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**Request for Expression of Interest (Call for CVs)  
Consultancy Services for the Provision of Consultancy Services for the Mid-Term Review  
(MTR) of the African Capacity Building Foundation (ACBF) – Supported Tobacco Control  
Projects in Africa**

**Consulting Services: For the Provision of Consultancy Services to ACBF**

**Expression of Interest: ACBF/REOI/001/21/BMGF**

## **I. Context and Justification**

### **1.1. Background and Justification**

1. The African Capacity Building Foundation (ACBF) has engaged a collaboration with the Bill and Melinda Gates Foundation (BMGF) to contribute to reversing tobacco prevalence in Africa through the “Tobacco Control Capacity Building Support Program” which started in 2014 with its first phase and ended in 2018. The current second phase of the Program running from 2019 to 2022 aims at providing more targeted support to existing partners to address human and institutional capacity gaps in areas including results management, financial management, governance, and resource mobilization. ACBF has maintained its strategic grant-making support to intensify its interventions and scale up successful experience achieved during the initial investment. The re-investment targeted a total of fourteen (14) partners located in Benin, Botswana, Cote d’Ivoire, Ethiopia, Gabon, The Gambia, Kenya, Mauritania, Nigeria, Senegal, Uganda, South Africa, and Togo, and with different but complementary thematic approaches to tobacco control.
2. The re-investment is addressing the following five major challenges, namely: (i) inadequate human and institutional capacity of tobacco control organizations on the continent, (ii) tobacco control sustainability issues, (iii) limited local evidence to support tobacco control policy formulation and implementation, (iv) increasing interference of the tobacco industry, (v) limited coordination among tobacco control intermediaries<sup>1</sup>, and (vi) inadequate political support from continental (African Union) and regional organizations such as Regional Economic Communities

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<sup>1</sup> Intermediaries refers Gates Tobacco Control Core Partners in Africa namely: World Health Organization (WHO) Afro, Campaign for Tobacco Free Kids (CTFK), Tax Justice Network Africa (TJN-A) and ACBF.

3. Like the previous investment, the re-investment is implemented through 16 projects<sup>2</sup> operating in the 14 countries listed above. After two years or half-way of the program implementation, the implementing partners are at different stages of their project progress. In conformity with M&E requirements as specified in the projects grant agreement or letters of agreement, there is a need to undertake an MTR exercise to take stock and draw lessons to inform implementation over the remaining period of the supported projects.
4. ACBF is therefore seeking the expertise of three (3) qualified and experienced individual consultants (English and/or French speakers) for a Mid-Term Review of the projects which have reached half-way of implementation of the tobacco control programme portfolio. The exercise is expected to cover fourteen (14) projects which are at half-way of their period of implementation. Given the present context of COVID-19 crisis restricting travels and physical contact, the exercise will be strictly driven by a virtual approach.
5. ACBF hereby solicits proposals from suitable, reputable, and experienced individual evaluation Consultants. Bidders must strictly adhere to all the requirements of the Terms of Reference.

## **1.2 Justification of the Mid-Term Review**

6. The Mid Term Review is justified for two main reasons. First, it is a requirement of ACBF's operations and M&E procedures. The review is being undertaken because supported projects have reached midpoint of their implementation. Second, there has been some implementation challenges faced by all the projects amid the Covid-19 pandemic. There is a need to find ways and strategies to bridge the gaps as to complete planned activities. Disbursement has generally been low while in some cases, overall project performance has slackened. It is therefore necessary that ACBF conducts the MTR with the sub-grantees to identify implementation bottlenecks and take the necessary measures for advancing the implementation.

## **1.3 Overall Objective of the Mid-Term Review**

7. The overall objective of the MTR is to take stock at halfway of TC Program implementation for assessing progress made by the implementing partners and ACBF's efforts in the delivery of related projects' results towards the achievement of the overall Program objectives.

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<sup>2</sup> University of Cape Town Economics of Tobacco Control Project (UCT-ETCP), Center for Tobacco Control in Africa (CTCA), Sefako Makgatho Health Sciences University (SMU), African Tobacco Control Alliance (ATCA), Association Mauritanienne de Lutte contre le Sida et la Tuberculose (AMALUTS), Initiative pour l'Education et le Controle du Tabagisme (IECT-Benin), Anti-Tobacco Network (ATN – Botswana), International Institute for Legislative Affairs (IILA – Kenya), Civil Society Legislative Advocacy Centre (CISLAC – Nigeria), Mouvement Populaire pour la Santé (MPS – Gabon), Ligue Sénégalaise contre le Tabac (LISTAB), Mathiwos Wondu-Ye Ethiopia Cancer Society (MWECS – Ethiopia), Humana People to People (HPP – Botswana), Comité/Club Universitaire UNESCO pour la Lutte Contre les Drogues et autres Pandémies (CLUCOD – Cote d'Ivoire), RAID Gambia, and the Consortium pour la Recherche Economique et Sociale (CRES).

