



Global Fund Project 2021 – 2024

Resilient and Sustainable Systems for Health – Community Systems Strengthening

Request for Proposal

for

**Consultancy for the Development of a Community Led Monitoring Training Package
for HIV, TB, Malaria and COVID**

MARCH 2022

Background

Amref Health Africa

Amref Health Africa is an international non-governmental organization that was officially founded in 1957 as a Flying Doctor's Service. Since then the organization has expanded into many more areas. The Kenya Country program implements activities under five program areas namely HIV/TB/Malaria/Non-communicable diseases, Reproductive, Maternal, New-born & Child Health, Water, Sanitation & Hygiene, Clinical & Diagnostics and Research, Advocacy & Business Development.

Amref Health Africa's vision is lasting health change in Africa and the mission is improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems

Amref Health Africa Global Fund Tuberculosis Project

Amref Health Africa in Kenya has been the non-state Principal Recipient (PR) for Global Fund (GF) Tuberculosis and Malaria grants in Kenya since 2011 and 2012 respectively. In 2020, Amref Health Africa in Kenya was again competitively selected by the Kenya Coordinating Mechanism (KCM), as the non-state PR for the Global Fund TB and Malaria grants 2021 - 2024.

Resilient and sustainable systems for health (RSSH) are essential to ending HIV, TB, and malaria as epidemics. They also yield broader outcomes, delivering healthcare in a sustainable, equitable and effective way, accelerating progress toward universal health coverage, and helping countries prepare for emerging threats to global health security. Community systems strengthening (CSS) is an integral component of RSSH which is essential to achieving progress against the three diseases and to fulfil their principles of promoting human rights and gender equity. According to the Community systems strengthening (CSS) Framework by the Global Fund, CSS is an approach that promotes the advancement of informed, capable and coordinated communities, community-based organizations, groups and structures. The community actors are enabled to contribute as equal partners alongside other actors to the long-term sustainability of health and other interventions at the community level, including an enabling and responsive environment in which these contributions can be effective.

Community Led Monitoring (CLM) is a process by which service users or local communities gather and use information on service provision or information on local conditions impacting on effective service provision, in order to improve the responsiveness, equity and quality of services and hold service providers to account. The focus is on getting input from recipients of health services in a routine and systematic manner that will translate into action and change. CLM shares important methodologies with research but it is distinct in that it is focused on improving service quality rather than generating generalizable knowledge. CLM involves a cyclic process comprising data collection, analysis and translation, engagement and dissemination, advocacy, and monitoring.

In the New Funding Model 2 (NFM 2) under the Global Fund grant, Kenya has been implementing Community Led Monitoring (CLM) activities in 3 counties (Kwale, Homabay and Vihiga). This was through implementation of Imonitor+ in the community. This is a system that provides a platform to the communities to share personal feedback of health services as experienced by them. Currently, in NFM 3 the project will implement Imonitor+ in 15 counties (Busia, Homa Bay, Kakamega, Kisii, Kisumu, Kitui, Kwale, Migori, Mombasa, Nairobi, Siaya, Taita-Taveta, Turkana, Uasin Gishu & Vihiga). In addition, The Global Fund is supporting technical support to Kenya through EANNASSO to develop tools and indicators for CLM.

PURPOSE, OBJECTIVES AND SCOPE OF WORK

Purpose

The purpose of this consultancy is to work with the Principal Recipient and the CSS technical working group to develop of a CLM Training Package for HIV, TB, Malaria, COVID-19 and UHC to be used for training of communities, networks and CSOs in CLM.

Overall Objective

The overall objective is the development of a CLM Training Package for HIV, TB, Malaria and COVID.

Objectives

- To undertake a desk review of the existing training materials and systems supporting CLM activities in Kenya

- Facilitate dialogue with key stakeholders on CLM to inform the training package on CLM
- Develop a training package for CLM aimed at capacity development for communities, CSOs and networks for improved access and availability of HIV, TB, Malaria, COVID-19 and UHC services

Scope of work

Under the supervision of the principal recipient and the Community System Strengthening Technical Working Group, the consultant will be responsible for developing a community led monitoring training package.

Specifically, the consultant will be responsible for:

- Developing an inception report detailing the process, methodology, expected deliverables and the timelines.
- Desk review on various initiatives on community led monitoring in Kenya
- Participate in meetings for communities, networks, CSOs and stakeholders to seek input on the CLM training package
- Develop a final CLM training package informed by the stakeholder's feedback
- Develop a process report

DELIVERABLES

The consultant will work closely with Principal Recipient and the CSS technical working group. All deliverables will be submitted to Principal Recipient on date as mutually agreed during the inception meeting. The reports will be reviewed by Principal Recipient and the TWG. All draft and final documents will be submitted as soft. The consultant should submit following key deliverables: -

- Inception report: Outlining details of activities with proposed methodology and timeline/ delivery dates
- Draft training package for CLM
- Final training package for CLM

- Communities, CSOs, Networks and Stakeholders consultation meeting reports
- Consultancy process report

REQUIREMENTS

The Consultant will be required to have: -

1. Possess at least a post graduate degree in law, communication, public health, community development, or other relevant discipline.
2. The lead consultant to have at least 10 years of relevant professional experience in advocacy, research, communication, training materials development and community engagement.
3. Experience working with communities, CSOs, key and vulnerable population groups in HIV, TB and Malaria response in Africa.
4. Experience working with National and county governments in Kenya and advocating with ministries of Health.
5. Experience training communities, networks and CSOs in research, advocacy or communication
6. Strong analytical and communication skills
7. Excellent report-writing skills
8. Good inter-personal, communication and coordination skills
9. Ability to work independently with minimal supervision
10. Evidence of at least three (3) consultancies of similar scope

DURATION OF ASSIGNMENT

The Consultancy will be executed over a period of 30 days.

