Terms of Reference (ToRs) for Individual Consultancy services to develop RBC Strategic Plan (2022-2024)

CHAI RWANDA

I. Background

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and reducing the burden of disease in low-and middle-income countries, while strengthening the capabilities of governments and the private sector in those countries to create and sustain high-quality health systems that can succeed without our assistance. For more information, please visit: http://www.clintonhealthaccess.org

RBC strategic planning aims at identifying, prioritizing, sequencing, and timing medium-term interventions for the RBC in a comprehensive way to guide activities and investments necessary for achieving medium-term outcomes. The process of developing this Strategic Plan is therefore based on a thorough analysis of the current situation, lessons learned, expected available resources, and chosen priorities, within an overall sector-wide framework.

Therefore, CHAI in collaboration with RBC, is now looking for a qualified individual consultant to provide consultancy services to develop RBC Strategic Plan (2022-2024). More details are provided below:

II. Purpose of consultancy

The purpose of the consultancy is to provide technical assistance to the Rwanda Biomedical Centre (RBC) to develop its Strategic Plan (2022 – 2024*).*

III. Deliverables and duties

Duties:

- Provide overall leadership and technical expertise to RBC and stakeholders on the development of the strategic plan.
- Lead/facilitate the consultations for the development of the situational analysis
- Draft the situation analysis based on the consultations, with clear emerging priorities.
- Lead/facilitate the consultations with programs on intervention areas for the strategic plan
- Draft the strategic plan based on the interventions areas and facilitate dialogue with stakeholders for validation of the draft strategic plan.
- Lead the process of costing of the plan.
- Finalize the draft strategic plan and facilitate dialogue with stakeholders for its validation.

Deliverables:

- Deliverable 1: An inception report and detailed work plan / Expected by May 14, 2022
- Deliverable 2: Draft RBC strategic plan document / Expected by June 4, 2022
- Deliverable 3: Validated RBC strategic plan document / Expected by June 30, 2022

V. Qualifications, experience, skills and languages

Educational Qualifications:

Essential: Master's degree in Public Health, Health Policy, Health Services Management, Health Systems, or related fields.

Experience

Essential: Minimum 10 years' relevant professional work experience in development of health sector strategic plans.

Skills/Knowledge:

- Demonstrated ability to provide sound methodological and technical advice and guidance to Health sector and other stakeholders including donors
- Practical analytical skills necessary to translate data or information into concrete action
- Excellent report writing skills
- Able to work effectively in a diverse team environment

Languages and level required (Basic/Intermediate/Expert):

Expert knowledge of English

VI. Location

Kigali – Rwanda

VII. Application

Interested consultants should submit their proposals (including consultancy rates) prepared in English, to rwandaprocurement@clintonhealthaccess.org with subject: "**Individual consultancy proposal**" not later than **May 08th, 2022** at **05:00 pm** local time prompt. You are requested to adhere to the deadline; proposals submitted after the deadline will be automatically rejected. It shall remain responsibility of the applicants to ensure that bids will reach the address email above on or before the deadline. Bids documents that are received by CHAI after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Only shortlisted companies will be contacted.

Any questions/concerns/clarifications related to this tender should be addressed to CHAI Rwanda procurement Office through rwandaprocurement@clintonhealthaccess.org not later than 4 days before the deadline for submission. Any questions/concerns/clarifications received after this deadline will not be considered.

Done at Kigali, on April 29, 2022

Elizabeth KAUNGA
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Clinton Health Access Initiative