and creation of new roles.

These new GMG dynamics, coupled with the need for the GMG to lead on developing a new organisational strategy, presents an opportune time for the GMG members to learn how they work together and how they can improve, to effectively lead on strategic direction.

**Job purpose**

Overall Objective

To develop and build on appropriate leadership qualities of individual GMG members, focusing on improvement in self-awareness and identifying individual leadership goals. Through a collaborative learning process, the GMG will come to understand their leadership styles, and find the best ways to work together to fulfil our current strategy while simultaneously developing our future organisational strategy.

Key objectives

* As a team, identify current group GMG dynamics and working relationships.
* Coach the GMG to identify the most effective ways of working together to achieve our mission.
* Identify individual leadership philosophies and workshop how to make these fit together in a cohesive group.
* Discuss priorities on how to go about new organizational strategy development, including dealing with change management, communication and decision-making.

**Outputs:**

* In March 2024, lead a 2-day executive team coaching of Malaria Consortium Global Management Group.
* Individual coaching: Using an appropriate approach, coach individual GMG members on strategic leadership. This can be run remotely or in-person.
* Provide a brief feedback report to the Chief Executive on areas for development and any recommendations for next steps on executive leadership.

1. **Scope of work**

**Deliverables:**

*The format and structure of these deliverables are for example purposes only. Malaria Consortium is prepared to consider different coaching programs and approaches.*

|  |  |
| --- | --- |
| **Specific Tasks and Level of Effort (LOE)** |  |
| **Phase 1 : Collecting and gathering information** | **days** |
| 1.1 Desk review of MC’s GMG and initial information gathering | 1 |
| 1.2 Staff interviews or surveys to gather feedback on GMG members | 2 |
| 1.3 Interviews with individual GMG members | 2 |
| 1.4 Create a preliminary report with the findings and recommendations on areas to focus on | 1 |
| **Phase 2: Coaching** |  |
| 2.1 Preparation for facilitation of group coaching session | 2 |
| 2.2 Facilitate in-person group leadership coaching day | 2 |
| 2.3 Facilitate appropriate individual coaching | 2 |
| 2.4 Create final report for CE on executive leadership of Malaria Consortium | 1 |
| **Total** | **13** |

Consultancy Management reporting:

* Senior Performance & Development Specialist

Oversight Management reporting:

* Chief Executive

Key Relationships

* Global Management Group
* Senior Leadership
* HR

1. **Contractual terms**

The consultancy will be home based for preparation work and in-person for group coaching during week commencing 11 March 2023. Individual coaching activities could be a combination of in-person and remote. The consultant will prepare an overall work plan at the beginning of the assignment, which will be discussed and agreed with the supervisors.

* Place of work: Desk-based and in-person (Central London location)
* Type of contract: consultancy contract
* Fees: Professional fees
* Insurance: Professional indemnity insurance is a pre-requisite
* Equipment: Should have own computing and broadband facilities for remote collaborations

1. **Qualifications and Requirements:**

* Advanced university degree (Master’s degree or equivalent) in a field relevant to the assignment
* Accredited in relevant executive coaching program, or equivalent
* Experience in running executive coaching programs, particularly in a group context
* Experience of working in an African context
* Knowledge of training tools and methods and proven experience delivering on executive coaching
* Fluency in oral and written English is required
* Robust analytic and report writing skills
* Excellent interpersonal skills

**How to apply:**

* Interested candidates are requested to submit
* A cover letter including professional fees in US$ or GBP£
* A detailed CV
* A Bidder Response Document including 3 clients’ references
* Note that we will require you to have professional indemnity insurance.
* Please submit your application to hr.recruitment@malariaconsortium.org