



**POSITION: Conference Consultant – GHPC21 “Unlocking Potential: Prioritizing Child and Adolescent Health in the Next Decade”**

**REPORTS TO:** Executive Director (ED)

**LOCATION:** Washington, DC / Remote

## BACKGROUND

CORE, Inc. (CORE Group) is a leader in global community health, working to end preventable maternal, newborn, and child deaths around the world. We have a comparative advantage through collaborative action to promote and safeguard health in communities and create new models for reaching the most marginalized populations. As a neutral, trusted platform for a coalition of more than 100 members, we work together with the broader global health community to foster collaboration and learning, strengthen technical capacity, develop innovative tools and resources, and scale evidence-based approaches to improving health. Learn more here: [www.coregroup.org](http://www.coregroup.org).

For over two decades, CORE Group has hosted a Global Health Practitioner Conference (GHPC) featuring skills-building sessions, recent evidence on cross-sectoral technical areas, and dialogue on community health. We have a unique opportunity this year to connect even more organizations and professionals around the world with our new **digital format**, and this year is particularly important as we set the stage for future investment and innovation in child and adolescent health and well-being.

As highlighted by the WHO–UNICEF–Lancet Commission on “*A Future for the World’s Children*” and the Every Woman Every Child (EWEC) “Global Strategy for Women’s, Children’s and Adolescents’ Health” now is a **critical** time to prioritize child and adolescent health. The COVID-19 pandemic is threatening progress made as health systems struggle to rapidly respond to this crisis and children and adolescents are often bearing the brunt of the impact. Increased violence against children, reduced access to routine healthcare, especially sexual and reproductive services, and stunted social development are just a few of the issues exacerbated by this global pandemic. **Now is the time to prioritize children and adolescents, it is time to UNLOCK POTENTIAL.** This conference will address the **technical components** of child and adolescent health, **advocacy strategies**, as well as **innovation** in this space. This conference will go beyond health and dive deep into well-being, including mental health, road safety, climate change, security, economic empowerment, early childhood development, and digital education.

**GHPC 2021** will continue the dialogue and action from our July virtual event [Lives in the Balance: A COVID-19 Summit for the Health and Well-Being of Women, Children, and Adolescents](#) hosted by CORE Group and the Partnership for Maternal, Newborn, & Child Health (PMNCH) which was attended by over 3,000 participants globally.

Implementers, UN agencies, academics, donors, private sector, youth, civil society, and community health advocates operating locally and internationally are invited to participate in this engaging, highly interactive, three-day, virtual event. Using interactive technologies to encourage diverse participation and sustained engagement, the Conference will include keynote addresses, high-level plenary sessions on topics related to the key COVID-19 themes, concurrent sessions in “break-out rooms” to allow a deep dive on specific topics related to each of the Virtual Conferences objectives, opportunities to network, create social connections, showcase best practices, and join engaging activities.

#### OBJECTIVES

1. **STRENGTHEN** commitment to child and adolescent health, empower young people to advocate for their rights to health and well-being, as well as strengthen technical assistance
2. **MOBILIZE** and strengthen cross-sectoral partnerships and innovation for child and adolescent health research, advocacy, implementation, and financing in the next decade
3. **SHARE** evidence-based research, disaggregated data, and emerging solutions to ensure improved health outcomes for children and adolescents.

#### JOB DESCRIPTION

##### **GHPC 2021**

Organizer will lead CORE Group staff the planning committee in choosing and developing the key themes and related tracks; decide session topics; selecting and communicating with presenters; finalizing the agenda; and organizing any special requests from presenters and panelists. The Conference Organizer will also help with coordination of responsibilities at the Conference, lead Technical Planning meetings and have follow-up next steps with key persons assigned, support of presenters and facilitation of sessions where necessary, delegating of Communications and Marketing to the CORE Group team and the Communications Committee, make requests to the Technical Planning Committee to lead organization of the concurrent sessions or panels, work closely with the *Difference Consulting* on all technical aspects and methods for interactive dialogue and engagement. The consultant will also help support online evaluations post-report and write and support production of a final report post conference,

that will summarize key takeaways and next steps. This report will be developed in conjunction with the *Difference Consulting*.

