



**EAST AFRICAN COMMUNITY
EAST AFRICAN HEALTH RESEARCH COMMISSION**

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**REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR THE CONSULTANCY
SERVICES TO DEVELOP POLICY BRIEFS FROM THE UPTAKE RESEARCH FINDINGS
(Individual Consultant)**

REFERENCE No: EAHRC/RFPs/2024/002

1. 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 formulation, 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, synthesising, sharing, disseminating, and utilising health research and findings, as well as technological development that is suitable and relevant to the Community and its people.

The overall 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 the Commission is established for shall be to:-

- (a) Establish research programmes, networks, partnerships and centres of excellence in health research;
- (b) Establish capacity development and capacity utilisation programmes;
- (c) Create an environment that is conducive for research, including harmonised regional regulatory affairs and ethics review frameworks in the Partner States;
- (d) Establish mechanisms for health research knowledge management;
- (e) Mobilise resources to support health research for development.

The functions of the Commission shall include to:-

- a. ensure the development of comprehensive networks for research linking member institutions;
- b. promote collaborative health research programmes including to: -
 - i. strengthen and enhance mechanisms for collaboration in health research in the Partner States and give general direction to the development and achievement of the objectives of the Commission;
 - ii. create and develop collaborative relationships with partners including private sector and other organisations with similar health and research-related objectives;
 - iii. develop centres of excellence in health research in the region;
 - iv. play key liaison role with the national, regional and international health institutions and other collaborating organisations;
 - v. establish and maintain a harmonised network of morbidity and mortality registries for all diseases, illnesses and conditions which may occur at community, health facility, district, national and regional levels in Partner States;
 - vi. audit research programmes/projects in the region;
- c. facilitate the establishment of safety, quality control, and quality assurance through:-
- d. facilitation, in partnership with ethics bodies in the Partner States, ethical conduct of health research;
 - i. facilitation, in partnership with regulatory authorities in the Partner States, with respect to health research regulatory affairs;

- ii. development, in partnership with relevant national authorities, of criteria for assessing standards and assuring quality of health research in the region through providing guidelines on mechanisms for quality assurance, self-evaluation, and comparability and interoperability of the health research criteria and standards in the region;
- iii. development of quality assurance processes in order to achieve and maintain international standards in health research in the region;
- iv. help member institutions identify and implement good practices in the conduct and management of health research and utilisation of resources;
- e. promote the synthesis, interpretation, dissemination and utilisation of health research findings;
- f. promote the application of knowledge from research to strengthen regional health policy and practice;
- g. facilitate the development of regional health policies and their implementation;
- h. facilitate the creation and utilisation of health research databases;
- i. establish national and regional databases on health research capacity and research activities in the region;
- j. promote and facilitate the development of human resource capacity and skills in health and in all disciplines of health research;
- k. guide the governments of the Partner States and health research institutions to identify best ways of developing and retaining qualified health research personnel;
- l. promote the exchange and dissemination of health research information through conferences, workshops, publications, use of ICT, and other media;
- m. play critical advocacy role and search for research grants and required resources;
- n. promote Community outreach activities in implementation of research findings;
- o. address common intellectual property rights, patency, copyright issues, etc. which are relevance to health in the Partner States;
- p. facilitate strategic planning in health research institutions and others with similar objectives;
- q. establish expert technical working groups for priority health research areas;
- r. assist governments and other appropriate bodies and authorities with the development of strategies for adequate and appropriate investment in health research in the region;
- s. strive for excellence in all of its undertakings;
- t. use resources available in the Partner States to implement its functions;
- u. implement the decisions of the Policy Organs of the Commission;
- v. do all such other things as the Council may deem them necessary for the discharge of its functions and the realisation of its objectives.

2. Project Background and Objectives

UPTAKE is a project that promotes accessibility to HIV prevention technologies for African Girls and Young Women. International AIDS Vaccine Initiative (IAVI) in partnership with the East African Health Research Commission (EAHRC) will disseminate results from the UPTAKE study at national, regional and international platforms with the objective of informing policy and practice. The EAHRC will leverage its influence in the region to disseminate the results to key stakeholders from EAC partner states through its established channels including their regional database of key stakeholders such as scientists, policy makers and healthcare professionals. At an international level, the EAHRC has platforms that will allow ease and efficient dissemination of results through a peer reviewed journal, the East African Health Research Journal (EAHRJ).

At the national/regional level, results of study will be disseminated through existing EAHRC channels for disseminating regional health results as per its mandate of regional health knowledge management. The EAHRC in coordination with the National Focal Points of each EAC partner state, will use the existing national stakeholders' network. The dissemination will be also facilitated by the knowledge management Expert Working Group within each EAC partner state. The EAHRC will conduct trainings' following the study to bring awareness among stakeholders. The EAHRC has developed a database of all scientists in each EAC Partner State from where they will draw experts to assist in specific training.

