

Consultant brief – Malawi Tech Centre of Expertise grant – Transition workshop facilitation

Background

Neotree is looking for support on a new FCDO-funded project in Malawi, with the first government workshop planned for November/December 2026 (target date is currently week of 30th November 2026).

The module. Neotree's neonatal clinical decision support and data capture tool is now built into MaHIS, Malawi's national electronic health record, as a neonatal module. It guides health workers through assessment, triage and management of sick newborns, in line with national guidelines.

The project. *Institutionalising Digital Public Infrastructure: Sustainable Governance and Ownership of National Health Technologies in Malawi* is funded through FCDO's Tech Centre of Expertise programme. It runs from October 2026 to March 2027, with possible continuation after that. Its aim is sustainable government ownership of the neonatal module, so its impact on improving quality, and reducing newborn deaths lasts, and to share lessons on transition to, and owning of national technologies by governments, more widely.

Our approach to transition. We see government ownership as a long-term journey we take with the Ministry of Health, not a handover on a fixed date. By March 2027 we want some minimum elements agreed and in place, plus clear steps towards that longer-term goal.

Brief: Workshop co-facilitator

We are looking for a co-facilitator to design and run strategic workshops with Malawi government stakeholders alongside the Neotree team. The aim is to define and articulate a shared vision for the neonatal module, plus agreement on what its ongoing management and scale-up need.

Scope of work

1. **Design and co-facilitate an initial 2-3 day strategic workshop with government stakeholders (November/December 2026).** The workshop aims to agree:
 - o a shared vision, and a shared description of the problem the neonatal module addresses and how it can help improve newborn care
 - o what is needed to manage the module over time, including a shared understanding of why a clinical decision support tool needs different ongoing management from other parts of MaHIS
 - o the role Neotree and partners should play in scale up and implementation support until the module reaches good coverage and use, and responsibilities transition once that point is reached
 - o the areas that need focused follow-up sessions (may fall under different consultant briefs)
2. **Co-facilitate follow-up sessions on scale planning with the Ministry of Health.** These cover what is needed to scale the module within MaHIS, the implementation support needed to reach

good coverage and use, and the role each party will play. Neotree will bring its own view of what scale-up needs, which we are developing internally.

3. **Write up the outputs.** Produce short workshop reports that record what was agreed, and contribute to the scale and transition roadmap. Neotree owns the roadmap's content.

Deliverables

- Support Neotree with pre-engagement with Ministry of Health and other key stakeholders
- Review of Neotree's current transition and scale plans and approach, to feed into workshop planning
- Workshop design, agenda and materials, agreed with Neotree before each session
- The initial workshop, facilitated in November/December 2026
- A report from the initial workshop: the agreed vision, problem statement, scale principle and follow-up areas
- Follow-up scale-planning sessions, facilitated, with a short report from each (expected to take place in Feb 2027)
- Input to the draft scale and transition roadmap (by March 2027)

Working arrangements

The co-facilitator will work closely with the Neotree team on the design and facilitation of the workshops. The Neotree team will own the final content of the roadmap. Neotree will handle all logistics and day-to-day government relationships and all direct workshop costs, so these do not need to be covered in the consultant's proposal. Consultants based outside of Malawi should include their own travel and subsistence costs within their proposal.

Skills and experience

Essential:

- Facilitating strategic workshops with Ministries of Health, ideally in Malawi or elsewhere in Africa
- Experience of moving digital health or other health programmes to government ownership and scale, including transition planning and assessing government capacity, with frameworks or approaches they would draw on to support this work
- Able to convene neutrally, helping government stakeholders reach their own agreements rather than endorse a partner's plan
- Clear, concise writing that turns workshop discussions into agreed positions
- Availability to support workshops in Malawi week of 30th November and to complete all deliverables by end of March 2027

Desirable:

- Knowledge of Malawi's digital health landscape, including MaHIS and the Digital Health Division
- Experience in maternal and newborn health

Budget range: £12,000 - £15,000. Inclusive of all consultant costs - see notes below

Next Steps

Proposals should be sent to recruitment@neotree.org by 23:59 CAT on 3rd November. Proposals should include:

- Detail on the frameworks drawn upon to support transition planning
- Description of the proposed structure of the workshop and follow on engagements
- Previous experience of facilitating similar workshops
- Full costs in GBP (£), noting that all workshop logistics and costs will be arranged and covered directly by Neotree, but if the consultant is based outside of Malawi should include estimate costs for their own travel and expenses
- A CV attached outlining relevant experience and skills to undertake this engagement
- Proposals should be no longer than 4 pages long