Global Fund Project 2021 – 2024

Resilient and Sustainable Systems for Health – Community Systems Strengthening

Request for Proposal for Consultancy

for

Development of a Community Led Advocacy and Research Capacity Building Guide

MARCH 2022

Background

Amref Health Africa

Amref Health Africa is an international non-governmental organization that was officially founded in 1957 as a Flying Doctor's Service. Since then the organization has expanded into many more areas. The Kenya Country program implements activities under five program areas namely HIV/TB/Malaria/Non-communicable diseases, Reproductive, Maternal, New-born & Child Health, Water, Sanitation & Hygiene, Clinical & Diagnostics and Research, Advocacy & Business Development.

Amref Health Africa's vision is lasting health change in Africa and the mission is improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems

Amref Health Africa Global Fund Tuberculosis Project

Amref Health Africa in Kenya has been the non-state Principal Recipient (PR) for Global Fund (GF) Tuberculosis and Malaria grants in Kenya since 2011 and 2012 respectively. In 2020, Amref Health Africa in Kenya was again competitively selected by the Kenya Coordinating Mechanism (KCM), as the non-state PR for the Global Fund TB and Malaria grants 2021 - 2024.

Resilient and sustainable systems for health (RSSH) are essential to ending HIV, TB, and malaria as epidemics. They also yield broader outcomes, delivering healthcare in a sustainable, equitable and effective way, accelerating progress toward universal health coverage, and helping countries prepare for emerging threats to global health security. Community systems strengthening (CSS) is an integral component of RSSH which is essential to achieving progress against the three diseases and to fulfil their principles of promoting human rights and gender equity. According to the Community systems strengthening (CSS) Framework by the Global Fund, CSS is an approach that promotes the advancement of informed, capable and coordinated communities, community-based organizations, groups and structures. The community actors are enabled to contribute as equal partners alongside other actors to the long-term sustainability of health and other interventions at the community level, including an enabling and responsive environment in which these contributions can be effective.

According to the Global Fund there is need for community led advocacy and research so that national strategies, policies and guidelines support the full spectrum of community responses. Community led based research leads to holistic approach to public health issues which has the potential to illuminate local barriers to care while simultaneously empowering the community through participation and advocacy. Global fund has been supporting advocacy activities led by community organizations, networks and civil society actors, particularly those representing marginalized, under-served and key and vulnerable populations. Some of the advocacy work focuses on health services; disease-specific programs; or broader issues such as human rights violations, including stigma and discrimination and confidentiality; age and gender inequities; sustainable financing and legal and policy reform. In addition, formal health systems should effectively work with and finance community led and based organizations, particularly those who provide services to key and vulnerable populations.

PURPOSE, OBJECTIVES AND SCOPE OF WORK

Purpose

The purpose of this consultancy is to work with the Principal Recipient and the CSS technical working group to develop a community led advocacy and research package to guide capacity building of communities, networks and CSOs at county and national level to undertake community level research to inform advocacy for improved availability, accessibility and impact of HIV, TB, Malaria, Covid-19 and UHC programs.

Overall Objective

The overall objective is the development of Community led advocacy and research capacity building guide for HIV, TB and Malaria, COVID-19 and UHC at national and county level.

Objectives

- To undertake a desk review of community led research agenda and methodologies
- Develop capacity building guide and tools to support communities in developing community led research agenda to inform advocacy for improved access and availability of HIV, TB, Malaria, COVID and UHC
- Develop a framework to guide CSOs to translate research findings into advocacy agenda at county and national level

Scope of work

Under the supervision of the principal recipient and the Community System Strengthening Technical Working Group, the consultant will be responsible for developing a community led advocacy and research capacity building guide.

Specifically, the consultant will be responsible for:

- Develop an approach/methodology for developing a community led advocacy and research capacity building guide and tools

- Undertake desk review and data collection through KII, FGDs and other relevant methodologies to understand key issues on various initiatives on community led research for advocacy support through the Global Fund and other funding mechanism in Kenya

- Participate in meetings for communities, networks, CSOs and stakeholders to define community led research agenda for 2021-2024

- Develop capacity building guide and tools to support in community led research in HIV, TB, Malaria, COVID and UHC

- Develop a framework to facilitate communities, network and CSOs to translate research findings into an advocacy agenda

- Facilitate feedback sessions with the PR, TWG and other key stakeholders

- Develop a process report

DELIVERABLES

The consultant will work closely with Principal Recipient and the CSS technical working group. All deliverables will be submitted to Principal Recipient on date as mutually agreed during the inception meeting. The reports will be reviewed by Principal Recipient and the TWG. All draft and final documents will be submitted as soft. The consultant should submit following key deliverables: -

- Inception report: Outlining details of activities with proposed methodology and timeline/ delivery dates

- A draft community led advocacy and research capacity building guide.
- A final community led advocacy and research capacity building guide

- Tools/ framework to facilities Communities, CSOs, Networks to translate research findings into advocacy agenda

- Communities, CSOs, Networks and Stakeholders consultation meeting reports defining the community led research agenda for 2021-2024

- Consultancy process report

REQUIREMENTS

The Consultant will be required to have: -

1. Possess at least a post graduate degree in law, communication, public health, community development or other relevant discipline.
2. The lead consultant to have at least 10 years' experience working in the health sector including national and county governments in Kenya.