## 1.4 Focus Areas of the Review

8. The MTR will cover the following areas for assessment:

- Ascertain the continued relevance of the interventions and the assumptions underlying the design of each individual project and implementation strategies,
  - Assess the quality of the design and implementation of the project including innovative measures,
  - Assess progress towards achieving the individual project's objectives,
  - Assess individual projects' performance in terms of work plan implementation and budget utilization.
  - Review the effectiveness of projects' governance organs as well as the performance of ACBF in project design and implementation.
  - Measure progress of indicators of the overall program results tracker and assess ACBF's performance in providing capacity building support to TC partners.
  - Assess individual project sustainability: The review will adopt a participatory approach involving consultations with a broad spectrum of stakeholders including ACBF, implementing partners and their stakeholders or clients, namely, relevant Ministries Department and Agencies (MDA), CSOs, Academia and tobacco control research institutions, Media, regional economic communities mainly ECOWAS, and the public if possible.
9. The review will outline recommendations to address current implementation challenges to improve project performance during the remaining period of the project life. The review should also map out any innovations and/or best practices and capture any lessons learnt from the experience of the projects.

## 1.5 Scope of the Review

10. This review will cover the first half-period of the project's duration running from November 2018 to December 2020. The exercise will involve 14 individual projects that met ACBF's MTR requirements. The scope of required services for the Mid-Term Review includes:

### 1.5.1. Assessing project relevance and coherence

11. *Project Context:* The mid-term review will briefly examine the problems and issues which gave rise to the individual project and determine whether the original assumptions and premises underlying the projects design are still valid today or whether the context has

changed or not. This will require an in-depth analysis of the project theory of change the logic supporting the interventions processes.

12. *Project design*: the review will assess the alignment of projects objective with the overall program goal. It will also assess the fitness of project's outcomes and proposed strategies (in project appraisal reports) in view of capacity issues to be addressed. In addition, the appropriateness of outcome indicators selected to measure and report on progress will also be analyzed during the review.

### **1.5.2 Assessing implementation performance (Efficiency)**

13. With respect to financing, the mid-term review will compare forecasts with actual disbursements by ACBF and other co-financers, timeliness of disbursements, and shortfalls/surplus in co-financing if any. In addition, the review will also assess the adequacy of the resources used in generating project's outputs (value-for-money).

### **1.5.3 Assessing progress towards achieving project's objectives (effectiveness)**

14. This assessment will help determine the level of achievement of project's objectives. Factors that contributed to success or failure should also be analyzed. The review will also assess the project strategies to better align them with the capacity challenges faced to improve the likelihood of achieving project results.

### **1.5.4 Assessing the performance of project governance and management**

#### **Project Governance:**

15. The review will assess the adequacy of the governance structure and the effectiveness of the project steering committee (the Executive Committee) in providing guidance and leadership to the project management team for a smooth implementation.

#### **Project Management**

16. *Adequacy of project implementation arrangement*: The review will assess the adequacy of the number and composition (skill mix) of the project management team and determine the scope of human capacity issues affecting project implementation.
17. *The review will assess the quality of the Annual Work Plan preparation process, who is involved, at which stage, and quality of inputs. Does the project have written procedure (an operation manual for program activity implementation)? What are the monitoring arrangements for assessing progress in implementation of project activities?*
18. The review will then examine strategies used for an effective delivery and monitoring of project activities. These will include a critical review quarterly and special reports on

progress, minutes of meetings of the project management team, arrangement for follow up on recommendations from Supervision mission, Steering Committee meetings.

19. **Fiduciary aspects:** The review will also assess the exercise of oversight over project activities, including fiduciary controls and compliance with procurement guidelines in the procurement of goods and services and consultancy services.
20. **Disbursement:** the review will assess disbursement flows from each source of funding and analyze the challenges related to disbursement issues.
21. **Risks:** The review will assess the occurrence of risks identified during project design and potential emerging risks faced by the project during implementation and analyze how they were managed. It will also highlight the risks the project is likely to face during the remaining period of its implementation and propose mitigation measures.

