

Term of Reference (TOR): Network Coordinator

Organization	Neglected Tropical Diseases NGO Network (NNN)
Title of Assignment	Network Coordinator for 2024 NNN Conference
Location	Remote work
Duration	It is estimated this project will span January to December 2024. See timetable.

Background

Established in October 2009, the Neglected Tropical Diseases (NTDs) NGO Network is a global forum of 98 members comprising a broad range of NGOs and institutions working with ministries of health and other stakeholders to end suffering from NTDs and enhance our community of practice through membership engagement, learning, and knowledge sharing. NNN is well aligned with [the 2030 NTD Road Map](#) through a set of clear [objectives](#), directed toward effective collaboration via its [disease-specific and cross-cutting groups](#), and knowledge sharing via its [annual conference](#). The network is governed by a Steering Committee (SteerCo) composed of the Chair, the Vice Chair, and the Immediate Past Chair. Together with the Executive Committee (ExCo) from the 13 cross-cutting and disease-specific working groups and a volunteer administrative support team, the committee oversees the management of the network and ensures it is meeting its objectives. Our [framework for engagement](#) lays out who we are, what we do, why we do it, and how we do what we do.

The NNN Annual Conference

The flagship [NNN annual conference](#), which is now in its 14th year, is a unique platform that cultivates collaboration and learning, encouraging NTD practitioners, government leaders, researchers, policymakers, and other stakeholders to re-evaluate operating models and celebrate best practices that support and empower national NTD programmes. The conference brings between 300 to 500 delegates from more than 50 countries together over 3 days in a series of working groups, workshops, rapid fires and special event sessions.

Objective and Scope of Work

Accountable to facilitate the successful planning and execution of the 15th Annual NNN Conference in 2024 and support the NNN SteerCo in coordinating with our professional conference organisers (PCO), vendors, partners, the ExCo and the NNN members on all issues related to the network and conference planning. You will report to the NNN Vice-Chair, with regular project update meetings.

Responsibilities

Specific Responsibility	Indicative Deliverables	Timeline/Deadline
Conference Programme Planning	Support the NNN SteerCo in developing a contextually appropriate conference theme.	March 2024
	Coordinate with the NNN conference committee and SteerCo to develop a comprehensive programme aligned with the conference theme.	March 2024
	Work with the conference committee to identify and invite keynote speakers, panellists, and moderators.	May 2024
	Work closely with the chairs and co-chairs of all cross cutting and disease specific working groups to create a detailed agenda, including session timings, breaks, and special events.	July 2024
Conference Logistics	Coordinate the management of the exhibition area and sponsor deliverables.	September 2024
	Oversee the identification, production, and purchase of conference materials, such as conference badges, gifts, banners, and souvenirs.	September 2024
Conference Content Overview	Work closely with the members and leaders of the NNN working groups to curate materials, scripts, and presentations for the conference.	September 2024
	Serve as Liaison with the SteerCo and PCOs to curate conference content including but not limited to statement of reflexivity, description of the allocated theme, and conference content that go on the official NNN Website.	September 2024
	Collaborate with the SteerCo and PCOs in the development of an agenda for the opening and closing plenary sessions.	July 2024
	Track the submission of relevant content from sponsors, workshop, and rapid-fire presenters.	September 2024
	Ensure thorough documentation of conference proceedings, including recordings, photographs, and summaries.	December 2024
	Coordinate with the NNN conference communications task team to develop appropriate and timely messaging for delegates and the wider NNN audience via social media, conference app and the NNN website	September 2024
Post-Conference Evaluation	Track and organise survey and feedback submissions sent to sponsors and delegates before, during and after the conference.	November 2024
	Collect and carefully document key assets from the conference including banners, pictures, recordings, and other documents.	December 2024
	Support the SteerCo in a post-conference evaluation exercise including debrief sessions, data analysis and reporting.	December 2024
	Support SteerCo and communications working group with conference report.	December 2024
	Other duties as assigned.	December 2024

Network Support	Collaborate with the SteerCo to facilitate and coordinate quarterly (ExCo) calls, ensuring effective communication and alignment within NNN leadership.	March, June, September, December 2024
	Work with the SteerCo to strategize and send out semi-annual member updates, providing NNN members with insights, progress, and developments within the network.	January – December 2024
	Lead the effort to enhance knowledge management by systematically organising and archiving relevant documents, presentations and other valuable assets into the NNN drive ensuring they remain accessible for ongoing reference and learning.	December 2024
Stakeholder Communication	Assist the communications working group in developing communication updates and maintain regular communication with conference stakeholders, including sponsors, speakers, delegates, and volunteers.	October 2024

Work Relationship

1. This is a contract for a 12-month project, culminating in the 2024 NNN conference in COUNTRY and post-conference wrap-up.
2. Tasks would be completed using personal resources (e.g., computer and internet connection). The NNN does not provide work space or working resources.
3. Project fees and payment frequency are to be agreed with the successful party.
4. This contract is subject to a Project Agreement with the freelance expert, to be shared with shortlisted interested parties.

Further details will be elaborated in the project contract.

Qualifications and Skills:

1. Bachelor's or other advanced degree with a minimum of 3 years of experience, or equivalent level of expertise.
2. Previous experience with event planning and logistics.
3. Cross-team coordination and knowledge management.
4. Competent skills in developing systems and processes to improve efficiency.
5. Ability to collaborate effectively while keeping tasks or projects on time and on budget.
6. Excellent skills in the areas of judgement, organisational skills, diplomacy, discretion and written and oral communication.
7. Strong communication with internal and external stakeholders/vendors; triage, manage and prioritise tasks related to external and internal inquiries for programmatic and non-programmatic information.
8. Ability to work effectively under pressure and meet deadlines.
9. Problem-solving skills and attention to detail.
10. Availability to travel to NNN conference location and participate in the conference during Sep-Oct 2024. Travel and accommodation costs will be covered by the NNN.

Application Submission:

Qualified interested parties are requested to submit a professional profile, to include relevant experience at this level of complexity and showing successful completion of similar projects within budget and to a high standard.

Please submit your application to info.ntdngonetwork@gmail.com by **31 January 2024**.