

TEAM MEMBER ROLES AND RESPONSIBILITIES

Throughout this phase, the team lead and team coordinator are focused on sharing the master draft with key stakeholders and external technical reviewers, and soliciting and incorporating their feedback.

Team Lead

- Share report with technical reviewers (internal and external).
- Work with team members to incorporate feedback and finalize report.
- Coordinate with the donor to select dates, venue, and key stakeholders to invite for in-country validation and prioritization workshop.
- Prepare technical presentations for workshop and coordinate with local counterparts to design and facilitate the validation and prioritization workshop.

Team Coordinator

- Consolidate feedback from reviewers and revisions from team members.
- Work with donor (and logistics coordinator, if desired) to ensure that the validation and prioritization workshop runs smoothly.

Subject-Matter and Local Health Sector Experts

- Revise assigned sections based on feedback from technical reviewers and in-country workshop.

Local Logistics Consultant (Optional)

- Provide logistical support for the validation and prioritization workshop, including issuing invitations, tracking RSVPs, and producing printed copies of the report for all participants.