



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

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**EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES TO DEVELOP THE 2ND
STRATEGIC PLAN FOR THE EAST AFRICAN HEALTH RESEARCH COMMISSION
(EAHRC) 2021-2026 EAHRC/SRVCS/2020-2021/00004**

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, synthesizing, sharing, disseminating, and utilizing 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 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 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 organizations;
 - 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 realization of its objectives.

2. Objective of the Consultancy

The overall objective of this consultancy is to develop the 2nd EAHRC five year Strategic Plan to ensure that the East African Health Research Commission fulfils its mandate. This strategic plan will set priorities, action plans and anticipated results of the Commission for the next five (5) years, based on a clear assessment of its existing resources and capacities and taking into consideration the learnings picked from the midterm review of the 1st EAHRC Strategic Plan and considering the needs and baseline assessment carried out in EAC region by the EAHRC.

This document will be an operational/management tool for the mobilization of resources, both regional and international, to support and execute the mandate of the Commission.

The purpose of the consultancy is to support and lead the Commission and its stakeholders in a technically grounded, consultative and participatory planning process, to include extensive consultations with 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. The substantive outcome will be a five-year strategic plan for the period 2021-2026 in line with EAHRC's protocol mandate, and including institutional arrangements, specific activities, proposed programmes, timelines, targets and a detailed costing. The consultant should also provide a communication and monitoring plan.

3. Scope of Work

Under the guidance and supervision of the acting Executive Secretary of the Commission and the Governing Board of the Commission, the scope of the Consultant will include, but not limited to:-

- Review thoroughly the EAC strategic plan (5th EAC Development Strategy and the upcoming 6th EAC Development Strategy), EAC Health strategic plan, EAC policy frameworks, the Protocol establishing the EAHRC, Partner States health research implementation plans, Sectoral Council and Council reports, EAHRC 2015-2021 midterm review report, and any other relevant documents;
- Development of an economically sound methodology for the strategic plan for how the Commission can most effectively meet its objectives;
- Needs assessment of the Commission;
- Mapping of all possible Stakeholders and collecting inputs through a consultative process;
- Situation analysis, including identification of constraints and opportunities for sustainable development, investment promotion, workforce enhancement and health research promotion in Partner States;
- Plans for new programmes and departmental sub-strategies that address the constraints and create the needed support health research programs and incentives;
- Development, validation, finalization and costing of a 2nd strategic plan 2021-2026 including a log frame, and a detailed implementation plan
- Monitoring and evaluation strategy and communications plan.
- Prepare a strategy based on the information collected including an action plan, clearly defined roles and responsibilities, a strong monitoring and evaluation plan, and a realistic resource mobilization plan. The strategy must include a plan for funding the Commission taking into consideration the constraints encountered in the first five (5) years.
- Present the draft strategy in a workshop to solicit input and feedback to improve the strategy, including key strategic objectives, operational approaches, and high-level indicators for success.
- Based on the input and consultation from this workshop, prepare the revised and final copy of the 2nd five year Strategic Plan including a detailed work plan for 2021-2026. The plan should include a resource mobilization strategy to ensure outcomes can be achieved sustainably over the time frame of the strategy.

4. Specific Tasks

The Consultant will;

- Carry out a desk review of all documents relevant to an understanding of the mandate, legal framework, work and context of the Commission. Develop an understanding of the current health research priority in the EAC region paying special attention to research which generates policy and practices.
- Hold consultative meetings with all the stakeholders of the commission both internal and external.

- Develop a comprehensive methodology and work plan for a participatory process of the development of the 2nd EAHRC strategic plan with a view to achieving both support, concrete co-operation and programming with relevant Partner States Ministry of Health , the National Focal Points, the development institutions, development partners, health, academic and research institutions and NGOs.
- Develop an advanced draft strategic plan for discussion with EAHRC secretariat and the methodology for a regional consultation process which will closely include the Commissioners and EAC staff.
- Finalize the 2nd EAHRC strategic plan 2021-2026, including a log frame and a detailed implementation plan.
- Ensure that the 2nd EAHRC strategic plan 2021-2026 is professionally costed and includes a plan for how to integrate the EAC strategic plan.
- Technical organization of the validation workshop and other endorsement meetings of the final strategic plan.
- Complete intermediates and final report ready for approval and distribution.

5. Expected deliverables

- i. Inception report of the work to be undertaken.
- ii. Draft Report summarizing the results to be presented in a stakeholder workshop aimed at review and enrichment of the work of the consultant. The report should summarize the results and status of the work accomplished to date, and problem areas that need to be addressed in the remaining time.
- iii. Final Report of the proposed 2nd five year Strategic Plan agreed upon in the workshop, including clear and detailed work plan for 2021-2026 and a resource mobilization strategy
- iv. Report on the process including stakeholder consultations and workshops

6. Timelines of the expected outputs and deliverables

| S/N | Activities description | Expected duration | Deadline |
|-----|--|-------------------|----------|
| 1 | Planning, draft and submit work plan | 2 days | |
| 2 | Desk review of documents | 4 days | |
| 3 | Meeting with EAC Leadership, EAHRC Secretariat, Stakeholders in Partners States | 10 days | |
| 4 | Develop an advanced draft strategic plan for discussion with EAHRC secretariat | 5 days | |
| 5 | Preparing the work workshop materials | 2 days | |
| 6 | Hold and facilitate the strategic plan workshop | 3 days | |
| 7 | Draft and submit the report on the workshop and first draft of the strategic plan | 5 days | |
| 8 | Hold and facilitate a roundtable workshop with stakeholders to enrich the strategic plan | 1 day | |
| 9 | Revise and resubmit the 2 nd draft of the strategic plan | 5 days | |
| 10 | Submission of final proposed 2 nd five year EAHRC Strategic Plan 2021-2026 (hard and soft copy) | 1 days | |
| 11 | Total person days | 38 days | |

This assignment is expected to be carried out for a period of **38 person-days**

7. 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 stakeholders Consultations; counter-check all facts and figures cited; ensure that the content and format of the Draft Strategic Plan meet the highest standard for such documents; and ensure proper editing and clarity.

8. Qualifications and experience

- At least a postgraduate degree in areas related to planning policy making and development of a strategic plan.
- At least ten (10) years' experience in the area of private sector development, of which at least five (5) relating to government policy
- Prior working experience in developing strategic plans in health research is advantageous
- Experience in research, policy development, management and programming-related work
- Demonstrated experience in working with international partners and other stakeholders in public sector development programs, especially in the area of health research

8.1 Skills and competencies

- Excellent interpersonal skills and experience working with multiple stakeholders.
- Familiarity with East African government systems and procedures.
- Leadership personnel and team management qualities.
- Good communication and computer skills.
- Excellent communication and writing skills in English

9. 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 organizations worked with
- List of relevant previous assignments, three (3) referees and a statement of capacity
- Detailed Curriculum vitae of all consultants who will be involved
- Financial proposal

Applications should reach the addressee below by **17th December 2020**

The Acting Executive Secretary

East African Health Research Commission

East African Community

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Please quote "**EAHRC/SRVCS/2020-2021/00004**" on the subject line.