

Draft SOW: CURE TB2 Closeout Consultant / Closeout Lead

Position Title: CURE TB2 Closeout Consultant / Closeout Lead

Location: Bishkek, Kyrgyz Republic

Period of Performance: June 01, 2026 –July 31, 2026

Level of Effort: 80%-100%

Reports to: JSI Home Office Closeout Lead / Practice Director, Infectious Diseases

Background

JSI is supporting the closeout of the CURE TB2 Activity in the Kyrgyz Republic. The closeout requires a structured, transparent, and well-documented transition process covering equipment disposition, TB MIS transition, project-developed materials/data handover, audit and verification, financial/administrative closeout, and formal sign-off by relevant stakeholders. To support an orderly closeout and strengthen coordination with DoS and Government of the Kyrgyz Republic counterparts, JSI seeks a short-term Closeout Consultant / Closeout Lead to coordinate day-to-day closeout implementation under JSI Home Office oversight.

Purpose of the Assignment

The Closeout Consultant will lead and coordinate the operational closeout process in country, ensuring that all closeout activities are completed in a timely, documented, compliant, and transparent manner. The consultant will serve as the primary in-country focal point for closeout coordination, under JSI Home Office direction, and will support communication with DoS and government counterparts as authorized.

Scope of Work

The consultant will:

1. Closeout Coordination and Work Planning

- Develop and maintain a consolidated closeout action plan with workstreams, owners, timelines, deliverables, and approval points.
- Coordinate daily or regular check-ins with relevant CURE TB2 team members to track progress and resolve bottlenecks.
- Ensure all closeout activities are aligned with JSI Home Office direction, DoS expectations, and applicable USG and Kyrgyz requirements.

2. Equipment Inventory and Disposition

- Coordinate with the finance and operations team reconciliation of the project inventory, including current location, custodian, value, proposed recipient, rationale, and approval status for each item.
- Support preparation of the revised disposition matrix for JSI Home Office and DoS review.
- Ensure that high-value and program-critical assets are clearly distinguished from routine closeout items.
- Support preparation and execution of handover/transfer documentation after required approvals are obtained.

3. TB MIS Transition

- Coordinate with the CURE TB2 MIS team, NTC/NCC/NTP, and other relevant counterparts to finalize the TB MIS transition checklist.
- Support documentation of TB MIS components, including servers, software/modules, applications, administrative access, credentials, source code/repositories where applicable, databases/backups, user roles, maintenance contracts, and technical documentation.
- Track unresolved technical, cybersecurity, data protection, access, or maintenance issues.
- Support organization of joint verification and formal sign-off for TB MIS handover.

4. Program Materials, Data, and Deliverables Handover

- Coordinate compilation of all CURE TB2-developed materials, including reports, guidance documents, training materials, survey tools, datasets, modules, dashboards, presentations, SOPs, and other technical products.
- Work with technical/MEL leads to identify which materials have already been shared, what remains to be transferred, and whether any restrictions apply because of PII, consent, data protection, licensing, or IP considerations.
- Support preparation of a program materials/data handover matrix and transfer package.

5. Audit, Procurement, and Documentation Support

- Coordinate with the finance and operations team to compile audit documentation, procurement files, contracts, approval emails, maintenance agreements, medical supply/device procurement documentation, and other documents requested by DoS.
- Track documentation gaps and ensure timely follow-up.
- Support the audit procurement and audit preparation process as requested.

6. Stakeholder Coordination and Communication

- Serve as the designated in-country closeout coordination focal point, as approved by JSI Home Office.
- Coordinate closeout-related meetings with DoS, NTC/NTP, MOH, Tunduk, vendors, and other stakeholders as authorized.
- Prepare meeting agendas, notes, action items, and follow-up summaries.
- Ensure that all external communication is reviewed by JSI Home Office before submission.
- Ensure informal discussions are documented in follow-up emails and that no commitments are made without appropriate approvals.

7. Formal Acceptance and Sign-Off

- Support preparation of handover and acceptance forms for equipment, TB MIS, and other closeout packages.
- Coordinate with relevant recipients to confirm signatories, required documents, review windows, and acceptance conditions.
- Track signed documentation and outstanding issues through completion.

Deliverables

Deliverable	Due Date
Consolidated closeout action plan with workstreams, owners, and timeline	
Revised equipment disposition matrix	
TB MIS transition checklist and handover tracker	
Program materials/data handover matrix	
Documentation tracker for audit, procurement, contracts, and DoS-requested materials	
Meeting agendas, minutes, and action trackers for key stakeholder meetings	Ongoing
Draft handover/acceptance forms and sign-off tracker	
Weekly closeout progress update to JSI Home Office	Weekly
Final closeout transition summary report	

Required Qualifications

- Demonstrated experience with donor-funded project closeout, asset disposition, audit/finance, documentation, and government coordination.
- Demonstrated experience in external representation and coordination with DoS, government counterparts, and other key stakeholders.
- Strong organizational, communication, and stakeholder management skills.
- Ability to work under JSI Home Office direction and maintain disciplined documentation and communication protocols.
- Ability to manage sensitive issues with discretion, neutrality, and professionalism.
- Ability to travel to Kyrgyzstan for the period of performance, June 01, 2026 –July 31, 2026.
- Fluency in English.

Preferred Qualifications

- Strong knowledge of the CURE TB / CURE TB2 project context, TB MIS, and Kyrgyz health system stakeholders preferred.
- Fluency in Russian and/or Kyrgyz.