



## CONSULTANCY OPPORTUNITY

### NCDI POLICY AND STRATEGIC PLANNING CONSULTANT

**Project:** DEVELOPMENT OF THE NON-COMMUNICABLE DISEASES AND INJURIES POLICY (2024-2033) NCDI STRATEGY, IMPLEMENTATION PLAN AND BUDGET (2024-2028)  
**Duty Station:** MINISTRY OF HEALTH LIBERIA – NCDI PROGRAM  
**Duration:** 90 WORKING DAYS  
**Start Date:** IMMEDIATELY AFTER SIGNING OF CONTRACT AGREEMENT

**Background:** The NCDI Program of Liberia's Ministry of Health seeks an expert consultant to develop a comprehensive NCDI Policy (2024-2033) and Strategic Plan (2024 – 2028). This initiative aims to align Liberia's NCDI service delivery goals with national and international development goals, initiatives, and actions.

#### Scope of Work:

1. Review and analyze the previous NCDI Policy & Strategy 2017- 2021.
2. Engage with and train the high-level Strategy Technical Working Group (STWG).
3. Conduct a situation analysis of NCDIs in Liberia.
4. Develop an NCDI theory of change for the NCDI Strategic Plan 2024-2028.
5. Draft and finalize the NCDI Policy (2024-2033) & Strategic Plan 2024-2028.
6. Mentor the NCDI team to build their capacity in strategy development.

#### Qualifications:

- Master's degree in a relevant field.
- Minimum of 15 years of experience in the health sector.
- Prior experience in NCDI Policy and Strategy development.
- Proficiency in English and computer applications (Word processing, spreadsheets, and presentation software).
- Strong research, writing, and project management skills.

#### Submission Requirements:

1. Technical Proposal (max 20 pages)
2. Financial proposal (max 3 pages)
3. Personal Capacity Statement
4. Curriculum Vitae

**Submission Deadline:** Friday, October 5, 2023 - 17:00hrs GMT

**Contact:** Electronic submissions to: [anthonyt09@gmail.com](mailto:anthonyt09@gmail.com) (cc: [zoctaylordoe72@gmail.com](mailto:zoctaylordoe72@gmail.com) and [richmai086@gmail.com](mailto:richmai086@gmail.com))

See below for detailed Terms of Reference.

Join us in our mission to reduce the NCDI disease burden in Liberia!





## **TERMS OF REFERENCE (ToR) FOR THE RECRUITMENT OF LOCAL CONSULTANT(S)**

### **I. GENERAL INFORMATION**

<b>Services/Work Description:</b>	DEVELOPMENT OF THE NCDI POLICY (2024-2033) AND NCDI STRATEGIC PLAN FOR (2024-2028)
<b>Project/Program Title:</b>	NON-COMMUNICABLE DISEASES AND INJURIES PROGRAM
<b>Post Title:</b>	NCDI POLICY AND STRATEGIC PLANNING CONSULTANT
<b>Consultant Level:</b>	EXPERT LOCAL CONSULTANT
<b>Duty Station:</b>	MINISTRY OF HEALTH LIBERIA – NCDI PROGRAM
<b>Expected Places of Travel:</b>	IN-COUNTRY TRAVEL
<b>Duration:</b>	90 WORKING DAYS
<b>Expected Start Date:</b>	IMMEDIATELY AFTER CONCLUDING CONTRACT AGREEMENT

### **II. INTRODUCTION**

Oversight and coordination of all Non-Communicable Diseases and Injuries (NCDIs) in Liberia are critical to ensuring a reduction in the overall NCDI disease burden. As part of the process of improving the oversight and coordination capability, as well as support the mobilization and harmonization of multi-stakeholder expert input and resources from across the public, private, not-for-profit, and Inter-governmental organizations, there is need to set clear steer for NCDIs for the next five years. For the NCDI Program to demonstrate effective leadership, coordination, and implementation, an updated National NCDI Policy and Strategy is required. This revised document, building on the successes of, and lessons from, the previous NCDI Policy and Strategy that ended in 2021 will ensure alignment of Liberia's NCDI service delivery goals and integration of national and international development goals, initiatives, and actions.

The purpose of this assignment, therefore, is to develop a comprehensive NCDI Policy and Strategic Plan for the Government of Liberia's Ministry of Health and institutions that fall thereunder, that will facilitate the alignment of efforts, activities, and resources to achieve long-term objectives.

### **III. BACKGROUND**

The NCDI Program is part of Liberia's Ministry of Health. The Program's primary responsibility is that of coordinating the implementation of the NCDI Policy and Strategy in driving down Liberia's NCDI burden. The NCDI Program's current programmatic focus is on five core diseases (i) Diabetes; (ii) Cancer; and (iii) cardiovascular diseases, (iv) Assistive Technology (v) Oral





Health. The Program intends to expand services to include: (i) Chronic Respiratory Diseases, (ii) Injuries and Rehabilitation, (iii) Elderly Care

The NCDI program is delivered through six key pillars including:

1. Health Service Delivery
2. Health Workforce
3. Access to essential medicines and medical supplies for NCDIs
4. Health Information Systems
5. Leadership and Governance
6. NCDI Financing

Considering the ending of the 2017-2021 NCDI Policy and Strategy, and the recently concluded STEPWISE Survey (2022) to map Liberia's NCDI risk factors, and the need to foster a coordinated approach to implementing Liberia's National Health Policy 2022-2031, there is need to develop a new NCDI Policy (2024-2033) and NCDI Strategy for 2024-2028.

