

TERMS OF REFERENCE (TOR) FOR POLICY BRIEF ON ALCOHOL TAX AND POLICY GAP ANALYSIS

General Information

Job Title:	Consultancy – Alcohol Policy and Tax Brief
Work Description:	Policy briefs on alcohol Policy and Taxation Analysis
Project Title:	Promoting NCD prevention through alcohol use reduction in Kenya
Category:	Advocacy
Type of contract:	Special Service Contract
Expected starting date:	Immediately
Duration:	18 -working days for actual delivery – though sessions may be spread to more days

1.0. BACKGROUND

The Non-Communicable Disease Alliance Kenya (NCD Alliance Kenya) 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 harmful use of alcohol, unhealthy diets, physical inactivity, tobacco use and exposure to environmental toxins.

NCDAK seeks to contribute to reduction of harmful effects of alcohol and prevention of non-communicable diseases in Kenya through effective civil society engagement with relevant policy makers, stakeholders and communities. Additionally, the organisation seeks to realise a society where communities especially people living with NCDs are empowered, rights are protected, and harmful effects of alcohol and other drugs are minimized by end of 2027.

In meeting its program objectives as well as the vision, the organisation is planning to conduct a comprehensive analysis of the alcohol tax structure and policy framework in Kenya to identify gaps and potential areas for improvement. The report will provide a comprehensive overview of alcohol harm reduction strategies in Kenya against which will be used to inform project strategies, decision making and to provide evidence for advocacy for alcohol harm reduction. The results will be presented in the form of policy briefs and report.

2.0. PURPOSE AND OBJECTIVE

The purpose of this study is to conduct a comprehensive analysis of the alcohol tax structure and policy framework in Kenya to identify gaps and potential areas for improvement. The process will provide policy briefs with clear recommendations on improvement of the tax structure and policy framework for the country.

3.0. GENERAL SCOPE OF THE WORK

This study will focus on the alcohol tax and policy framework in Kenya, covering both national and county government levels. The study will assess the existing policy framework and explore potential areas for improvement to reduce alcohol-related harm and promote public health. The scope includes the review of national legislation, regulations, and taxation policies related to alcohol, as well as the implementation of these policies at the county level. The study will utilize both qualitative and quantitative approaches.

This assignment will entail the following tasks:

- a. Inception meeting with NCDAK and subsequent development of the inception report.
- b. Undertake desk review:
 - Review of the alcohol related national legislation, regulations, and tax policies.
 - Map out county related legislations, regulations, and tax policies.
 - Provide recommendations for effective implementation of the alcohol regulations, legislations, and tax policies.
 - Develop guiding framework for adoption of national legislations at the county level.
- c. Undertake meeting with key informant interviews on alcohol tax policies and legislation implementation.
- d. Collate and analyse the data.
- e. Develop concise policy briefs targeting policy makers at national and county level.

DELIVERABLES

- a) Inception report detailing methodologies, and workplan.
- b) Draft and final policy briefs targeting policy makers (Calibri, font 12)

4.0. SUPERVISION

The consultant will report to the Executive Director but work closely with the Program Manager (who will be contact persons within the organization), or any person delegated.

5.0. DURATION OF THE WORK

The assignment is estimated to commence immediately and be completed within sixteen (16) working days.

6.0. REPORTING & COMMUNICATION

The Consultant/s will report to the Executive Director via email communication channel.

The Consultant will be required to have regular consultations with NCD Alliance Kenya team or other relevant stakeholders whenever possible to ensure that relevant information and ideas are taken on board. The Consultant will be expected to work within his own office premises and shall cover any other related expenses such as travel, internet, and airtime.

7.0. QUALIFICATIONS OF THE CONSULTANT/S

- University degree and/or advanced degree in economics or related field.
- Proven track records of working in similar assignments.
- Experience working in similar capacity or working with regulatory bodies that oversee industry policies is desired.
- 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.

8.0. PROPOSAL SUBMISSION

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

1. A technical proposal, detailing how deliverables will be achieved with a clear time frame; showing evidence of the consultant’s experience in the similar assignments (at least 3 references with contacts or email address of referees).
2. Financial offer bid indicating the amount in Kenya Shillings of all the deliverables mentioned as a separate document from the technical proposal.
3. Company profile or Curriculum Vitae of the consultant/s.
4. KRA registration certificate.

The application will be submitted to careers@ncdak.org not later than **26 July 2023 at 5.00pm EAT** with **“Expression of Interest for Consultancy – Alcohol Policy and Tax Analysis”** as subject.

Disclaimer: The material arising from the contract shall be the property of NCD Alliance Kenya and cannot be used without stated consent by NCDAK.