General responsibilities will include, but not be limited to the following:

### **PRIOR TO THE CONFERENCE**

In collaboration with CORE Group Staff and Conference Planning Committee, lead the Conference planning and coordination with the Global Planning Committee

- Meet with CORE Group staff to verify roles / responsibilities.
- Meet with the CORE Group Executive Director regularly to understand history, strategy, and vision of the Conference, as well as to have “check-in” points in the timeline.
- Lead all weekly Planning Committee calls with Follow-up action points for all. Ensure all aspects of the Conference are covered in discussion and follow-up assignments. Meet with *the Difference* regularly for strategic planning and technical planning
- Provide input into Conference agenda related to the selected theme and input
- Encourage and facilitate rapid input and support agenda development, speakers, media contacts, etc.
- Solicit and recommend ideas to make the Conference energizing and participatory.
- Participate in discussions of any post-Conference sessions and follow-up activities as needed
- Participate in the Conference, ensure a smooth flow of program, optimal coordination, and high engagement and interactivity
- Other duties as requested by the Executive Director, that are mutually agreed upon, and in the scope of the assignment

#### DELIVERABLES 1 :

- Revise Conference agenda, in accordance with Conference theme, to guide planning process for Technical Planning Committee
- Plan timeline for roles and responsibilities of Technical Planning committee, with deliverables clearly outlined
- Identify plenary and concurrent session themes and potential constituencies to lead content, identify speakers
- Work with Planning Committee and *the Difference* on format, timezones, and overall agenda design
- Revise current template and plan for individual session design, after final themes are determined
- Provide rapid input to Conference advertising strategy to maximize participants/attendance, working closely with the CORE Group/PLANNING COMMITTEE Communications team

#### DELIVERABLES 2

- Work with plenary, concurrent and all other point people and presenters to:
- Ensure that all presenters are aware of the GHPC Conference objectives and need for follow-up action.
  - Ensure each person receives guidance on session design, requirements, participation, etc. and speakers are prepped
  - Ensure that all Point People for session design are on track in terms of recruiting others and designing a session that includes, at a minimum, one participatory activity and other required criteria.
  - Receive Session descriptions, speakers and links to bios of all speakers, so that it may be advertised and updated on website's on-line program
  - Work with Communications team on media dissemination and advertising of event, strategies for engagement and interactive design

#### DELIVERABLES 3

- Support presenters, session organizers, and Planning Committee as needed.
- Work with *the Difference* to define energizers/ice-breakers that engage the audience throughout the Conference, insert into internal agenda for flow of program
- Finalize the after-action report format, post-Conference deliverables, and create outline of format
- Support and ensure that plan for post-conference report is executed.
- Finalize any changes in agenda prior to Conference

#### DELIVERABLES 4 – February 2021

- In coordination with *the Difference*, develop a very detailed report analyzing and summarizing the Conference takeaways, evaluations, after-action report, as well as key next steps from the Conference
- Lead a debriefing activity with CORE Group/planning committee staff and Global Planning Committee.
- Send “thank you” emails and follow-up as necessary to presenters and session organizers

#### PAYMENT

The consultant will be compensated for services based on CORE Group’s acceptance of deliverables, based on an agreed upon schedule. Payment will be made upon submission of a detailed invoice listing work by date with key tasks rendered on behalf of CORE Group and acceptance of any deliverable.

#### EXPERIENCE REQUIRED

- Knowledge of global health issues related to child and adolescent health, across multiple stakeholders and implementers
- Prior experience in global health event planning, meeting design and organization of agenda
- Prior experience in group facilitation and participatory action planning
- Experience navigating high-level and political elements of high-level event planning; experience working with donors, UN, political figures and CEOs of organizations, Diplomacy skills
- Excellent spoken and written communication skills in English
- Ability to work under stress and for rapid turnaround of assignments
- High level of organization skills

#### HOW TO APPLY

Please email your resume and cover letter to [jobs@coregroup.org](mailto:jobs@coregroup.org). Use “GHPC21 Conference Consultant\_LastName” as the subject line – no phone calls please. Only potential interviewees will be contacted.