

TEAM MEMBER ROLES AND RESPONSIBILITIES

During the planning phase, the team lead plays the largest role. He or she will represent the assessment team in discussions with the client and local stakeholders, and will be responsible for identifying other team members.

Team Lead

- Engage with client and local counterparts (donors, government, etc.) to determine the scope of the assessment.
- Work with the team coordinator to draft and finalize the scope of work; get approval from the client.
- Select other team members, including local consultants.

Team Coordinator

- Identify, and schedule interviews with, candidates for the local health sector expert and logistics consultant positions.
- Help draft the scope of work.
- Assist with setting up teleconferences and meetings with key stakeholders to plan the assessment.
- Develop budget and track spending throughout the assessment process.

Subject-Matter and Local Health Sector Experts

- Contribute to sections of the scope of work.
- Brainstorm about key stakeholder groups to interview during the fieldwork step.

Logistics Consultant

- Gather and consolidate contact information for key stakeholders.
- Begin the process of scheduling interviews with stakeholders and key informants, as well as site visits.