TECHNICAL PROPOSAL FORMAT

The application will be submitted either in PDF or MS Word using the below format. Any extra pages will not be considered during technical evaluation.

	Section	Maximum Page Limit
1	Cover Page	1
2	Table of Content	1
3	Introduction of the Firm/Consultant Summary Experience to the Firm/the Lead Consultant	2
4	Understanding of The Terms of Reference <ul style="list-style-type: none"> • Assignment Background • Assignment Purpose and Objective • Deliverables And Outputs 	2
5	Methodology <ul style="list-style-type: none"> • Proposed Approach and Methodology • Stakeholders Engagement • Data Collection and Analysis 	3
6	Workplan	1

Other attachments should be sent as guided in the mode of application section below.

MODE OF APPLICATION

To respond to the request, the consultant is expected to submit the following documents online through Proposals.Kenya@amref.org by or before Thursday 24th March 2022 at midnight. The subject of the email should be the **title of the assignment**. Technical and financial proposals should be sent as separate documents.

1. Provide a technical proposal and attach the following mandatory requirements:
 - a. Workplan
 - b. Curriculum Vitae (CVs) of the lead consultant. Any additional CVs must be accompanied by commitment letters.
 - c. At least three cliental references.
 - d. In case of a company include the profile.
 - e. Evidence of consultancy done (either contract, PO, invoice or certificate of completion for at least 3 consultancies in the last 2 years (2019 to date)
 - f. Valid Tax Compliance Certificate (TCC)

(Bids missing any of the above requirements shall be disqualified.)

2. Financial proposal in Kenya shillings

TECHNICAL REVIEW PROCESS

The application review process will have 3 key stages

Stage 1: Preliminary review to confirm on mandatory requirements

Stage 2: Technical evaluation of the applications that have all the mandatory requirements. The technical application will be based on the following criteria

Requirement	Maximum Scores	Score
Academic Qualification At least advanced university degree (Master's degree or equivalent) in law, communication, public health, community development, or other relevant discipline	10 Marks	
Relevant Experience (at least 10 years) The consultant(s) to have at least ten (10) years of relevant professional experience in (15 marks) <ul style="list-style-type: none"> • Advocacy and policy makers engagement (5 marks) • Research for advocacy or communication at community level (4 marks) • Working in the health sector including with working with CSOs and key and vulnerable population groups (3 marks) • Experience working with National and county governments in Kenya (3 marks) 	15 Marks	
Evidence of at least (3) consultancies of similar scope <ul style="list-style-type: none"> • 1 assignment (1 mark) • 2 assignments (2 marks) • 3 assignments (5 marks) 	5 Marks	
Technical Approach and the Methodology (70 Marks)		
Background (10 Marks)		
Understanding community led advocacy	5 Marks	
Understanding the gap/problem in community led monitoring and existing initiatives in Kenya	3 Marks	
Understanding of the objectives of the assignment	2 Marks	
Methodology (60 Marks)		
Proposed approach and key steps to developing the community led monitoring training package	20 Marks	
Identification of stakeholders and engagement	10 Marks	

<ul style="list-style-type: none"> • Listing of the relevant stakeholders to be engaged (CSOs, Key and vulnerable populations, Ministry of Health, County Governments, etc.) 		
<p>Consultancy execution/implementation process</p> <ul style="list-style-type: none"> • Inception report • Desk review and data collection • Stakeholders engagement • Material development and validation • Dissemination – meeting, summary 	10 Marks	
<p>Data collection approaches</p> <ul style="list-style-type: none"> • Qualitative (FGDs, KII, Case narratives etc.) and/or Quantitative (Questionnaires, Interview schedule etc.) 	5 Marks	
<p>Clear methodologies of data cleaning, analysis and storage</p> <ul style="list-style-type: none"> • Use of software like <ul style="list-style-type: none"> ○ Qualitative (NVIVO, Atlas etc.) ○ Quantitative (SPSS, STATA, R, SAS, Excel etc.) 	5 Marks	
<p>Review of the work plan (10 marks)</p> <ul style="list-style-type: none"> • Are activities in the schedule in line with the methodology and the scope of work outlined in the advert? (3 Marks) • Is time allocation to the activities realistic and feasible to develop a strategy? (5 Marks) • Timelines (30 days) (2 Marks) 	10 Marks	
TOTAL SCORE	100MKS	
<p>Only bidders who will score a minimum of 80 out of 100marks in the technical score shall qualify for the interview stage which forms part of the technical evaluation. Only Bidders who qualify after the interview shall proceed to financial evaluation.</p>		

Stage 3: Interviews for the candidates/organizations that will have attained at least 80 marks on technical evaluation