#### 1.5.5. Assess project sustainability

22. Attention will be paid to the issue of long-run sustainability. It will carefully evaluate the actions carried out by the various projects to secure assistance from other sources, partnerships created and initiatives to develop a strong autonomous resource basis.

#### 2.0 Methodology

23. The review will cover the 14 projects which will be grouped into 3 clusters. The Consultant shall select one Cluster to focus on depending on their language proficiency.
24. This independent MTR will comply with established evaluation norms and standards. ACBF adheres to established OECD/DAC Evaluation Quality Standards. The MTR is expected to apply a mixed methods approach, engaging with key stakeholders of the project at all levels during the design, field work, validation, and reporting stages.
25. The exercise will be conducted using real-time, virtual approach during data collection to comply with ACB's health measures taken in response to the on-going COVID-19 pandemic. There will be a very limited direct visit to ACBF's offices or to the field to meet stakeholders. The review consultants will heavily rely on digital platforms to collect data in delivering quality assignment.
26. The review might use the proposed data collection methods suggested below. To increase the validity and rigor of the evaluation findings, the data from these sources will be triangulated.
27. **Desk review:** project appraisal documents, project quarterly and annual reports, indicator tracking tables, and other relevant project documents.

28. **Key informant interviews** with project staff, relevant civil society organizations and other tobacco control stakeholders and partners.
29. **Structured survey questionnaire:** The consultants are expected to administer some surveys to gather data from specific project stakeholders such as youth, hotel clients and managers. For comparability purposes, this MTR is expected to build on and/or use the baseline data collection instruments.
30. As an independent exercise, the MTR methods including MTR questions, tools, and approaches will be elaborated and finalized by the evaluation consultants. All tools and methods will be reviewed and approved by ACBF before actual data collection, analysis and reporting.

### 3.0 Expected Deliverables

31. The following deliverables will be expected from the each of the consultants:
  - **Inception report:** The consultants will prepare an inception report following the inception meeting with ACBF's team. The format of the inception report will include but not limited to background, understanding of the assignment, methodology with complete review matrix and tools, detailed work plan and review report format. The methodology will be similar across projects and consultants.
  - **MTR preliminary results:** The consultants will make a synthesis of the analysis of the data gathered through field work and present the initial findings to ACBF's team and relevant stakeholders. The preliminary findings presentation meeting will be organized after the completion of the data collection and preliminary data analysis and synthesis process. The validation of the initial findings will inform the preparation of the draft review report.
  - **Draft MTR report:** The consultants will prepare and submit a draft review report for consideration by ACBF and projects team. The format the report will include executive summary, introduction, brief project description, review approach and methodology, analysis of key findings, key lessons learnt, conclusion and recommendations.
  - **Final MTR report:** The consultants will prepare and submit the final review report to ACBF integrating the relevant inputs and comments from ACBF and partners on the draft report. Based on MTR findings, the review will draw conclusions and put forward recommendations that will guide the project to the end of its implementation. The consultant will maintain the format of the draft report for the mid-term review final report.
  - **Datasets:** All data from interviews, consultations and survey questionnaire will be submitted to ACBF alongside the submission of final MTR report.

#### 4.0 Review Schedule

32. The mid-term review process is expected to be completed by **30 May 2021**, with the following details:

Description	Timeframe	Deadline
1. Organization of MTR inception meeting and preparation of inception report	Five (5) days after contract signing	29 March 2021
2. Conduct of data collection, analysis, and synthesis for the review	20 days following the validation of the inception report	23 April 2021
3. Presentation of the preliminary review findings in a validation workshop	Five (5) days following the completion of data collection and analysis	30 April 2021
4. Preparation of the draft review report and submission to ACBF for comments	Seven (7) days following the validation workshop	11 May 2021
5. Preparation of the final MTR report and submission to ACBF	Three (3) days following the submission of ACBF's comments	17 May 2021

#### 5.0 Administrative Arrangements

33. **Reporting Line:** The team of consultants will report to the ACBF's M&E Unit under the guidance of the Director, Resource Mobilization, Strategic Planning and Partnership Department (RSPD) and the overall oversight of the Executive Secretary.

34. **Process Facilitation:** ACBF will provide the consultants team with all necessary documentation required for the assignment, including strategic and operational documents, relevant reports, and any other related materials. ACBF will also facilitate the introduction of consultants to the stakeholders (internal and external) as required. ACBF will also provide relevant logistics arrangements to facilitate the work of the consultants.

35. **Intellectual Property:** ACBF shall, solely and exclusively, own all rights in and to any work created in connection with the assignment. The consultants shall not be allowed to post

or publish (electronically or in print) any proposal-related information without the explicit consent of ACBF.