It is through policy and strategic planning as well as implementation that the NCDI Program can align their responsibilities with available resources and prioritize NCDI service delivery.

The NCDI Policy and Strategy will also provide for strengthening strategic alliances with stakeholders. In addition, a sustainable and flexible execution of the NCDI Policy and Strategy will demonstrate Government of Liberia's commitment to ensuring a healthy citizenry.

The overall objective of this consultancy is to develop a National NCDI Policy and Strategic Plan for the period 2024-2028, in close collaboration with a high-level Strategic Technical Working Group. The NCDI Policy and Strategic Plan should ensure the NCDI Program works within its mandate, consolidates work towards the same long-term goals in furtherance of the Liberia National Health Policy and Strategy as well as the Sustainable Development Goals (SDGs).

#### **IV. STRATEGIC PLAN RATIONALE**

Effective NCDI health service delivery is key to the success of the Ministry of Health in Liberia as well as the overall development agenda for Liberia. To achieve this, it is important that a clear mechanism for the management of NCDIs is in place, therefore, the need for a National NCDI Policy and Strategy. Such a mechanism provides the guiding principles for the implementation of all NCDI services in Liberia and allows for alignment of various NCDI interventions by both the Ministry of Health and its strategic partners. Improving NCDI health service delivery will also build trust in the Government of Liberia's capacity to provide health services for all its citizens. It will also enhance trust, coordination and collaboration amongst health service delivery partners, development actors as well implementers.

To ensure a data-driven, integrated, and anchored NCDI Policy and Strategic Plan that has full stakeholder ownership, the consultant will work closely with a high-level Strategic Technical Working Group (STWG) with representatives from various components of the NCDI





implementing partners and relevant institutions. This process should also support the building of the NCDI Program's institutional capacity and promote internal collaboration.

## V. SCOPE OF THE WORK

The scope of work of the local consultant(s) will include, but not be limited to:

- Conduct a review of the most recent NCDI Policy & Strategy to assess the performance against policy and strategy objectives.
- Work with the high-level Strategic Technical Working Group (STWG) throughout the process.
- Undertake a situation analysis of NCDIs in Liberia, including all NCDI partners, institutional implementation mechanisms and health service delivery including a mapping of NCDI interventions conducted by non-governmental actors in Liberia.
- Develop an NCDI theory of change for the strategy period 2024-2028.
- Through a consultative process and application of appropriate tools of analysis, identify focus areas and develop both policy and strategic objectives as well as key result areas.
- Ensure alignment of the NCDI Policy and Strategy with best practice NCDI policy and strategy approaches while retaining contextual responsiveness
- Develop a stakeholder consultation plan and conduct stakeholder engagement for data collection, buy-in and awareness-raising during the NCDI Policy and Strategy development process.
- Review institutional capacity and set-up of the NCDI function across relevant government institutions and health facilities against their mandates and identify strategic objectives and key results areas and make recommendations, if any.
- Ensure the strategy is integrated and aligned with relevant implementing entities and partners' agendas.
- Work with the NCDI team and mentor them to build their capacity to develop national policies and strategy.
- Develop **Results and Resources Frameworks & Monitoring and Evaluation Frameworks** for the planned periods of the Policy and Strategy.
- Clarify the governance and oversight roles of the different stakeholders as well as the NCDI Program in the NCDI Policy and Strategy.
- Share drafts on all components of the NCDI Policy (2024-2033) and NCDI Strategic Plan (2024 – 2028) with the STWG for feedback along the development process.
- Finalize and validate the NCDI Policy & Strategic Plan.
- Develop print-ready full and abridged versions of the NCDI Policy & Strategic Plan

## VI. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
-----	------------------------	--------------------------------	-------------------------------





1	Inception report/work plan and methodology with clearly defined timelines and outputs presented to the Strategic Technical Working Group	5 Working days	NCDI Program & STWG
2	Information/Document compilation and stakeholder Consultations	15 Working days	“
4	Previous NCDI Policy and Strategy performance review, Situational Review & Analysis	15 Working days	“
5	Institutional Mapping & Analysis	5 Working days.	“
6	Drafting and submission of first draft NCDI Policy, and Strategic Plan to the STWG	10 Working days	“
7	Set out Objectives, Strategies, M&E framework and costing of the NCDI Policy and Strategic Plan documents	10 Working days	“
8	Submit Second Draft NCDI Policy 2024-2033, and the NCDI Strategic Plan 2024-2028 to the Working Group	10 Working days	“
9	Validation of NCDI Policy & Strategic Plan documents	5 Working days	“
10	Prepare Final Version of NCDI Policy and the NCDI Strategic Plan as well as abridged (short) versions.	15 Working days	“
11	Submit the NCDI Policy and Strategic Plan documents as well as a Completion report	0 Working Days	“

#### IV. INSTITUTIONAL ARRANGEMENTS / REPORTING RELATIONSHIPS

- At key stages of the desk review, the consultant shall inform the Director, NCDI Program – Ministry of Health and the STWG of key updates on the design and implementation of the review process as may be required.
- The STWG shall ensure the relevant background information and documents are made available to the consultant (where available).
- The NCDI Program and its partners shall facilitate the coordination of meetings and other activities regarding this consultancy.

