



TERMS OF REFERENCE (TOR) FOR CAPACITY BUILDING

General Information

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| Job Title: | Consultancy – Capacity Building |
| Work Description: | Training on Citizen Public Participation and Budgeting Making Processes. |
| Project Title: | Making Non-Communicable Diseases Prevention and Control a Development Priority in East Africa |
| Category: | Advocacy |
| Type of contract: | Special Service Contract |
| Expected starting date: | Immediately |
| Duration: | 3-working days for actual delivery – though sessions may be spread to more days |

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 planning to conduct a virtual training for its member organizations, Persons Living with NCDs (PLWNCDs) and Media Advocates representative on public participation and budget making processes. It is anticipated that the training will be undertaken during late August or early September.

2.0. PURPOSE AND OBJECTIVE

NCDAK seeks services of consultant/s to deliver training on public participation and budget making process with special emphasis to influencing health financing.

3.0. GENERAL SCOPE OF THE WORK

In this assignment, it is important that the consultant use participatory approaches and fully engage the NCDAK secretariat during the development and delivery of the training. During the training, it is expected that the consultant will also use participatory approaches in the delivery of the sessions to the participants. This assignment will entail the following tasks:

- a. Desk review of project documents, public participation and budget making process framework/materials (both county and National)
- b. Develop interactive training materials which can be delivered through virtual model
- c. Share the training program and the material with NCDAK for review and approval
- d. Deliver the training through virtual platform. This will be divided in number of sessions of 1.5 to 2 hours. The session should educate participants on Public Finance Management Cycle and opportunity participation in areas such as in Finance Bill, Sector Working Group (November/December), Budget Policy Paper/Fiscal Strategy Paper (Jan/Feb/Mar – PP), Budget Estimates (April/May/June– PP), Annual Development Plan (September/October) with clear focus of influencing financing for health and NCDs.
- e. Write max of the 3-page report detailing both process and content (font 12, space 1.0)

4.0. DELIVERABLES

1. Approved training program and content materials.
2. Draft and final reports for the training.

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 contact persons within the organization.

6.0. DURATION OF THE WORK

The assignment is estimated to be undertaken in the month of August/September. It is a three-day training with content delivered through 1.5-2.0hrs per sessions. The number of sessions will be dependent on the training content proposed by consultant and approved by NCDAK.

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, Public Participation and PFM cycle.
- Experience working in the health sectors especially around policy and budgeting.
- 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 any other related expenses such as internet.

8.0. 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 24th August 2020 at 5.00pm

Disclaimer:

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