



## Terms of Reference

### Coordinator for the *From Words to Action* project

to support the development and piloting of a self-assessment tool enabling NTD organisations to gain more understanding of the gaps and challenges that exist in relation to inclusion and participation of persons affected by NTDs

#### 1. Background and Purpose

In 2020 the [NTD NGO Network \(NNN\)](#) adopted a Statement on Participation. The aim was 'to ensure that persons affected by neglected tropical diseases (NTDs) have the space and support for meaningful and effective participation in policy- and decision-making processes of NNN organisations. Although commitment to this statement is a fantastic and relevant step towards meaningful participation, the question remains: how to act on this commitment? Organisations are making efforts, and there is some progress, but evidence is still anecdotal. As the participation statement says: the active participation of persons affected by NTDs is not always a reality. It was concluded that it is time now for a more structured way to boost inclusion and participation in our organisations and measure the progress that is being made.

A start was made with the development of a self-assessment tool that can be used by NTD organisations. The tool aims to support organisations to gain an understanding of the gaps and challenges that exist in relation to inclusion and participation of persons with NTD related morbidity and disabilities in their organisation and programmes in a meaningful way. Additionally, it aims to support the identification of opportunities for improvement and follow-up and measurement of success.

The tool, now called 'NTD-Inclusion Score Card' (NISC), is still in a draft stage and has been discussed at several conference workshops. The tool distinguishes six organisational domains for which (progress on) inclusion and participation can be assessed: (1) governance, (2) programme management, (3) human resources, (4) financial resources, (5) accessibility, and (6) external relations.

The opportunity was given by the International Federation of Anti-Leprosy Associations (ILEP) to further develop the NISC and pilot the tool in 10 organisations over a period of one year through the *From Words to Action* project. These Terms of Reference outline the core activities and deliverables for a project coordinator who will support the development and piloting of the NISC, building on the work of the NTD NGO Network working group on Participation, Inclusion, Human Rights and livelihood.

The coordinator will work with, and answer to the *From Words to Action* Coordination Committee representing the Deutsche Lepra- und Tuberkulosehilfe (DAHW), The Leprosy Mission (TLM), NLR and persons affected by an NTD, and is guided by the broader NNN community. The coordinator will be contracted by [NLR](#) in Amsterdam but can be based anywhere on Earth as most work will take place online. The coordinator will work with the Programmes, Research and Partnerships department.



## 2. Activities and Deliverables

The *From Words to Action* project coordinator ensures that the project is fully implemented according to the approved project description and in accordance with ILEP funding requirements. The coordinator will be responsible for the day-to-day project coordination, including project planning, budget keeping, relationship building and collaboration with all involved organisations, communication and reporting. In addition to some face-to-face meetings, most work will take place in an online environment.

- Implement Kick-off, review and dissemination workshop with all project partners and persons affected at various stages of the project.
- Finalise the draft NTD Inclusion Score Card (NISC)  
A draft format is available, input needs to be incorporated and a draft guide on use of the NISC needs to be written.
- Pilot of the NISC in 10 NTD organisations (including ILEP organisations)  
The project coordinator will provide support to the pilot organisations on how to apply the tool. Feedback will be gathered from the implementing organisation on the tool and its use(fulness) to enhance increased awareness, discussion and accountability within organisations on inclusion and participation.  
Information from the pilots will be tabulated, analysed and processed.  
Compile a document with links to existing guides, tools and best practices on how to possibly address issues that may be identified by the self-assessment, as an annex to the NISC.
- Finalise the NISC including final feedback from piloting organisations
- Publish and distribute the NISC through various platforms to ensure wider dissemination and access to the instruments
- Provide the coordination committee with timely and accurate information to support collaborative decision making.
- Ensure timely and quality narrative and financial reporting, according to the donor's reporting schedule in close cooperation with colleagues and partners.

The *From Words to Action* project coordinator should have regard for

- The active participation and meaningful involvement of persons affected by NTDs throughout all aspects of the project
- The participation of a range of NTD NGOs, representing a range of NTDs
- Alignment with the [NNN Statement of Participation](#)



### 3. Qualifications & Experience

#### Education

- Primary qualification at post-graduate level in social sciences, global health, disability, NTDs, human rights or related field
- Qualification and experience in public health, including in applying relevant tools and project implementation is desirable

#### Knowledge & Skills

- Knowledge of international and/or national networks and organisations for NTDs, preferably having professional experience in these networks and organisations
- Knowledge of participatory methods
- Ability to work with diversity and multi-disciplinary teams
- Excellent communication and presentation skills
- Fluency in written and spoken English is essential. Fluency in written and spoken French, Spanish or Portuguese desirable.

The coordinator will need to have continuous access to a stable and strong internet connection.

### 4. Timeframe & application

The *From Words to Action* project will run from 1 November 2022 to 31 October 2023. The coordinator will be contracted for 2-3 days per week for 12 months.

A competitive salary or rate (if consultancy) will be agreed based on reasonable rates for level of experience and proven abilities of the coordinator.

**The closing date for applying is 12 October 2022.** Please include:

- An explanation of how you fulfil the coordinator profile criteria and your relevant skills, experience and motivation;
- CV with 2 references.

In case you have any questions about the position, you can contact Robin van Wijk via [r.vanwijk@nlrinternational.org](mailto:r.vanwijk@nlrinternational.org)

**Please send your application to: [vacaturesNLR@Leprastichting.nl](mailto:vacaturesNLR@Leprastichting.nl)**

Persons affected by an NTD and/or with a disability are strongly encouraged to apply

#### **Do you want to make an impact for people who need it most?**

Working with NLR -until **No Leprosy Remains**, means working towards a world without leprosy and its consequences. NLR is an international NGO that has been one of the major change-makers in the fight against leprosy in the past 50 years.

A world without leprosy is a concrete and realistic goal. Our ambition is to achieve this in 2040 with an enthusiastic and committed workforce. We continue until **No Leprosy Remains!**