SCOPE OF WORK FOR GLC PROJECT - SOUTHEAST ASIA TEAM

|  |  |  |
| --- | --- | --- |
| **Initial steps** | Southeast Asia Team members | Tentativetimelines |
| Creating concept note and strategy for People for Health Thematic Area | Iman | 11-21 Apr 2023 |
| Writing grants for funding theme: Wellcome Trust potentially and others | Iman | Ongoing |
| **Knowledge Management** |  |  |
| Building knowledge from literature | Iman | Ongoing |
| Events for knowledge building and dissemination: includes panel discussion between multi-level stakeholders such as community leaders, spiritual leaders, artists, academics, experts | Iman | Ongoing |
| Roundtables, workshops or other events for building methods/tools/spaces for inclusion | Iman | Ongoing |
| Piloting activities: applied learning project in the region involves setting up one or more components of people's health movement in a selected context/community | Iman | Oct 2023-Apr 2024 |
| Documenting learnings from knowledge building; method/tool building events and pilots | Iman, Miguel, rest of KM team as it grows | Ongoing |
| Dissemination Events | Iman, Miguel, rest of KM team as it grows | Oct-Dec 2023 |
| **CRE** |  |  |
| Annual SEA regional Conclave Coordination (budgeting, planning and logistics) | Miguel | June-Dec 2023 |
| GLC newsletter | Miguel | Ongoing |
| Event logistics, coordination and support for all peer to P2P, E2E, E2P learnings | Miguel | Ongoing |
| Routine communications for relationship building with potential speakers, knowledge experts | Iman, Miguel | Ongoing |
| **Membership Outreach** |  |  |
| Stakeholder mapping | Iman, Miguel | 8-26 May 2023 |
| Membership recruitment and stakeholder engagement | Iman, Miguel | Ongoing |

**Budget**

Iman Hameed is working 3 days per week and Miguel Tan is working 1 day per week on this project.

Breakdown of costs below:

|  |  |
| --- | --- |
| Iman Hameed (60%) - 3 days/week |  |
| Period | Amount SGD$ |
| April - June 2023 | 10,800.00 |
| July - December 2023 (adjusted for 10% increment) | 23,760.00 |
|  | **34,560.00** |
|  |  |
| Miguel Tan (20%) - 1 day/week |  |
| Period | Amount SGD$ |
| April - June 2023 | 3,000.00 |
| July - December 2023(adjusted for 10% increment) | 6,600.00 |
|  | **9,600.00** |
|  |  |
| **Total SGD$** | **44,160.00** |
| **Total USD$** | **33,184.00** |
|  |  |
| Based on Xe rate on 31 July 2023 | 1 SGD = 0.751440 USD |

The payment will be disbursed as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | For Period | Month to be paid | Amount (SGD) | Amount (USD) |
| 1 | April-August 2023 | August 2023 | 23,920 | 17,974 |
| 2 | September 2023 | September 2023 | 5,060 | 3,802 |
| 3 | October 2023 | October 2023 | 5,060 | 3,802 |
| 4 | November 2023 | November 2023 | 5.060 | 3,802 |
| 5 | December 2023 | December 2023 | 5,060 | 3,802 |
|  |  | **Total** | **44,160** | **33,184** |

The payment shall be to the dedicated account kept for ACCESS Health International Southeast Asia Ltd JP Morgan Bank USA.