



Call for Consultant
Vital Strategies and NCD Alliance
New York

Terms of Reference

Title:	<i>Consultant: Policy and Advocacy</i>
Contract Type:	Consultant
Contract Duration:	12 months
Start Date:	July 2019
Application Deadline:	10 July 2019

Vital Strategies

Vital Strategies (Vital), based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

NCD Alliance

Founded in 2009 by four international NGO federations – the International Diabetes Federation, the International Union Against Tuberculosis and Lung Disease, the Union for International Cancer Control, and the World Heart Federation – the NCD Alliance (NCDA) is a unique civil society network leading the way to a world free from preventable suffering, disability and death caused by non-communicable diseases (NCDs).

With a strong global network of more than 2,000 organizations in 170 countries; strategic relations with the World Health Organization, UN, and governments; and staff in Geneva, London and New York, the NCD Alliance is at the forefront of elevating NCDs onto the global health and development agenda. Our network includes global and national NGOs, scientific and professional associations, academic and research institutions, private sector entities and dedicated individuals.

The NCD Alliance's activities aim to influence policy, raise global awareness of NCDs, broker knowledge and good practice in NCD policy and practice, and support capacity building of NCD civil society

organizations and alliances. Our achievements include supporting the adoption of landmark political commitments on NCDs – including the 2011 UN Political Declaration on NCDs, the 2014 UN Outcome Document on NCDs, the global 2025 NCD targets, and the NCD and NCD-related targets in the 2030 Agenda for Sustainable Development. More information about the NCD Alliance can be found at www.ncdalliance.org

The Consultancy

Vital Strategies and the NCD Alliance are launching a call for consultants with suitable experience and background for a *one-year consultancy position* to support the respective organizations in global NCD advocacy and policy, with a particular focus on United Nations related activities in New York. The consultancy will be based in New York City. Consultants must possess a valid work permit to work in the United States.

This is an excellent opportunity for candidates interested in working for respected civil society organizations, engaging with multilateral institutions and governments, on priority global health and development issues related to non-communicable diseases.

The consultant will share their time in equal part between Vital Strategies and NCDA. Ideally, many of these deliverables will overlap. The consultant will work with a team to support Vital Strategies and NCDA efforts to:

- Elevate the importance of NCDs and related-issues within global health and development policy and political forums and processes;
- Enhance the impact and effectiveness of Vital Strategies and NCDA NCD advocacy activities at the UN, WHO, and in other global forums;
- Expand our presence as a credible voice for global advocacy on NCDs.

Deliverables

On-going activities:

- Strengthen and build on existing partnerships and strategic relationships with key UN agencies, member states, government missions in New York, civil society, academia and other partners;
- Support NCDA's and Vital's policy analysis and research work in priority NCD areas connected to global health and development to maximize the organizations' impact;
- Gain recognition for Vital Strategies by actively participating in and contributing to alliances that encourage governments and international bodies to set evidence-based policies, paying particular attention to prevention of the leading risk factors of NCDs;
- Represent the NCD Alliance and Vital Strategies at relevant external meetings and in relevant initiatives, as related to NCD advocacy and policy;
- Gather and coordinate input for technical papers on WHO and UN documents that frame NCD issues;
- Track and analyze global policy processes, trends and identify opportunities for Vital Strategies and NCDA participation;
- Work closely with Vital Strategies teams to link our program priorities with global policy;
- Develop and maintain a core briefing document that compiles the NCD Alliance's positions on issues related to global NCD policy and advocacy.

Core Responsibilities:

- Plan and support NCD and Vital Strategies events in New York and at international meetings, and other venues, such as workshops, campaign launches, and press conferences, including coordination and execution of public relations initiatives;
- Provide content and assistance on PR and social media campaigns that support NCD communication, policy and advocacy goals. Draft materials including reports, op-eds press releases, statements, letters to the editor, questions and answers, fact sheets, columns, web copy, blogs, and other materials as needed to provide information to the press, both proactively and reactively;
- Assist with drafting of reports, presentations, correspondence, meeting agendas and minutes, as required;
- Manage WHO and UN official engagement applications and processes for Vital Strategies and NCD Alliance;
- Assist with global work to expose the tactics of unhealthy commodities, such as tobacco, alcohol and sugar sweetened beverages;
- Provide regular progress reports as requested;
- Handle administrative responsibilities as needed.

Some travel abroad may be required.

Consultant background must include:

- Advanced university degree with a minimum of 2-3 years of relevant job-related experience;
- Strong interest in global public health. Knowledge of global health and development processes such as the World Health Assembly and Sustainable Development Goals a plus;
- Robust knowledge of NCD prevention and control and understanding of global health and development policy;
- Excellent organizational skills and ability to successfully manage competing priorities and meet deadlines;
- Capacity to work independently and collaboratively in an international team environment with solid interpersonal and verbal communication skills;
- Excellent judgment, strategic thinker, initiative taker;
- Excellent analysis, writing and oral communications skills in English – a second language is a plus.
- Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook);
- Health policy and global advocacy background is preferred.

How to Apply:

Please send your CV and two writing samples to Rebecca Perl at rperl@vitalstrategies.org.

Closing Date for Applications: July 10, 2019. Only shortlisted candidates will be contacted.