



## **REQUEST FOR EXPRESSION OF INTEREST FOR THE CONSULTANCY TO TRAIN THE CTCA BOARD OF DIRECTORS IN CORPORATE GOVERNANCE**

**Institution: Centre for Tobacco Control in Africa (CTCA)**

**Project Title: Enhancing Tobacco Control Sustainability in Africa**  
**Expression of interest No: CTCA/EOI/2021/015**

### **1. Introduction:**

Established in 2011, the Centre for Tobacco Control in Africa was established by the World Health Organization and funded by the Bill and Melinda Gates Foundation. CTCA envisions a tobacco free Africa. The mission of the Centre is to enhance African governments' capacity to formulate and implement Tobacco Control programs through partnerships and cooperation. The Centre is currently an autonomous unit guaranteed by Makerere University.

The Centre's focus is premised on its 5 strategic objectives that include.

- i. Strengthening the capacity of countries in Africa to formulate and implement FCTC compliant programs
- ii. Promoting evidence-based tobacco control policy formulation and program implementation
- iii. Mobilizing human, material and financial resources for sustainable tobacco control in Africa
- iv. Promoting partnerships for tobacco control at national, regional and international levels
- v. Enhancing CTCA's ability to support capacity development in tobacco control

CTCA has just formed the Board of Directors that have overall responsibility of overseeing management's implementation of the Centre's strategic objectives, governance framework and corporate culture. Governance issues is one challenge faced by corporate executives today particularly in agencies like CTCA with cross cultural, cross geopolitical spheres, increased burden of disease, resource limitation with continuing narrowing fiscal space and in the face of tobacco industry interference.

## **2. The Assignment**

The Centre through its capacity development initiative is therefore seeking for a consultant to train its Board members in Corporate Governance. The proposed training aims at providing the knowledge and skills needed by the Board of Directors to improve the efficiency and effectiveness of the Centre in tobacco control space.

Specifically, the training should:

- Enhance the Directors' knowledge, skills and competencies of Corporate Governance
- Highlight the role of the Board of Directors within the CTCA governance structure
- Enhance the Board's ability in strategic positioning of CTCA

## **3. Scope of the assignment**

The consultant will be required to:

- Prepare training papers and illustration materials to cover leadership and governance in the following areas but not limited to;
  - transformative and effective leadership
  - Leadership and strategic values for ethical and moral leadership
  - Leadership skill and competencies for network building, management, and quality improvement, resource mobilization
  - Enhancing trust, social capital, stakeholder and community mobilization and effective participation
  - Organizational management and leadership to promote HR management Financial Resources management and accountability
  - Negotiation and conflict resolution
- Administer the training to participants;
- Prepare a training report that assesses the implementation of the activity. The report should highlight the Consultant's and participants overall perspective of the activity, limitations of the training, strengths and weaknesses, and recommendations for improving similar training sessions in the future;

## **4. Qualifications and Experience**

- a) A minimum of an advanced degree in Organisational Psychology, International Development, Business Administration or related field
- b) Minimum of 5 years' experience in organizational development
- c) A thorough knowledge of the Corporate Governance regulations and should be a recognized authority in the field.
- d) A track record of delivering similar courses to participants
- e) Language: Excellent command in English or French

- f) Command of English or French
- g) Sensitivity to different cultures, skills set, language and political affiliations

### **5. Expected Key Deliverables**

The Consultant will be expected to deliver on the following.

- Concept note on proposed training to include training components, agenda
- Training evaluation
- Training report

### **6. Duration and timing of the Training**

It is intended that the training course will be organized and completed in December 2021 and will take two days from 13<sup>th</sup> to 14<sup>th</sup>.

### **7. Selection of best candidate**

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

### **8. How to apply**

Interested and suitably qualified candidates may apply for the Consultancy by: Submitting a motivation letter of not more than 1000 words and clearly marked as **“Expression of interest to train the CTCA Board of Directors”** in soft copies at the address below not later than **17:00 hours EAT on December 5, 2021**

- a) In addition to the requirement in (a), interested applicants should submit:
  - i) a detailed CV with previous work done related to the assignment
  - ii) a copy of all relevant academic documents.

b) Applications may be sent to:

**Email:** [eo@ctc-africa.org](mailto:eo@ctc-africa.org)