3. Experience working with communities, CSOs, key and vulnerable population groups in HIV, TB and Malaria response in Africa.

4. Experience working with National and county governments in Kenya and advocating with ministries of Health.

5. Experience training communities, networks and CSOs in research, advocacy or communication
6. Excellent problem-solving skills and ability to work within tight deadlines.

7. Strong analytical skills
8. Excellent written and oral communication skills.

9. Good inter-personal, communication and coordination skills
10. Ability to work independently with minimal supervision

11. Evidence of at least three (3) consultancies of similar scope

DURATION OF ASSIGNMENT

The Consultancy will be executed over a period of 30 days.

TECHNICAL PROPOSAL FORMAT

The application will be submitted either in PDF or MS Word using the below format. Any extra pages will not be considered during technical evaluation.

	Section	Maximum Page Limit
1	Cover Page	1
2	Table of Content	1
3	Introduction of the Firm/Consultant Summary Experience to the Firm/the Lead Consultant	2
4	Understanding of The Terms of Reference • Assignment Background • Assignment Purpose and Objective • Deliverables And Outputs	2
5	Methodology • Proposed Approach and Methodology • Stakeholders Engagement • Data Collection and Analysis	3
6	Workplan	1

Other attachments should be sent as guided in the mode of application section below.

MODE OF APPLICATION

To respond to the request, the consultant is expected to submit the following documents online through *Proposals.Kenya@amref.org* by or before Thursday 24th March 2022 at midnight. The subject of the email should be the **title of the assignment**. Technical and financial proposals should be sent as separate documents.

1. Provide a technical proposal and attach the following documents:

   a. Workplan

   b. Curriculum Vitae (CVs) of the lead consultant. Any additional CVs must be accompanied by commitment letters.

   c. At least three cliental references.

   d. In case of a company include the profile.

   e. Evidence of consultancy done (either contract, PO, invoice or certificate of completion for at least 3 consultancies in the last 2 years (2019 to date)

   f. Valid Tax Compliance Certificate (TCC)

   (Bids missing any of the above requirements shall be disqualified.)

2. Financial proposal in Kenya shillings

Technical Review Process

The application review process will have 3 key stages

> Stage 1: Preliminary review to confirm on mandatory requirements i.e. timely submission, CVs for the led Consultant with commitment letter for additional staff and valid tax compliance certificate

> Stage 2: Technical evaluation of the applications that have all the mandatory requirements. The technical application will be based on the following criteria

Requirement	Maximum Scores	Score
Academic Qualification At least advanced university degree (Master's degree or equivalent) in degree in law, communication, public health, community development or other relevant discipline	10 Marks	
Relevant Experience (at least 10 years)		
The consultant(s) to have at least ten (10) years of relevant professional experience in (15 marks) • Policy makers engagement and advocacy (4marks) • Community driven research for advocacy (4 marks) • Public finance and fiscal planning process (2 marks) • Working in the health sector including with working with CSOs and Key and vulnerable population groups. (3 marks) • Experience working with National and county governments in Kenya and advocating with ministries of Health and Finance (2 marks)	15 Marks	
Evidence of at least (3) consultancies of similar scope (5 marks) • 1 assignment (1 mark) • 2 assignments (2 marks) • 3 assignments (5 marks)	5 Marks	
Technical Approach and the Methodology (70 Marks)		
Background (10 Marks)		
Understanding of community led advocacy and research	5 marks	
Understanding the gap/problem in community led advocacy and research	3 Marks	
Understanding of the objectives of the assignment	2 Marks	

Methodology (60 Marks)		
Proposed approaches to the development of community led advocacy and research capacity building guide	20 Marks	
Identification of stakeholders and engagement (10 Marks) • Listing of the relevant stakeholders to be engaged (CSOs, Key and vulnerable populations, Ministry of Health, County Governments etc.)	10 Marks	
Consultancy execution/implementation process (10 Marks) • Inception report • Desk review and data collection • Stakeholders engagement • Material development and validation • Dissemination – meeting, summary	10 Marks	
Data collection (5 Marks) • Qualitative (FGDs, KII, Case narratives etc.) and/or Quantitative (Questionnaires, Interview schedule etc.)	5 Marks	

Clear methodologies of data cleaning, analysis and storage (5 Marks)
• Use of software like
   o Qualitative (NVIVO, Atlas etc.)
   o Quantitative (SPSS, STATA, R, SAS, Excel etc.)
	5 Marks	

Review of the work plan (10 marks) • Are activities in the schedule in line with the methodology and the scope of work outlined in the advert? (3 Marks) • Is time allocation to the activities realistic and feasible to develop a strategy? (5 Marks) • Timelines (20 days) (2 Marks)	10 Marks	

Stage 3: Interviews for the candidates/organizations that will have attained 80 marks on technical evaluation