

EAST AFRICAN COMMUNITY

EAST AFRICAN HEALTH RESEARCH COMMISSION



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INVITATION FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR THE THE MID-TERM REVIEW OF THE IMPLEMENTATION OF EAHRC STRATEGIC PLAN 2016-2021

Ref: EAHRC/2018-19/002

1.0 Background and Context

1.1 Introduction

The East African Health Research Commission (EAHRC) is an institution of the East African Community (EAC) established by EAC Heads of State on 18th June, 2007 as a mechanism for making available to the community, advice upon all matters of health and health related research and findings necessary for knowledge generation, technological development, policy formulations, practices and related matters. EAHRC is the principal advisory institution to the EAC on health Research and Development (R&D).

The vision of the Commission is a healthy and prosperous community built on evidence-driven policy and practice, which emanate from high quality research.

Its mission is to improve health and well-being of the citizens of the Community by generating, accessing, capturing, assessing, synthesizing, sharing, disseminating, and utilizing health research and findings, as well as technological development that are suitable and relevant to the Community and its people.

The objective of the Commission is to promote, facilitate, and coordinate the conduct and application of health research for the improvement of health and for the wellbeing of the people of East Africa.

The specific objectives for which it has been established for are to:-

- (a) Establish research programmes, networks, partnerships and centres of excellence in health research;
- (b) Establish capacity development and capacity utilization programmes;
- (c) Create an environment that is conducive for research, including harmonized regional regulatory affairs and ethics review frameworks in the Partner States;

- (d) Establish mechanisms for health research knowledge management;
- (e) Mobilize resources to support health research for development.

The main functions of the EAHRC can be grouped under the following 6 categories:-

- Governance, management and operations of the EAHRC;
- Establishment of research programmes, networks, partnerships and centres of excellence in health research;
- Establishment of capacity development and capacity utilization programmes;
- Creation of an environment that is conducive for research, including harmonized regional regulatory affairs and ethics review frameworks in the Partner States;
- Establishment of mechanisms for health research knowledge management;
- Mobilization of resources to support health research for development.

EAHRC has been operationalized in July 2015 by the appointment of the first core staff of its Secretariat including the Executive Secretary, the Deputy Executive Secretary in charge of Research and an Accountant. EAHRC Secretariat is located in Bujumbura, Republic of Burundi.

For more details please visit www.eahealth.org

1.2 EAHRC Strategic Plan 2016-2018

To achieve its mission, EAHRC has developed its first Strategic Plan covering the period 2016-2021. The overall goal of this Strategic Plan 2016-2021 was to provide a framework for operationalizing EAHRC as a strong and well-resourced institution capable of addressing research priorities for the development of the Community.

The plan has identified six (6) strategic focal areas as follows:

- Institutional capacity development;
- Resource mobilization;
- Research Collaboration and Capacity Development;
- Research environment;
- Knowledge management;
- One-Health Approach.

These strategic orientations have been broken down into 6 strategic objectives with 28 strategic interventions and 39 targets. In designing this plan, an implementation plan to be spearheaded by the EAHRC Secretariat has been proposed. The proposed implementation plan requires the support of the stakeholders including EAC and its Organs, Institutions, Partner States, the Commissioners, the National Focal Points, the development institutions, development partners, health, academic and research institutions, NGOs and the citizenry of the Community. This implementation plan details the activities planned under each strategic intervention, accountability,

and milestones. The implementation plan presents also in an organogram the details of the specific positions at EAHRC Secretariat responsible for accomplishing the planned activities included in the Implementation Plan. The EAHRC Strategic Plan is being implemented through Annual Operational Plans July-June.

A monitoring and evaluation framework of the strategic plan implementation has been established and includes annual reviews and a comprehensive mid-term review. The mid-term review is planned to be carried out during the third year of implementation (2018/19) by an external consultant who will assess the performance in relation to the significant changes in the external and internal environment that may have influenced the implementation and propose changes in strategy or targets as necessary.

It is within the above framework that the EAHRC Secretariat is carrying out this mid-term evaluation as planned.

The EAHRC Strategic Plan document is available here: <http://www.eahealth.org/>

2.0 Objectives of the Mid-Term Review

2.1 General objective

To assess the implementation of the 1st EAHRC Strategic Plan over the first two years and half in order to provide key actors with necessary information on the progress made, constraints learnt and draw lessons to possibly redirect the actions and interventions to optimize outcomes.

2.2 Specific objectives

- To review the performance of the EAHRC in implementing the Strategic Plan taking into consideration the expected outcomes of the first 2 years and half;
- To identify the strengths, weaknesses, opportunities, threats and constraints of implementation of the EAHRC Strategic Plan;
- To identify the specific challenges that need to be addressed in the second period of implementation of the EAHRC 1st Strategic Plan;
- To provide assurance to stakeholders including donors regarding the progress of implementation of the EAHRC Strategic Plan 2016-2021;
- To provide recommendations and way forward for informing the development of the 2nd EAHRC Strategic Plan;
- To validate the results of the evaluation by key players involved in the implementation of the EAHRC Strategic Plan.

3.0 Scope of the Mid-Term Review

The mid-term review will examine EAHRC Secretariat progress in implementing the 1st strategic plan, the Strategic Plan 2016-2021, in terms of its mandate and the planned outcomes. The Strategic Plan is being operationalized through the operational plans

for the respective years. Therefore the implementation of annual operational plans will have to be considered in the review.

