



TERMS OF REFERENCE (TOR) FOR UNDERTAKING COUNTY BUDGET ANALYSIS

General Information

Job Title:	Consultancy – County Budget Analysis
Work Description:	Undertake county health budget analysis to measure the influence/advocacy change realized and develop policy briefs.
Project Title:	Blueprint for Success project - Meru County
Category:	Advocacy
Type of contract:	Special Service Contract
Expected starting date:	Immediately
Duration:	8 working days for each of the activities

1.0. BACKGROUND

The Non-Communicable Disease Alliance of Kenya (NCDAK) is a not-for-profit organization that brings together synergistic relationships of multi-sectoral stakeholders to facilitate active promotional and advocacy activities for prevention and control of non-communicable diseases (NCDs) and the provision of quality NCD care services.

NCDAK responds to the global call of action for the prevention and control of NCDs including cardiovascular diseases, diabetes mellitus, cancers and chronic lung diseases, sickle cell, epilepsy, mental health. These diseases are propagated by common risk factors such as unhealthy diets, physical inactivity, tobacco use, harmful use of alcohol and exposure to environmental toxins.

NCDAK seeks to contribute to the reduction of the preventable burden of morbidity, mortality, and disability due to NCDs in Kenya by acting as a coordinating and strengthening body for comprehensive and synergistic national action on NCDs. NCDs account for 55% of hospital admissions, 50% of hospital deaths and 33% of total deaths. The organization also seeks to meaningfully involve of people living with NCDs (PLWNCDs) in the NCD advocacy response in Kenya.

In meeting its program objectives as well as the vision, the organization is in the process of undertaking comprehensive Meru County Health Budget Analysis to provide baseline information against which the influence of advocacy efforts will be measured. The activity will involve an in-depth review of Meru county budget 2020/2021 with special focus to allocation for NCDs and subsequently develop a policy brief. This process will provide baseline report for the county health financing that will be used to monitor changes realized because of advocacy efforts by PLWNCDs and community members in the county.

2.0. PURPOSE AND OBJECTIVE

NCDAK seeks services of consultant/s to establish the level of NCD financing in Meru county health budget. The process will involve analysing the County health sector budget with special emphasis to NCDs allocation and develop a concise report with clear recommendations in form of policy brief.

3.0. GENERAL SCOPE OF THE WORK

In this assignment, it is important that the consultant use desk review and key informant interviews with stakeholders within Meru county. This assignment will entail the following tasks:

- a. Review of the approved Meru county health sector budgets documents, 2020/2021 including health sector policy and workplans.

- b. Conduct NCDs budget analysis as share of entire county health sector.
- c. Develop a succinct and factual report detailing the current health budget financing status for NCDs in Meru County and recommendation in form of a policy brief.

4.0. DELIVERABLES

- a) Draft and final reports detailing NCD budget analysis for Meru County with specific interest on NCDs.
- b) Policy brief with factual and concise recommendations.
 - The policy brief will provide recommendations for advancing NCDs financing in the county (both word and PDF format).

5.0. SUPERVISION

The consultant will report to the Technical Advisor but work closely with the Program Manager, and the Programs team who will be their contact persons within the organization.

6.0. DURATION OF THE WORK

The assignment is estimated to commence immediately and be completed within eight (8) working days.

7.0. QUALIFICATIONS OF THE CONSULTANT/S

- Relevant post graduate degree or equivalent in development studies
- Minimum of 7 years of relevant experience at Program management, baseline surveys, evaluations, public expenditure management and research.
- Experience working in the health sectors especially around policy and budget analysis.
- Possess the following skills and competencies:
 - Ability to work with minimal supervision
 - High level written and oral communications skills in English
 - Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy, and integrity
 - Demonstrate excellent interpersonal and professional skills in interacting with government and development partners

The Consultant will be required to have regular consultations with NCDAK team whenever possible. The Consultant will be expected to work within his own office premises and shall cover own travel and internet expenses.

8.0. PROPOSAL SUBMISSION

Interested and qualified consultants are invited to submit a technical and financial proposal that includes the following:

- a) Curriculum Vitae of the consultant detailing the reference list indicating the scope and magnitude of similar assignments, qualifications, registration, and other relevant statutory documents.
- b) Financial bid indicating the amount in Kenya Shillings to undertake the task.
- c) The application will be submitted to careers@ncdak.org not later than 23rd October, 2020 at 5.00pm

Disclaimer:

The material arising from the contract shall be the property of NCDAK and cannot be used without expressed written consent by NCDAK.