



Terms of Reference (TOR) for Surge Capacity Assistance

1. **Required services:** Surge Capacity in quantitative data analysis, data mining and report writing support for the policy team
2. **Language:** English - French is an asset
3. **Application deadline:** September 20, 2022 12:00pm GMT
4. **Location:** The Surge Capacity assistant will primarily work remotely in her/his respective country of residence but may be required to travel for meetings. The Surge Capacity Assistant will report to the policy lead of ACB.
5. **Duration:** 3 months from October to December 2022; Expected level of engagement is about 2 to 3 days a week
6. **Payment:** \$1000 per month (Including any applicable tax in the consultant country)

7. Surge Capacity Assistance Call Summary

The African Constituency Bureau (ACB) is calling for the services of a Surge Capacity Assistant to support the policy unit in conducting data mining, data analyses on the topics related to the Global Fund grant implementation in Africa with a focus on countries in West and Central Africa. The assistant will also help analyze documents. This work will seek to develop evidence that can be used to inform the Global Fund's African Constituencies' positions.

8. About the African Constituency Bureau (ACB)

The African Constituencies Bureau (ACB) for the Global Fund was established by a resolution of African Health ministers in 2012. The ACB, also known as the Bureau, brings together the two African Constituencies West and Central Africa (WCA) and East and Southern Africa (ESA) represented at the Global Fund (GF) to fight HIV/AIDS, Tuberculosis, and Malaria. The two constituencies represent 46 African Countries that are recipients of GF support for HIV, TB, and Malaria control. The Bureau facilitates collaboration across the two constituencies and ensures that Africa's voice is enhanced to influence Global Health policy decisions.

The Bureau facilitates effective engagement, representation, and participation of the two constituencies in GF processes as well as enhancing their capacity to shape GF policies and processes. The Bureau offers new thinking and new approaches to address some of the most intractable health policy and health systems issues in Africa. It works to provide leaders in health in Africa with policy and strategy options to ensure Global Health policies and processes are responsive to Africa needs. ACB's focus is on tackling health policy challenges that are preventing Africa from ending the three epidemics. Most importantly, the Bureau provides the 45 member countries and the respective constituency delegations with access to high-quality technical



support in analyzing and identifying solutions critical to global and regional issues around resilient and sustainable systems for health.

9. Required Education, Experience, and Competencies

Required Education

- The Surge Capacity Assistant should have a master's degree with a quantitative discipline in Public Health, Public administration, Economics, and related disciplines

Required Experience

- Two years of experience in data collection, data analysis related to Public Health, Economics, health research, and related disciplines
- French language is an asset
- Familiarity with Global Fund grant implementation issues, especially in WCA is desired;

Required Competencies

- High analytical skills, including the ability to understand the immediate and wider socio-economic, political, etc. consequences and implications of policy options
- Strong interpersonal and communication skills;
- Flexible, creative and detail-oriented, and well-organized; and
- Ability to maintain the highest standards of confidentiality, professionalism, and sound judgment.

10. APPLICATION PROCEDURE

The technical proposal and a financial proposal will for the application package

The technical proposal should be composed of two documents:

- A Curriculum Vitae outlining key experience and an outline of recent experience on assignments of similar nature (3 pages maximum)
- A two-page maximum report on the two countries with the highest portfolio of the Global Fund in Africa,
 - o Listing for the latest year available the prevalence of HIV, the incidence of TB, and the number of malaria cases
 - o listing for the ongoing Global Fund cycle and those two countries,
 - Total allocation,
 - Grant amount for each disease and health system strengthening if any,



- principal recipients
- latest rating
 - For the previous and the ongoing Global Fund cycle
 - Proportion change in the total allocation
- **The report must have a least a table and a graph**
- The financial proposal will cover expected fees for data analysis support for about 2 days of work per week for four months

Email submissions should be made to: damendah@africabureau.org with a copy to awel.mezgebe@africabureau.org with the subject heading clearly marked “Surge Capacity Assistant proposal”, deadline 20 September 2022.

11. Criteria for selecting the best offer

Selection of the successful consultant will be based on quality considerations and proposals will be evaluated as follows:

	Rating Factor	Percentage
1	Education: <ul style="list-style-type: none">• Degrees obtained• Quantitative data area of specialization	40%
2	A short report on the two highest Global Fund portfolios in Africa	50%
3	Experience with Global Fund or other Global Health initiative data for Africa	10%
	Total	100%

ACB may interview short-listed candidates to select one.

12. Others

- Consultant is expected to have laptop/computer and necessary software as ACB will not provide those;
- Consultant is expected to have a reliable internet connection