The findings and recommendations from the review are expected to provide assurance to the EAHRC stakeholders regarding the progress in implementing the Strategic Plan 2016-2021. Likewise, it will provide inputs for developing the next strategic plan as well as the necessary requirements for EAHRC to meet stakeholder expectations during the next strategic planning period.

4.0 Key questions to be addressed

- Were proposed strategic objectives/interventions and activities appropriate to implement the mandate of the EAHRC?
- Did the implementation of the Strategic Plan take place as expected during the first 2.5 years?
- Did the results achieve the desired level of each strategic objective as per the implementation framework of the strategic plan?
- Were human resources, material and financial resources mobilized adequately and for the implementation of the Strategic Plan during the first 2.5 years?
- In what way mobilized resources did contribute to the achievement of results?
- What are the identified strengths that facilitated the implementation of the strategic plan?
- What are the identified weaknesses that have hampered the implementation of the strategic plan?
- What are the opportunities to support future implementation of the plan?
- What are the threats that could affect the implementation of the plan?
- Are there mechanisms allowing to ensure the viability and sustainability of these interventions?

5.0 Expected Deliverables

- An Inception report that will operationalize and direct the mid-term review (to be approved by the Executive Secretary of the EAHRC).
 - o Midterm review work plan which describes how the mid-term review will be carried out
 - o Specific questions for the mid-term review
 - o Detailed mid-term review methodology
- A draft mid-term review report
 - o Executive Summary
 - o Details of the midterm review methodology and process
 - o Mid-term review findings substantiated by evidence, lessons learned, conclusions and recommendations for further advancing the implementation of the strategic plan
 - o List of consultations/interviews conducted, documents/literature reviewed, surveys conducted , etc. (as annex)
- Final mid-term review report after validation by EAHRC Commissioners.

6.0 Methodology of the Mid-Term Review

Evidence for the review is expected to be obtained by the Consultant through document reviews, surveys and interviews with key EAHRC external and internal Stakeholders. The findings and recommendations have to be based on the triangulation of results obtained from all the above sources. The review will be conducted as a desk review, based on documentation maintained at the EAHRC Secretariat, in Bujumbura, Burundi.

The Consultant is expected:-

- To review documents and reports developed for the implementation of the strategic plan;
- To conduct interviews with actors involved in implementing and financing strategic interventions;
- To analyze available data to produce the necessary information.

The Consultant will prepare an inception report containing a detailed methodology for the review, a review framework, specific detailed review questions on the framework, and a review work plan that describes the methodology. The review is expected to be conducted as per international standards.

7.0 Tasks and Responsibilities of the Consultant

- To propose an implementation plan for the mid-term evaluation.
- To propose questionnaires based on the questions raised by the ToRs of the mid-term evaluation;
- To collect, compile and analyze necessary data;
- To present a draft evaluation report to EAHRC Secretariat for comments;
- To present the report to the EAHRC Commissioners for validation
- To submit a final validated report in hard copy and soft copy to the EAHRC Secretariat

8.0 Qualifications and Skills of the Consultant

- At least a master degree in social or medical sciences and proven experience of at least ten years in planning, monitoring and evaluation or more specifically in result-based management or health economics;
- A good knowledge of the health and health research systems of EAC Member States;

- Must have taken part at least 3 times in the process of evaluating a project or strategic plan in the field of health;
- Excellent analytical skills for synthesis and preparation of evaluation reports;
- Good IT skills for word processing and data analysis;
- Broad knowledge of bilateral and multilateral development cooperation
- Fluency and exceptional drafting and reporting skills in English is required. Proficiency in French is desirable

9.0 Reporting

The consultant, during the course of this assignment, will report to the Executive Secretary of the East African Health Research Commission.

10.0 Timeline

Task	Schedule										Person in charge
	January				February				March		
	1	2	3	4	1	2	3	4	1	2	
Preparatory activities											
Advertisement for consultancy				X	X	X					EAHRC
Selection of the consultant (s)						X					EAHRC
Signing the contract with consultant (s)						X					EAHRC
Implementation											
Submission of Draft Inception Report						X					Consultant
Final Inception Report after inputs from EAHRC Secretariat						X					Consultant
Data and information collection							X				Consultant
Data Compilation and analysis								X			Consultant
Drafting of the preliminary report of the evaluation								X	X		Consultant
Presentation of the preliminary results of the evaluation to EAHRC Secretariat for comments									X		Consultant
Presentation of the preliminary results of the evaluation commented by EAHRC Secretariat to the Commissioners for validation										X	Consultant

Presentation of final report											X	Consultant
Submission of Final report											X	Consultant

11.0 Application process

The applicants must submit both the technical and financial proposals for this mid-term review, and also the following:-

- Capacity statement including relevant experience related to the assignment, and contacts of previous organizations/clients
- List of relevant previous assignments and contacts
- Detailed curriculum vitae of all consultants who will be involved

Applications should reach the addressee below by **10 February 2019**

The Executive Secretary

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Website: www.eahealth.org

Please quote: **EAHRC/2018-19/002 - "MID-TERM REVIEW OF EAST AFRICAN HEALTH RESEARCH COMMISSION STRATEGIC PLAN 2016-2021"** on the subject line.

12.0 Confidentiality

The Consultant will treat all information and documents received from the EAHRC or EAHRC Stakeholders in a confidential manner.