



TERMS OF REFERENCE

CONSULTANCY FOR THE FINAL ASSESSMENT OF THE PROJECT ENTITLED “ENHANCING ATCA CAPACITY TO EMPOWER AFRICA CSOs -2EAC2”

N°EOI/-001/06/22-ES

- **Contract Type:** Consultancy (1 consultant)
- **Duration:** 30 days
- **Closing Date:** 08 July, 2022

1- BACKGROUND

ATCA is a non-profit, non-political, and continent-wide tobacco control alliance of civil society organizations (CSOs) with a vision to promote health by building a tobacco-free Africa. Established in 2008, the alliance is a unique Pan African tobacco control civil society network and currently has membership in 39 African countries. The alliance has developed to a network for synergy and sharing of tobacco control resources in Africa. It assures the coordination of its members' efforts to promote the adoption and implementation of international, regional, and national legal instruments, policies, and activities on tobacco control within the African Region. The alliance is growing in number and expertise and plays a key role in the implementation of the World Health Organization Framework Convention on Tobacco Control (WHO FCTC) in Africa.

ATCA is currently implementing a project titled “Enhancing ATCA Capacity to Empower Africa CSOs (2EAC)” with the support of the African Capacity Building Foundation (ACBF). The goal of the project is to contribute to reducing the prevalence of tobacco use in Africa through the following specific objectives: (i) enhance the operational capacity of ATCA for effective coordination of CSOs agenda for tobacco control in Africa; and (ii) foster synergy on tobacco industry monitoring to facilitate adoption and effective implementation of FCTC-compliant policies in African countries.

The duration of the project is three years and ends on July 31, 2022. At the end of the project's implementation, and in accordance with M&E arrangements of the project, an evaluation must be carried out as to assess the project's achievements and lessons learnt. A consultant will be recruited to carry out the final evaluation of this project. This exercise will inform the preparation of the Project Completion Report (PCR) as per ACBF's requirements.

2- OBJECTIVE OF THE MISSION

The objective of this assignment to conduct an independent assessment of the extent to which the project has achieved its objectives and draw key lessons from the implementation. This will help document key achievements, lessons learned and good practices with a particular focus on the role of civil society actors in the implementation of the project. A summary of the report will also be prepared by the consultant to be used as a communication tool.

3- OBLIGATIONS

3.1- For the consultant

The consultant will:

- evaluate the relevance, effectiveness, efficiency and sustainability of the project;
- evaluate the degree of satisfaction of the members of civil society with the results obtained;
- identify the success factors and obstacles to the achievement of the project's results;
- Identify lessons learned and make recommendations for improvement to be considered in the Alliance's strategic plan for the next five years.

3.2 – For the African Tobacco Control Alliance

- provide clear guidance to the selected consultant on the effective execution of the task;
- provide the selected consultant with all documentation required for the evaluation;
- mobilise its staff, Board to facilitate the execution of the task;
- liaise with Alliance partners and other key actors for data collection;
- review and comment on all drafts submitted by the consultant;
- provide any other necessary assistance to the consultant.

4- DELIVERABLES

- An updated methodology note with the evaluation questions to be addressed and a detailed timeline after the kick-off meeting;
- A draft evaluation report containing the analyses of results and findings of the evaluation in accordance with the mission's ToR;
- The final evaluation report;
- A summary of the report to be used as a communication tool.

5- PAYMENT

Payment will be made in a single instalment following validation of the final evaluation report by ATCA and its partners and submission of a summary report.

The Consultant will work under the general supervision of ATCA's Executive Secretary.

6- DURATION

The total expected duration of the assessment is 30 days.

7- SELECTION CRITERIA

The selected consultant will be expected to:

- have an advanced degree in one of the following disciplines: Health Economics, Public Health, Sociology, Project Management
- have a minimum of 5-year experience in conducting similar assignment with strong expertise in monitoring and evaluation of health projects
- have a thorough understanding of the tobacco control landscape in Africa;
- professional experience in project and program management, particularly in project and program monitoring and evaluation;
- have an excellent analytical and reporting skill;
- have excellent written skills in English and/or French;
- have excellent communication skills.

8- EXPRESSION OF INTEREST

Interested consultants should submit an Expression of Interest, structured to include the following information:

- Self-introduction letter;
- Curriculum vitae of the consultant;
- Stated experience in the above required technical area(s);
- Proven record in similar consultation;
- Technical proposal must include (i) Methodology and (ii) the timeline. The comparison of technical offers will be as follows:

Evaluation criteria	Maximum number of points
Consultant's qualifications	60
Planning of the work	40

9- DEADLINE FOR APPLICATION

Applications should be sent not later than **08 July 2022 at 5.00 pm GMT** by email to applications@atca-africa.org.

10- FURTHER INFORMATION

- ATCA reserves the right to award the contract to any applicant it considers qualified, and to enter into negotiations with selected consultants to discuss any matter that will be necessary to help with the selection.
- ATCA does not hire the services of consultants directly or indirectly associated with the tobacco industry. It has a strict policy of non-engagement with, and does not accept any form of funding or support from any company that manufactures, distributes, markets, or sells tobacco products, or that provides legal representation, public relations or lobbying services, or marketing assistance to any member of the tobacco industry.
- For questions related to this call for application, contact Ms Irene Senouvor either by email: applications@atca-africa.org or by telephone; +228 22 25 15 80 /83, from 8.30am GMT to 6.00pm GMT.