#### V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- The NCDI Program shall provide the Consultant(s) with office space and organize relevant meetings.





## **VI. DURATION OF THE WORK**

- a. The duration of the consultancy is **90 working days spread over a 6-month period.**

## **VII. QUALIFICATIONS OF THE SUCCESSFUL CONSULTANT**

### **a. Academic Qualifications/Experience/Competencies**

A minimum of master's degree in a relevant field, with at least of 15-years of experience in the health sector. Specific experience developing NCDI Policies and Strategies or having undertaken similar assignments in the health sector is a requirement. Prior work within the NCDI area at strategic levels and a deep understanding of government structures and processes is a requirement. Ability to work with minimal supervision, a high level of written and oral communications skills in English is also a key requirement.

### **C. Competencies:**

- Strategic planning, accuracy, punctuality, and reliability.
- Ability to communicate effectively in writing.
- Strong organizational and communication skills, ability to work in a team.
- Ability to work against tight deadlines.
- Proficiency in technology-based learning management systems and digital platforms will be an added advantage.
- Strong research, scientific writing, and communication skills.
- Demonstrated project planning and management skills for organizing, coordinating, and executing projects from conception through implementation.

### **d. Language and other skills:**

- Excellent knowledge of English, including the ability to make coherent arguments in presentations and group interactions.
- Capacity to communicate fluently with different stakeholders (government authorities; civil society, local communities, project staff); and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

### **Important Note:**

The Consultant is required to have the mentioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

## **VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Upon advertisement, qualified Individual Consultants are expected to submit both the Technical and Financial Proposals. Accordingly, Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and





- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weights of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

#	Technical Capacity and Related Qualifications	Weight
1	At least a master's degree in medicine, Public Health, Nursing, Mental Health, or a relevant health-related degree.	10
2	At least ten years of professional experience in the health sector	15
3	Prior work in the NCDI field at strategic level.	10
4	Prior National Policy and strategic plan development work and evidence of undertaking similar assignments.	25
5	At least 5 years' experience working in the Sub-Saharan Africa context	10
6	Financial weight	30
<b>Total Score Technical Score * 70% + Financial Score * 30%</b>		<b>100</b>

## IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	Development, review, and adoption and inception report including a work plan & methodology (Adoption meeting)	NCDI, STWG	30%
2 <sup>nd</sup> Installment	Submission of first drafts of the NCDI Policy and the NCDI Strategic Plan to the STWG	“	40%
3 <sup>rd</sup> Installment	Submission of validated final and abridged NCDI Policy and Strategic	“	30%





	Plan documents as well as a completion report		
--	---	--	--

## XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain property of the NCDI Program, Ministry of Health, Liberia.

## XII. BID DOCUMENTATION REQUIREMENTS

Interested individual consultant's/consulting firms should submit the following documents for consideration:

- a. A detailed Technical Proposal not exceeding 20 pages, describing:
  - Understanding and interpretation of the TOR
  - Methodology for undertaking the assignment.
  - Time and activity schedule
- b. Financial proposal not exceeding 3 pages.
  - Consultant's daily rate in US\$
  - Other costs / reimbursable costs e.g., travel
  - Total cost
- c. Personal Capacity Statement
  - Relevant experience related to the assignment (include samples of two most recent similar works and/or references for the same)
  - Reference letters from at least 3 organizations previously worked for
  - Curriculum Vitae of the Consultant (s)

## XII. BID SUBMISSION

1. **Call:** Eligible and qualified individual consultants/firms are invited to express their interest in providing the Services.
2. **Capability:** Interested individuals/firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.
3. **Clarifications** can be obtained by sending an inquiry to: [anthonyt09@gmail.com](mailto:anthonyt09@gmail.com) with a copy to: [zoetaylor072@gmail.com](mailto:zoetaylor072@gmail.com) and [richmai086@gmail.com](mailto:richmai086@gmail.com)





4. **Submission:** Electronic submission by the interested Individual Consultants should be emailed to: [anthonyt09@gmail.com](mailto:anthonyt09@gmail.com) with a copy to: [zoetaylor72@gmail.com](mailto:zoetaylor72@gmail.com) and [richmai086@gmail.com](mailto:richmai086@gmail.com)
5. **Deadline** for submission of bids is Friday, October 6, 2023 - 17:00hrs GMT.

**This TOR is approved by:**

**Signature:**

*Dr. Z. Tucker*



**Name and Designation:**

Dr. Anthony Tucker, Director, NCDI Program – Ministry of Health - Liberia

**Date of Signing:**

*September 20, 2023*