36. Appointments for e-meetings with beneficiaries, stakeholders, Executive committee members will be done by the Project Manager in each Institution (list of countries and projects included further down). ACBF will provide the overall coordination to facilitate communication between the consultants and project managers.

## 6.0 Profile of the desired Review Consultants

- A Minimum of a Master' degree in Economics, Public Health, Development Studies or any other related fields
- Minimum 5 years' experience in undertaking similar assignments involving multiple stakeholders across Anglophone and/or Francophone African countries
- Demonstrated working experience with Donors, International organizations in Africa,
- Proven experience in capacity building project/program design and implementation
- French-English bilingual proficiency for the Consultants covering the Review Cluster 1 and Cluster 3; proficiency in English would suffice for the review Cluster 2
- Experience in tobacco control and knowledge of tobacco control policy implementation challenges in Africa is desirable.

## 7.0 List of Projects to undergo the MTR

Interested individual Consultants should clearly indicate on the cover letter/email the cluster they are interested in the project clusters as listed:

Location	Organization Name	Project Title	Project Effectiveness Date	Project Closing Date
<b>Review Cluster 1</b>				
<b>1. Benin</b>	Initiative pour l'Education et le Contrôle du Tabagisme (IECT)-	Renforcement de capacité de l'ONG IECT pour une meilleure application de la loi n° 2017-27 du 18 décembre 2017	11/6/2019	30/04/2022
<b>2. Gabon</b>	Mouvement pour la Sante- GABON (MPS)	PARCI MPS GABON PHASE II	30/05/2019	30/04/2022
<b>3. Mauritania</b>	Association Mauritanienne de Lutte	Projet d'Appui à la Mise en Œuvre de la Loi Antitabac (PRALAT)	04/07/2019	30/11/2021

	contre la Tuberculose et le SIDA (AMALUTS)			
<b>4. Cote d'Ivoire</b>	Comité / Club Universitaire UNESCO pour la Lutte contre la Drogue et autres Pandémies (CLUCOD)	Strengthening Tobacco Control Capacities in Côte d'Ivoire (RECAPT-CI)	30/05/2019	30/04/2021
<b>Review Cluster 2</b>				
<b>5. The Gambia</b>	RAID Gambia	RAID Capacity Building Project (RAID-CAP II)	16/07/2019	31/05/2021
<b>6. Nigeria</b>	Civil Society Legislative Advocacy Centre (CISLAC)	Supporting Effective Tobacco Control in Nigeria II	27/06/2019	31/05/2021
<b>7. Kenya</b>	International Institute for Legislative Affairs (IILA)	Capacity strengthening for sustainable tobacco control in Kenya	25/04/2019	30/04/2021
<b>8. Ethiopia</b>	Mathiwos Wondu YeEthiopia Cancer Society (MWECS)	Capacity Strengthening for Sustainable Tobacco Control Implementation in Ethiopia	30/05/2019	30/04/2022
<b>9. Botswana</b>	Humana People to People (HPP)	Strengthening Institutional and Human Capacity to Implement Anti-Tobacco Smoking Interventions in Botswana	17/06/2019	30/05/2021
<b>Review Cluster 3</b>				
<b>10. Uganda</b>	Centre for Tobacco Control in Africa (CTCA)	Centre for Tobacco Control in Africa Project Phase II	25/04/2019	10/4/2022
<b>11. Senegal</b>	Consortium pour la Recherche Economique et Sociale (CRES)	Enhancing Tobacco Taxation in the ECOWAS Region and improving Evidence-Based Tobacco Control Policies in the ECCAS Region	16/09/2019	30/11/2021
<b>12. Togo</b>	Africa Tobacco Control Alliance (ATCA)	Enhancing ATCA Capacity to Empower Africa CSOs (ZEAC) Phase II project	3/6/2019	31/07/2022
<b>13. South Africa</b>	University of Cape Town (UCT)-	Economics of Tobacco Control project	25/04/2019	31/07/2022
<b>14. South Africa</b>	Sefako Magkatho University (SMU)	Building Capacity for Effective Tobacco Industry Monitoring and Accountability in Africa	25/04/2019	31/07/2022

## 8.0 Submission

Detailed CV with subject marked “**Expression of Interest: ACBF/REOI/001/21/BMGF – Consultancy Services for the Provision of Services for the Mid-Term Review (MTR)**” should be submitted through email to [ProcurementUnit@acbf-pact.org](mailto:ProcurementUnit@acbf-pact.org) on or before **1600 hours local Harare time on 10 March, 2021**.