

## Terms of Reference

### Consultant for Thematic Synthesis and Knowledge Products from the SOSCHI Conference

#### 1. Background

Climate change is increasingly affecting health outcomes across Africa through rising temperatures, changing rainfall patterns, increased air pollution, and shifting disease dynamics. Despite these growing risks, many countries lack reliable, standardized statistics that capture the interactions between climate and health, limiting governments' ability to design evidence-based responses and track progress.

The **Standards for Official Statistics on Climate–Health Interactions (SOSCHI)** project seeks to address this gap by developing methodologies and tools for generating official climate–health statistics. The project is implemented through a partnership between the UK Office for National Statistics (ONS), the African Institute for Mathematical Sciences Research and Innovation Centre (AIMS RIC), and the Regional Institute for Population Studies (RIPS) at the University of Ghana, with support from Wellcome.

From **3–5 December 2025**, the SOSCHI partners convened an international conference in Kigali, Rwanda titled *“From Methods to Action: Implementing Official Climate and Health Indicators.”* The conference brought together government representatives, national statistical offices, international organizations, researchers, and development partners to discuss pathways to implement climate–health indicators and strengthen data systems.

The conference generated extensive documentation, including rapporteur reports, session summaries, breakout discussions, and conference highlights. SOSCHI now seeks to synthesize these materials into a **coherent set of knowledge products that capture the key insights, lessons, and strategic recommendations emerging from the conference for wider dissemination.**

#### 2. Objective of the Assignment

The objective of this consultancy is to **conduct a thematic synthesis of the SOSCHI conference outputs and develop a set of knowledge products that communicate the key insights, lessons, and recommendations emerging from the event.**

The synthesis will organize findings around **major themes emerging from the conference discussions**, rather than a session-by-session summary, to support clearer communication of the conference’s contributions to climate–health research, policy, and statistical systems.

#### 3. Scope of Work

The consultant will undertake the following tasks:

##### 3.1. Review of Conference Materials

Review all relevant conference documentation, including:

- Conference concept note and agenda
- Rapporteur reports
- Session summaries
- Breakout group discussions
- Conference highlights and related documents.

### 3.2. Extraction of Key Insights

Identify and extract key insights emerging across conference discussions, including:

- Major findings and ideas
- Policy implications
- Implementation challenges
- Research priorities
- Examples and case studies shared by participants.

### 3.3. Thematic Synthesis of Conference Outputs

Using a thematic synthesis methodology, the consultant will:

- Identify recurring themes emerging through sessions and discussions
- Cluster insights into key thematic areas
- Synthesize findings into a coherent narrative
- Highlight cross-cutting insights and implications for policy, research, and practice.

### 3.4. Development of Conference Knowledge Products

Based on the synthesis, the consultant will prepare the following outputs:

#### 3.1.1. Conference Proceedings Report

A synthesis report organized around the key themes emerging from the conference, highlighting strategic insights, cross-cutting issues, and recommendations.

#### 3.1.2. Policy Brief

A concise document summarizing the key policy implications of the conference for governments, international organizations, and development partners.

#### 3.1.3. Key Messages Note

A short summary capturing the main insights and recommendations from the conference for wider circulation.

## 4. Deliverables

Deliverable	Description	Timeline
Inception Note	Proposed synthesis methodology and outline	Week 1
Annotated Outline	Structure of proceedings and thematic framework	Week 2
Draft Proceedings	Draft synthesis report	Week 4
Policy Brief	Short policy-oriented document	Week 4
Key Messages Note	Two-page summary of major insights	Week 4
Final Outputs	Revised documents incorporating feedback	Week 5

## 5. Duration of the Assignment

The assignment is expected to be completed within six (6) weeks from the date of contract signing.

## 6. Reporting and Coordination

The consultant will work under the supervision of the Director of Programs Delivery and Reporting at AIMS RIC and coordinate closely with the conference organizing partners (UK-ONS, AIMS RIC). The Director of

Programs Delivery and Reporting will provide access to all conference materials and feedback on draft outputs.

## 7. Required Qualifications

The consultant should have:

- At least 10 years of professional experience working on climate change, including areas such as climate change adaptation, mitigation, climate–health interactions, or related fields.
- A degree in climate science, public health, environmental science, statistics, development studies, or a related field.
- Demonstrated experience in knowledge synthesis, analytical reporting, or preparation of policy-oriented research outputs.
- Strong experience working with climate-related research, policy, or data systems.
- Proven ability to synthesize complex technical materials into clear and accessible knowledge products for diverse audiences.

## 8. Required Competencies

- Excellent analytical and synthesis skills
- Strong writing and editorial ability
- Ability to work with large volumes of documentation
- Ability to translate technical discussions into policy-relevant insights
- Strong attention to detail and ability to meet deadlines

## 9. Evaluation Criteria

- The consultant will be selected using a combined scoring method, where the technical proposal will be weighted 70% and the financial proposal 30%.

### 9.1. Technical Evaluation Criteria (70%)

- The technical evaluation will assess the candidate’s qualifications, experience, and proposed approach to the assignment.

Criteria	Description	Maximum Score
Relevant Professional Experience	Minimum of 10 years of experience working on climate change, including adaptation, mitigation, or climate–health interactions	30
Knowledge Synthesis and Analytical Reporting Experience	Demonstrated experience synthesizing complex technical materials into high-quality reports, policy briefs, or knowledge products	20
Methodology and Approach	Quality and clarity of the proposed methodology for conducting the thematic synthesis and producing the required outputs	15
Academic Background	Degree in climate science, environmental science, public health, statistics, development studies, or a related field	5
<b>Total Technical Score</b>		<b>70</b>



### 9.2. Financial Evaluation Criteria (30%)

- The financial proposal will be evaluated based on the total cost of the assignment.
- The consultant offering the lowest financial proposal will receive the maximum score of 30 points. Other proposals will receive a proportionate score calculated using the following formula:
- $Score = (LowestPrice / OfferedPrice) \times 30$

### 9.3. Final Selection

- The final score will be calculated by combining the technical and financial scores:
- $FinalScore = TechnicalScore + FinancialScore$   
The candidate with the highest combined score will be recommended for contract award.

Applicants are requested to send their proposals to [applications@aimsric.org](mailto:applications@aimsric.org) by 31 March 2026  
AIMS reserves the right to adjust the above dates as necessary and will notify all applicants accordingly.