



Decades of Tobacco Control Capacity Development on the Continent.

REQUEST FOR EXPRESSION OF INTEREST FOR DEVELOPMENT OF A RISK MANAGEMENT FRAMEWORK AT THE CENTRE FOR TOBACCO CONTROL IN AFRICA LTD

Institution: Centre for Tobacco Control in Africa (CTCA)

Project Title: Development of a Risk Management Framework at the Centre for Tobacco Control in Africa Ltd

Expression of Interest Number: CTCA/EOI/ 2022-002

Background on CTCA

The Centre for Tobacco Control in Africa (CTCA) was established in July 2011 following a recommendation of the stakeholder meeting that was held in Accra, Ghana in June 2008. The Centre was established by World Health Organisations (WHO) through a competitive process in response to a call by Bill and Melinda Gates Foundation (BMGF). Makerere University, housed the center at the School of Public Health.

Makerere University therefore has the responsibility to ensuring that the Centre runs effectively and serves the African tobacco control agenda. The responsibility for managing the center shifted from WHO to The African Capacity Building Foundation (ACBF) in 2014 to date. As the tobacco control landscape continued to change, the tobacco control stakeholders increased, scope and coverage of services expanded, it became imperative that visibility ought to be heightened necessitating a review and path to autonomy of CTCA.

Autonomy

CTCA has undergone transformation from an entity housed with the Makerere University to an autonomous institution guaranteed by Makerere University. In view of the transition to an autonomous entity, CTCA registered under section 5(1) subsection (a) & (b) of the Companies Act, 2012 as a Company limited by guarantee. The guarantors are Makerere University represented by the Vice Chancellor and the University Secretary. CTCA attained an autonomous status within Makerere University.

This autonomous status within the university leverages the multidisciplinary collaborations across the continuum. The relationship between CTCA, program support countries and other Universities across Africa and beyond will be governed through a Memorandum of Understanding (MoU).

The Centre is currently in a final transition process and needs to situate itself in a broader operating context thus any potential risk that may interfere with/in its operation require addressing. Therefore, the Centre needs

to carry out a risk profile and propose remedial actions through a structured framework.

Vision of CTCA

The **vision** of CTCA is to achieve a “Tobacco-free Africa”.

Mission of CTCA

The **mission** is to enhance African governments’ capacity to formulate and implement Tobacco Control programs through partnerships and cooperation.

Goal of CTCA

The goal of the Centre is to reduce the production and consumption of tobacco by supporting governments in implementing evidence-based tobacco control strategies in Africa. Currently the Centre is guided by a 7-year \$15 million strategic plan spanning 2019 to 2025 with 5 strategic objectives namely to;

SO1: To strengthen the capacity of countries in Africa to formulate and implement FCTC compliant programs

SO2: To promote evidence-based tobacco control policy formulation and program implementation

SO3: To mobilize human, material, and financial resources for sustainable tobacco control in Africa

SO4: To promote partnerships for tobacco control at national, regional and international levels

SO5: To enhance CTCA’s ability to support capacity development in tobacco control

Strategy pillars

The five pillars of CTCA Strategic Plan 2019/2025 are based on the overarching strategic issues that call for attention in the planning and implementation period. They form the very issues upon which success is measured. They are:

Pillar 1: Capacity Development

Pillar 2: Expanding evidence

Pillar 3: Resource Mobilisation

Pillar 4: Partnerships

Pillar 5: Institutional development

Rationale for Risk Management

The objective of this assignment seeks to make CTCA a more effective agency in building institutional capacity for Tobacco Control (TC) on the African continent which entails strengthening its capacity to deliver, improving its visibility and redefining its niche to respond to the changes in the TC landscape.

To achieve the aforementioned goals, CTCA requires a risk management framework that identifies, reports, remedies and eliminates the challenges that are likely to be faced by the Centre in delivering upon its vision and in line with the CTCA Board recommendation to get the framework in place.

Call for action

Against this background, CTCA intends to contract a competent, qualified and experienced consultant(s) to undertake this important assignment over a 30-person days period.

Scope of the assignment

The consultant, as part of executing this assignment, is required to undertake extensive documents review and key stakeholders' consultation to ground the following;

- a) Conduct a comprehensive risk assessment of CTCA and compile an organisation-wide risk register;
- b) Include the standard components of identification and assessment of internal and external risks, determination of appropriate risk responses, establishing policies and procedures, controls, systems and accountabilities to support identified risk responses, communication of risks, mitigation plans and monitoring effectiveness of the mitigation efforts;
- c) Consider the different categories of the organisation's objectives including strategic, operational, reporting and compliance to inform the Risk Mitigation Framework;
- d) Specify the allocation of risk management responsibilities to different levels in CTCA reflecting the resources and other contextual characteristics of the organisation;
- e) Include a risk management policy and all its derivative tools, including but not limited to risk strategy, risk appetite and risk architecture;
- f) Make provisions for embedding of risk assessment in the organisation's decision making processes;
- g) Include provisions for a business continuity management program for CTCA, and;
- h) Include all organisational units/departments and the authority.
- i) Cover the broad scope including but not limited to programmatic, IT and cyber dimensions, financial human resources and operating environment.

Key deliverables

- a) Inception report, completed within one weeks of commencement of assignment. The inception report shall include:
 - A detailed description of the methodology and timeline for the risk assessment and strategic planning process.
 - The documents to review
 - The list of persons to interview.
 - A description of the meetings/workshop(s) and any other activities envisaged.
- b) Risk assessment report.
- c) Risk register
- d) Risk management consultative meeting/workshop
- e) Risk management policy
- f) Business continuity plan

Institutional arrangement

The Consultant will report directly to the Chief Operations Officer. The Chief Operations Officer will provide all the necessary background documents and support the consultant(s) in organising meetings and activities all stakeholders.

Expected attributes of the consultant(s)

- a) Experience in conducting and facilitating similar risk management and strategic planning processes with public and private institutions
- b) Thorough understanding of operation of similar organisations
- c) The consultant should have documentary proof that s/he has expertise in Risk Management
- d) Strong analytical skills;
- e) Excellent interpersonal skills and ability to negotiate shared positions; and

f) Excellent communication skills and fluency in English and or French or bilingual

Timing

The activity should be executed within 30 person days spread between 15th September to 30th October 2022

How to apply

All applications should be addressed to the Chief Executive Officer, CTCA. Apply electronically including a cover letter, CV, copies of academic and professional documents with at least 2 reference letters. Address your application to EOI@ctc-africa.org

Application Deadline:

Wednesday 7th September 2022 at 5:00pm EST