The EAHRC has knowledge management platforms that will allow ease and efficient dissemination of the results. These platforms are set for dissemination of health information, and include the East African Health Research Journal (EAHRJ) and the East African Science Journal (EASci) which are no-fee, open access, peer reviewed journals published online at www.eahealth.org, the East Africa Web portal for health information, a one stop centre for comprehensive health information in East Africa (www.eahealth.org)

3. Objective of the Consultancy

The consultancy will develop two (2) policy briefs (one per partner states) from the UPTAKE findings. This consultancy will focus on stages one and two of the findings of the UPTAKE project. The findings provide insights and bring evidence to advance progress in HIV prevention in adolescent women. The policy briefs should target scientists, policy makers and healthcare professionals, and will be published to the EAHRC web portal and EAC website, disseminated amongst government counterparts, EAC partner states and other relevant stakeholders, through relevant events and conferences. EAHRC will organise specific debriefing sessions with the consultants to present the policy briefs.

4. Duties and Responsibilities

After familiarising with the objectives and the research findings of the UPTAKE project, the consultant will be responsible for the following tasks:

- Conduct mapping of the relevant existing research studies and policies that promotes accessibility to HIV prevention technologies for adolescent women. An inception report that maps out the relevant studies and outlines the structure of the policy briefs should be submitted.
- Analyse and interpret the UPTAKE research findings, and discuss initial results with the project principal investigators
- Consolidate the research findings into a policy briefs. Ensure the policy briefs can explain the issue/s, known causes, links or relationships, context, stakeholders, scope, impact and implication for UPTAKE development policy and practice as well as present compelling and feasible recommendation/s of the project findings implementation and/or support, informing key messages to policy makers from the analytical studies.
- Draft policy briefs in non-academic language and laid-out using images, quotes, photographs, bullets to effectively convey specific evidence-based policy recommendations to policy makers.
- Prepare a presentation to debrief relevant colleagues from EAHRC and UPTAKE staff
- Pre-identify relevant stakeholders (national governments, national development agencies in charge of health, regional institutions and other relevant public policy makers) and relevant policies at regional and partner states levels, with a view of suggesting improvements in their way of implementing UPTAKE findings based on the evidence.

5. Expected Outputs/Deliverables, Duration of the Work and Payment Scheme

5.1 The deliverables will be:

1. Two (2) policy briefs (one per partner state) that promotes accessibility to HIV prevention technologies for adolescent girls and young women.
2. Presentation for policy briefs to EAHRC, UPTAKE staff and other stakeholders.

The total working days will be twenty (20) days. A detailed timeline with the deliverables will be included in the inception report, which will be agreed with the EAHRC. The below table outlines the deliverables and expected working days.

Deliverables/ Outputs	No. of working days	Estimated Due Dates	Review and Approvals Required	% of payment
An inception report that maps out the relevant studies and outlines the structure of policy briefs	5	3 working days from contract signature	Review and approvals required by the EAHRC	25%
Draft policy briefs	12	12 working days upon approval of the inception report		60%
Final policy briefs and presentation approved	3	5 working days upon feedback on the draft		15%

NOTE: This is a fixed-budget consultancy. Therefore, the **maximum fee payable for each man-day worked shall be Five hundred US Dollars (USD 500). The Consultant must therefore quote an all-inclusive flat-rate lower than and up to USD500 per man-day. Any Consultant quoting a figure above USD 500 for each man-day shall be disqualified at preliminary evaluation stage.**

5.2 Institutional Arrangement

The consultant will directly report on a daily basis, to the EAHRC Principal Health Officer Research, Innovation and Development, as his/her supervisor. The supervisor will liaise with other members of the EAHRC and UPTAKE. The supervisors will ensure that the consultant has access to the relevant information and contacts and will ensure appropriate feedback to the EAHRC and UPTAKE team.

5.3 Commitment to Quality Work

The Consultant shall use an evidence-based approach and ensure the highest standard of work and timely deliverables at every stage of this assignment. In particular, the Consultant shall ensure clarity of objectives and process during the mapping exercise; counter-check all facts and figures cited; ensure that the content and format of the draft policy meet the highest standard for such documents; and ensure proper editing and clarity.

5.4 Payment Modality

Payments are based upon output, i.e. upon delivery of the services specified above and deliverables accepted and upon certification of satisfactory completion by the supervisor.

5.5 Duty Station

The consultant will work home-based and will report to the supervisor every two days.

5.6 Competencies

- Demonstrates commitment to EAC's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Highest standards of integrity, discretion, and loyalty.

5.7 Functional and technical competencies:

- Strong analytical, research skills in the thematic areas for the policy briefs.
- Familiarity with the various development contexts and a solid institutional and political understanding of the EAC at regional and country levels.
- Strong communication skills and ability to communicate with team members.
- Ability to work from home, with personal IT resources such as laptop and internet connection

5.8 Education:

- Masters' Degree in international relation, international development, public policy, economics or related fields or its equivalent required.

5.9 Experience:

- At least five (5) years working experience in research and policy development, with demonstrated experience in research and analysis in the identified thematic areas
- At least five (5) years' experience in health research or high academic Institution
- Having developed at least one policy brief in the health sector both at national or regional level.
- Proven ability to write clear and effective papers and reports

5.10 Language:

- Fluency in English (oral and in writing)
- Knowledge of French is considered as added advantageous

6 Application process

With the technical and financial proposal, the consultant is expected to submit the following:

- Consultant's capacity statement, including relevant experiences related to the assignment and contacts of organisations worked with
- List of relevant previous assignments and a statement of capacity
- Detailed Curriculum vitae

Applications should reach the addressee below by **18th June 2024**

The Acting Executive Secretary

East African Health Research Commission

East African Community

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Please quote **"EAHRC/RFPs/2024/002"** on the subject line