## **Title:** Project coordinator-Fintech for Health, LATAM

## **Scope of Work**

The project coordinator will be responsible for the coordination, tracking and project deliverables for F4H LATAM at the regional and country level. The coordinator will work closely with the Asia team to adapt lessons, models, and good practices from F4H Asia to LATAM, build a small team in the four F4H LATAM markets (Brazil, Chile, Colombia, and Mexico) to conduct research and engagement, and will represent F4H at the regional level with external organizations and partners. Additionally, and most importantly, the project coordinator will provide strategic advice and guidance to both the consultants and the F4H Asia team on approaches specific to the regional context.

The responsibilities of the project coordinator include:

**Coordinate and manage team of LATAM consultants**

* Together with the SEA team, identify, interview, and onboard consultants in each of the four countries.
* Develop a scope of work for each country, including research, writing and engagement (meetings and special interest groups (SIGs).
* Track progress on activities and deliverables due within the 6 months project timeline
* Attend, when possible, introductory calls and ongoing relationship-building calls with with external organizations
* Provide guidance to consultants in mapping the F4H ecosystem in each country, including fintech, insurtech, development, health services, NGOs, digital health companies, and government ministries and agencies, including but not limited to: central banks; ministries of health, finance, and ICT; and public health agencies.
* Together with consultants, identify, describe, and prioritize F4H project and partnership opportunities in each country and at the regional level

**Ensure coordination between F4H LATAM and Asia programs**

* Work with the Southeast Asia team to apply lessons and good practices from the F4H program implemented in Asia. This includes communications and messaging, knowledge sharing, and engagement.
* Co-create the structure of the research processes and resulting whitepaper that defines opportunities for F4H in LATAM.
* Update weekly on progress of F4H LATAM via documentation and a weekly call
* Host calls with regional organizations (e.g. IFC LATAM, IADB) to present the purpose of the F4H project and explore collaboration opportunities

**Compensation**

A fee of USD 6,000 per month will be paid to the consultant. The payment shall be made from the parent Entity ACCESS Health International, INC from the dedicated account kept for ACCESS Health International Southeast Asia Ltd JP Morgan Bank USA.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **May 01, 2022** to **October 31, 2022**.