

TEAM MEMBER ROLES AND RESPONSIBILITIES

While all team members have an active role during the learning phase, the team coordinator plays an important role—collecting and organizing existing resources and documents, and analyzing publicly available data. The coordinator then makes this information readily available via the field guide.

Team Lead

- Facilitate team practices (how members will work together, including specific tools or processes).
- Assign specific tasks to team members.
- Work with the team coordinator to ensure that everyone has access to key resources identified over the course of the desk review.
- Ensure that team members submit summaries of findings, gaps, and questions according to schedule; compile summaries and work with the team coordinator to incorporate these into the field guide.
- Coordinate with the local logistics consultant to prepare for fieldwork.
- Review the schedule of interviews daily to ensure that the team captures all of the required information.

Team Coordinator

- Conduct a literature review.
- Request documents from the donor and in-country contacts (e.g., government ministries, development partners) to include in the desk review.
- Maintain a master reference list of all documents and resources consulted—a best practice is to create an list organized by technical area or health domain.
- Consolidate the field guide, based on inputs from team members.
- Coordinate key informant interviews and site visits in collaboration with the local logistics consultant.
- Procure copies of documents and reports referenced during stakeholder interviews. (Many of these are only available in-country, and as hard copies.)
- Maintain a spreadsheet of everyone consulted or interviewed during the assessment process.

Assessment Phase 2: Learn

Subject-Matter and Local Health Sector Experts

- Review documents relevant to assigned areas, scan for any additional resources, and ensure that all documents consulted are shared with the team coordinator and added to the master reference list.
- Draft a summary of findings, gaps, and questions emerging from the desk review and secondary analysis; work with the team coordinator to ensure that these are documented in the field guide.

Local Logistics Consultant

- Schedule site visits and interviews with stakeholders, based on input from team members.
- Coordinate and update the schedule on an ongoing basis throughout the fieldwork process.
- Organize debriefing meetings with all partners and stakeholders, including securing a meeting space and sending invitations (as necessary).

TIP ► The local logistics coordinator often plays an important role in identifying and collecting documents that are available only in country—such as laws and regulations relevant to registration and licensure of health facilities and health workers—and which may only exist in hard copy.