



TERMS OF REFERENCE (TOR) FOR CIVIL SOCIETY INVOLVEMENT STATUS

General Information

Job Title:	Consultancy – CIVIL SOCIETY INVOLVEMENT STATUS REPORT
Work Description:	Review of involvement of civil society and PLWNCDs in NCDs related decision and development of policy brief.
Project Title:	<i>Promoting prioritization of NCDs prevention and control and UHC in Kenya</i>
Category:	Advocacy
Type of contract:	Special Service Contract
Expected starting date	Immediately
Duration:	15 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 rapid review of involvement of civil society and PLWNCDs in NCDs related decision-making processes as 2018 Political Declaration on NCDs and the 2019 Political Declaration on UHC that recognize the role of civil society, PLWNCDs/communities in the NCDs and UHC response. The activity will involve an in-depth review of current NCDs literature and stakeholders' interviews and provide recommendation that would strengthen civil society, PLWNCDs and Communities involvement in policy and decision-making processes.

2.0. PURPOSE AND OBJECTIVE

NCDAK seeks services of consultant/s to undertake rapid review of involvement of civil society and PLWNCDs in NCDs related decision-making processes in line with 2018 Political Declaration on NCDs and the 2019 Political Declaration on UHC that recognize the role of civil society, PLWNCDs/communities in the NCDs and UHC response and develop a concise report with clear recommendations in form of a policy brief.

3.0. GENERAL SCOPE OF THE WORK

In this assignment, it is important that the consultant uses participatory approaches and fully engage the NCDAK secretariat, NCDAK Members, PLWNCDs/Stakeholders in NCDs and UHC response and relevant stakeholders who are the core constituencies and play the most significant role in the project. This assignment will entail the following tasks:

- a. Desk review of current NCD literature (including global and local laws/calls for citizen involvement in policy and decision making with special emphasis to PLWNCDs), evidence and policies relevant to the advocacy priority issues identified in the Advocacy Strategy.
- b. Conduct key informant interviews and focused group discussions to interrogate involvement of civil society and PLWNCDs in NCDs related decision-making processes
- c. Collate and organize the data into themes based on the priority areas of involvement of the PLWNCDs identified in the Advocacy Strategy and those specifically under investigation.
- d. Develop a succinct and factual report detailing the status of Civil Society and PLWNCDs involvement in NCD decision-making processes.

4.0. DELIVERABLES

- a) Draft and final reports detailing the civil society status report (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 fifteen (15) 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, and research.
- Experience working in the health sectors especially around policy and inclusion.
- 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 January 22nd, 2021 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.