

TERMS OF REFERENCE FOR A CONFERENCE COORDINATOR

1. INTRODUCTION

1.1 About Center for Health, Human Rights and Development (CEHURD)

Center for Health, Human Rights and Development is a non-profit indigenous, research and advocacy organisation established 13 years ago to pioneer the justiciability of the right to health. CEHURD advances social justice in health and human rights in Uganda and East Africa with regional and global impact. CEHURD's approaches of work include, among others: strategic litigation; legal aid service for health rights violations; capacity strengthening; legal empowerment and social accountability; research, legal and policy advocacy and social movement building. These interventions are implemented at national, regional, district and community level. We seek to impact laws and policies; health practices and services and change of social norms and practices which impact negatively on the realization of health, human rights and sexual reproductive health and rights (SRHR). We work collaboratively with other health and human rights organizations, community structures, our target constituencies, government structures and systems; professional councils and associations as well as relevant Government Ministries, Departments and Agencies.

1.2 Background to the assignment.

CEHURD in partnership with the Uganda Ministry of Health is planning a National Conference on Health, Human Rights and Development (UCHD) that will bring together partners, beneficiaries, experts and the general public to discuss pertinent issues

regarding health and human rights in Uganda as a key factor that can enable the nation achieve sustainable development.

The UCHD conference will focus on the country's advancement on realizing the right to health within the context of sustainable development goals (SDGs). The right to health is a fundamental part of our human rights and human dignity. It is a development issue, which is incorporated in international and regional human rights treaties and in national laws, policies and strategies. The state has an obligation to bring their laws into line with international, regional and national human rights standards. Indeed, Uganda has made commitments in global, and regional treaties and declarations as well as in national policies and laws aimed at promoting the health and wellbeing of all Ugandans.

CEHURD and the Ministry of Health have a shared vision of realizing good health and wellbeing for all people in Uganda. We both work to ensure that all Ugandans have access to the health services they need, when and where they need them, without financial hardships. This is in alignment with Uganda's Vision 2040; National Development Plan III – Human Capital Development Program (HCDP); the Ministry of Health Strategic Plan 2020 – 2025 and the Third National Health Policy which is the country's commitment towards realizing Universal Health Coverage.

The conference will comprise of various pre-conference events such as a blood campaign, online campaigns, workshops etc. The main 3-day conference event will include, exhibitions, side events, presentations,

workshops, launch of products, a fundraising dinner and so much more. In order to facilitate the organization and completion of the conference, CEHURD would like to recruit an individual with the required skills, competences and experience in organising such large events to coordinate the conference together with CEHURD.

2. PURPOSE OF THE ASSIGNMENT

To provide coordination and technical support for the effective preparation, delivery and reporting of the Uganda National Conference on Health, Human Rights and Development (UCHD) scheduled for **27th – 29th September 2023 in Kampala, Uganda.**

SCOPE: The coordinator will be expected to support the team for a period of Five months **starting June up to October 2023.**

3. SCOPE OF WORK

The Coordinator should undertake the following

1. Coordinate communication flow between the conference co-hosts i.e Ministry of Health and CEHURD.
2. Coordinate all conference processes with support from the National Conference Organizing Committee and the various sub-committees.
3. Check the alignment of submitted abstracts with suitable conference tracks through the review of abstract titles.
4. Send out abstract review information to the abstract reviewers and support them to complete the review

5. Send out abstract notifications to authors and respond to their questions.
6. Support the process of preparation and delivery of notifications and invitations to key note speakers, guests and their technical teams.
7. Support the process for the compilation of the conference abstracts book, its editing and availability on the CEHURD website.
8. Work with the Scientific and Publicity Committee to develop presentation guidelines for the various types of presentations – oral, poster etc.
9. Work with the scientific committee to keep in communication with plenary speakers and session chairs.
10. Coordinate all activities related to beneficiaries of conference bursaries if these become available including: compiling a detailed list of the beneficiaries, writing bursary letters for the beneficiaries and keeping regular communication with them.
11. Liaise directly with the Events Company in case one is considered to ensure all logistical arrangements (including travel arrangements) for bursary recipients, plenary speakers and invited guests are arranged.
12. Work with the scientific committee, publicity committee and the Events Company (in case this is available) to ensure the programme is compiled, edited and included in the abstract book.
13. Liaise with the logistics and publicity committees to ensure that name tags are prepared for all registered delegates.
14. During the conference the consultant shall;
 - i. Work with the conference committee to oversee a smooth and effective registration process of delegates.
 - ii. Provide support to various exhibitors and their key contact.

15. Work with the conference organizing committees and provide technical guidance based on your experience in this area.
16. Work with the conference committees to arrange pre-conference events and key meetings.
17. Support the process of identifying Award winners and organizing Award giving ceremonies.
18. Support the relevant committee in organizing the fundraising conference dinner.
19. Support any other conference duties as may be reasonably requested by the various conference committees.

4. EXPECTED DELIVERABLES

In line with this assignment, the coordinator is expected to deliver the following deliverables;

- Conference preparation tracker
- Weekly reports with specific updates on key milestones
- Invitations to the conference
- Successful pre-conference events and related reports
- Successful conference and related reports
- A database of contact information for all attendees.
- Appreciation communications to all participants

5. REPORTING

The work will be implemented in close coordination with The Senior Programme Officer, CPN as the assignment focal person and different committee leads e.g. Scientific committee, Publicity and ICT committee, Finance and Fundraising committee, Logistics and Welfare committee among other teams.

6. PROFESSIONAL EXPERTISE

The Coordinator will be selected on the basis of their proven experience, qualifications and ability to deliver quality work. Demonstrable knowledge and experience in conducting similar assignments will be an added advantage.

7. COMMENCEMENT OF WORK

The consultant will begin work immediately after signing the contract with Center for Health, Human Rights and Development. The Coordinator shall deliver in good faith the best possible quality of work in accordance with the contractual obligations.

8. APPLICATION PROCEDURE

Interested individuals must submit the following information to UCHD.2023@cehurd.org and copy info@cehurd.org by **Friday 26th May 2023**.

- The relevant past experience in similar tasks.
- Expression of Interest explaining why you are the most suitable person for the task, and providing a brief methodology on how you will approach and conduct the assignment.
- A financial Proposal broken down in line with the deliverables.
- Confirmation that the candidate is able to work within the timeframe provided.

9. KEY CONTACTS

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