

## TEAM MEMBER ROLES AND RESPONSIBILITIES

### *Technical Reviewer*

Prior to producing the master draft it's important to identify a technical reviewer who will review the report in its entirety and provide quality assurance. This person should be an experienced senior technical expert. Typically the reviewer is an employee of the organization conducting the assessment—a trusted colleague but not part of the assessment team. While the team lead has already checked for consistency and cohesiveness, this reviewer provides a fresh eye and feedback to ensure that the narrative, findings, and recommendations all fit together and make sense. Some assessment teams engage two or more technical reviewers.

### *Team Lead*

- Assign writing tasks.
- Identify need for research input, as necessary.
- Lead the process of reviewing and analyzing data collected to identify findings and develop practical recommendations.
- Write sections of the report, and be responsible for finalizing overall report.
- Check report for consistency, accuracy, and cohesiveness.
- Oversee the technical review process; respond to queries and comments on behalf of the team.

### *Team Coordinator*

- Work with logistics consultant to secure any additional data or gray literature not obtained during fieldwork.
- Write sections of the report, as assigned.
- Check facts.
- Consolidate and coordinate inputs from team members.

### *Subject-Matter and Local Health Sector Experts*

- Review and analyze data individually and collectively; revise key findings for assigned sections.
- Develop practical recommendations that build on strengths and address identified weaknesses and/or causes.
- Use the field guide to develop draft chapters; ensure that all content is submitted on time to the team coordinator.
- Provide timely responses to queries during the editing process.

### *Local Logistics Consultant*

- Follow up on any requests for additional data or information by team members.