



## **REQUEST FOR EXPRESSION OF INTEREST FOR A CONSULTANT TO CONDUCT A TRAINING NEEDS ASSESSMENT FOR TOBACCO CONTROL IN AFRICA**

**Institution: Centre for Tobacco Control in Africa (CTCA)**  
**Project Title: Enhancing Tobacco Control Sustainability in Africa**  
**Expression of Interest Number: CTCA/EOI/ 2019-007**

### **1. Introduction:**

The Centre for Tobacco Control in Africa (CTCA) was established in July 2011 by the World Health Organization, with funding from Bill and Melinda Gates Foundation, to build and sustain Institutional Capacity of African governments in tobacco control. CTCA has received phase III funding from the Bill and Melinda Gates Foundation through the Africa Capacity Building Foundation to implement a three-year project to enhance tobacco control sustainability in Africa. The project objectives include;

- i. Improve sustainability of tobacco control in target countries,
- ii. Enhance tobacco control actors' knowledge and skills in policy, design, implementation, monitoring and evaluation,
- iii. Foster TC research and alternative livelihood interventions and,
- iv. Strengthen CTCA institutional and human capacity to effectively deliver on its mandate.

Capacity building, specifically training, in tobacco control has been largely implemented in a piecemeal approach. The short-term trainings have been based on technical areas drawn from the WHO FCTC as there is no formal training on TC in the established education system. Most tobacco control training has been in form of fellowships structured around research mainly attached to universities for evidence generation and some as scholarships for PhD Or Masters studies.

In addition, there are a limited number of tobacco control technocrats in governments as TC isn't prioritized and institutionalized in the government system. The TC Focal Persons are only assigned in addition to their primary substantive responsibilities in Non-Communicable Diseases (NCDs), mental health, drug abuse and other areas. As such there are no personnel dedicated to implement TC beyond assignment.

To move towards sustainability of TC, more hands-on qualified and competent personnel are required to implement the National Tobacco Control Programs. CTCA in conformity to her capacity building mandate is developing a capacity building model for Africa, grounded through a capacity and training needs assessment. In order to deliver a relevant context specific model, the centre wishes to carry out a training needs assessment in its target countries and amongst TC partners.

### **Assignment objective and Scope of Work:**

The overall objective of the assignment is to identify capacity gaps and training needs for tobacco control implementation in target countries and Africa.

The assignment will focus on existing capacity of TC actors so as to identify training needs to perform the expected functions and roles of the National Tobacco Control Program. The assignment recommends appropriate methodology for capacity strengthening for TC in Africa and propose required skills and knowledge to perform the TC needs required to accelerate the implementation of the WHO FCTC.

Specific roles and duties of this assignment include;

- i. Review existing training programs to identify drivers and constraints of capacity development for TC in Africa
- ii. Assess skills and knowledge for current TC actors in government and associated stakeholders
- iii. Dialogue with capacity building stakeholders, TC policy makers, technocrats and implementers in Africa
- iv. Identify desired skills and competences for TC implementation in Africa to effect various interventions
- v. Validate assessment findings and recommendations to ensure stakeholders' feedback and needs are given due consideration in the training needs assessment report;
- vi. Identify priority capacity building and training needs for TC in Africa
- vii. An assessment and identification of the training institutions

### **METHODOLOGY**

The consultant is expected to do an extensive literature review, stakeholder consultations and propose a methodology that will be agreed on with CTCA. The consultant will produce an inception report detailing the approach, scope, participants and execution plan.

### **KEY DELIVERABLES**

- Inception report with a detailed methodology, data collection tools, timelines, information sources, and institutions / organizations to be consulted in undertaking the assignment
- Validation workshop materials and report
- Draft report including outcomes of capacity assessment gaps, training action plan, capacity strengthening recommendations
- Final report after incorporating comments from CTCA, Validation workshop participants

### **QUALIFICATIONS, SKILLS AND COMPETENCIES OF THE CONSULTANT**

- Education: Minimum of a master's degree in international development, Public Health, Business Administration, organisational psychology
- At least 10 years of experience in capacity building, organisational development

- Proven record in conducting training needs assessments, capacity development assessments and developing capacity development strategies
- Demonstrated experience working in Africa region
- Excellent verbal and written communication skills in English and French
- Demonstrated analytical skills, clarity in writing, ability in translating abstract concepts into concrete actions/recommendations

## **REPORTING**

The consultant will work under the overall supervision of the Manager, CTCA. He or she will work closely with country TC Focal persons in the target countries.

## **DURATION OF THE ASSIGNMENT**

The assignment is expected to be carried out over a 20-person day period starting TBD

## **SELECTION OF BEST CANDIDATE**

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

## **How to apply**

Interested and suitably qualified candidates may send applications to [eo@ctc-africa.org](mailto:eo@ctc-africa.org)

Submission letters should be marked as **“Consultant to conduct a training needs assessment for tobacco control in Africa; CTCA/EOI/2019-007/”** not later than **17:00 hours on the 15<sup>th</sup> November 2019.**