

**REQUEST FOR EXPRESSION OF INTEREST FOR A CONSULTANCY TO  
DEVELOP CTCA'S MONITORING AND EVALUATION PLAN FOR THE PERIOD  
2019-2025.**

**Country:** Uganda  
**Name of Project:** Centre for Tobacco Control in Africa  
**Grant No.:** 305  
**Expression of Interest Number:** CTCA/EOI/ 007

**1. Introduction:**

The Centre for Tobacco Control in Africa (CTCA) was established in July 2011 by the World Health Organisation with funding from Bill and Melinda Gates Foundation to build and sustain institutional capacity of African governments in tobacco control. The Centre which is hosted by the Makerere University School of Public Health is funded by the Bill and Melinda Gates Foundation through the Africa Capacity Building Foundation (ACBF).

The Center for Tobacco Control in Africa (CTCA) operational contexts varies across the African continent, given the divergent regional social cultural, political, and economic disparities. It is notable that the monitoring and evaluation requirements for CTCA have changed over time as the tobacco control landscape changes and the number of tobacco control actors increase. There is apparently no structured M&E effort for Tobacco Control response on the African continent which gap has trickled down to country level hence a weak TC M&E function. In response to this, the just concluded Mid Term Review, recommended strengthening the M&E function to strengthen TC in Africa. There is therefore rationale to motivate development of a robust Monitoring and Evaluation framework detailing full threads of results formulation and tracking. The basis of the CTCA M&E plan will be the Institutional Strategic Plan 2019-2025 grounded on a firm situational analysis to draw and bridge the gaps, enhance the earlier lessons from the previous performance on the segments of the phase I and II projects.

CTCA therefore wishes to engage a Consultant to develop its Monitoring and Evaluation plan for the period 2019 – 2025. The Monitoring and evaluation consultant shall work under the guidance of **or double** as the strategic planning consultant, being the lead, and will work closely with the CTCA Technical Advisor for Monitoring and evaluation. S/He will consult related officers and other related M&E for TC to formulate a resultant M&E plan that will guide CTCA and form a point of reference for tobacco control M&E function in Africa.

**2. Objectives of the Assignment**

The broad goal for the M&E is to guide the development and strengthening of the TC monitoring and evaluation system for CTCA and in Africa. The consultant will therefore profile the contextual information pertaining to TC Monitoring and Evaluation, to elaborate the Vision, Mission, Goals and Objectives of the M&E plan for CTCA.

Specifically, the consultant will;

- a. Examine existing M&E function,
- b. Define the full function of the M&E; monitoring, evaluation, indicators and means of verification to track performance on the strategic plan and M&E plan, dissemination, utilization and recommended the needed data collections tools,
- c. Align CTCA M&E plan, Strategic plan, and other key documents such as the Non-Communicable Diseases (NCD) framework relating to TC, WHO Framework Convention on Tobacco Control (FCTC), Sustainable Development Goals (SDGs), Universal Health Care (UHC) targets and other TC programs related documents,
- d. Underpin the link between the Strategic plan and Global tobacco surveillance tools and reports, and recommend strategies for a robust TC M&E and (Management Information system (MIS),
- e. Develop a monitoring and evaluation framework that links to identified priorities of the CTCA Strategic plan,
- f. Formulate a data dissemination, feedback and utilization plan and frameworks sharing of strategic information
- g. Identify TC M&E capacity gaps in Africa
- h. Propose relevant strategies for capacity building in Tobacco control M&E in Africa

### **Scope of work and Tasks**

The M&E consultant will work together with the Strategic Plan consultant to produce a Result measurement Framework which will be an integral part of the strategic plan document itself. In addition, The M&E Expert will produce a separate CTCA M&E plan which will include strategies on how to operationalize the M&E function (baseline setting approaches, data collection tools including sampling and surveying methods, questionnaires, progress report template, databases, Management Information System, staff training and responsibility of keeping the M&E system as a living system, etc).

The scope of the M&E work will include elaborating formative and scheduled assessments such as quarterly, annual, biennial, midterm, and summative/end term to guide the operationalization. Some functions of the M&E are envisaged to be conducted internally and others to be outsourced. CTCA's M&E function will be utilized to measure and track the institutions performance and guide other stakeholder M&E functionality on the continent.

The scope of the M&E assignment is at the regional level where CTCA operates. In addition, the consultant should guide how countries can adapt the CTCA M&E to their context.

The consultant will, but not limited to;

- a. Review the current M&E documents used by CTCA, BMGF and ACBF
- b. Review key documents
- c. Review the Global Tobacco Surveillance Reports
- d. Identify gaps and make recommendations for work to be prioritized in the of the strategic Plan 2019-2025
- e. Highlight cross cutting issues and innovation and interventions not previously captured in the Strategic Plan and ME
- f. Review the existing CTCA results framework and M&E Plan, tools, and reports.
- g. Facilitate stakeholder consultation and validation workshops.

### **Key Deliverables**

The consultant will thus deliver;

1. A costed M&E plan for strengthening CTCA M&E system with clear goals and objectives highlighting Data management, quality control, and data auditing measures (quality assurance) including routing assessments and monitoring, data use and dissemination plan, M & E Priorities for the next 7 years
2. An indicator reference sheet to guide users.
3. A result measurement Framework with corresponding data collection tools, frequency of data collection

### 3. Qualification, skills, and Experience

The Centre for Tobacco Control (CTCA) is seeking to recruit a person conversant with and has the knowledge and competency in Monitoring and Evaluation.

The Consultant should meet the following education and work experience:

- Minimum academic qualification of Masters' degree in Public Health, Monitoring and Evaluation, Health Informatics, Demography, or Health Economics
- A minimum of 10 years of work experience in Monitoring and Evaluation methodologies and in conducting surveys with samples His/Her previous work in M&E
- Results based management and reporting knowledge and experience
- Should have a bias towards health programming and measurement
- Good data collection, analytical, and report writing skills
- Experience in undertaking multi country strategic planning and M&E programming
- Excellent numerical and computing skills
- Ability to keep track of and integrate diverse information
- Evidence of ability to think strategically and solve problems;
- Able to take initiative to deliver required outputs and planned results within specified timeframe and under pressure
- Excellent communication and relationship skills including ability to work as a team

### 4. Selection of best candidate

The best candidate will be selected on merit in accordance with the **Selection Based on the Individual Qualifications and experience.**

### 5. How to apply

Interested and suitably qualified candidates may apply for the post by

- i. Submitting a motivation letter of not more than 1000 words and clearly marked as **“Expression of Interest for Consultancy to develop the CTCA Monitoring and Evaluation plan for the period 2019-2025. CTCA/EOI/007/”** in soft copies at the address below not later than **17:00 hours on the Aug 24, 2018**. In addition to the requirement in (a), interested applicants should submit:
  - ii. an application letter,
  - iii. a CV with contacts of 3 professional referees, and
  - iv. a hard copy of all relevant academic documents **OR** if submitted by email, a single file of all relevant academic documents in PDF.

Applications may be sent to:

**Email:** [eo@ctc-africa.org](mailto:eo@ctc-africa.org) copy [angelan@ctc-africa.org](mailto:angelan@ctc-africa.org)

**Physical address:** Makerere University, College of Health Sciences, School of Public Health Centre for Tobacco Control in Africa (CTCA), Ekobo Road Plot 2 Kololo.