AFRICA CONSTITUENCY BUREAU (ACB)
TERMS OF REFERENCE

Consultancy for Revision of ACB Results Frameworks and Theory of Change, Updating Country Profiles, and Development of Data Collection Tools

Contracting organisation	**Africa Constituency Bureau (ACB)**
Duty station	Remote, with virtual consultations
Contract type	Short-term consultancy
Reporting to	ACB Executive Director or designated technical lead

1. About ACB and Background

The Africa Constituency Bureau (ACB) supports the Eastern and Southern Africa (ESA) and West and Central Africa (WCA) constituencies, collectively representing 46 African countries in their engagement with the Global Fund Board and its committees. ACB provides technical, policy, analytical and coordination support to strengthen evidence-informed constituency representation and decision-making.

To strengthen institutional performance monitoring and strategic information management, ACB seeks to review its existing Results Frameworks and Theory of Change, update existing constituency country profiles, and expand standardised data collection instruments. These complementary outputs will provide a coherent basis for monitoring ACB results and systematically collecting, validating, updating and analysing country-level information relevant to Global Fund grants and constituency priorities.

2. Purpose and Objectives

The purpose of the assignment is to strengthen ACB's results-based management and constituency-wide strategic information, data and knowledge management through one integrated consultancy.

- Review and revise ACB's existing Results Frameworks and Theory of Change to ensure clear alignment between strategic objectives, outputs, outcomes, indicators and intended impact.
- Review existing country profiles from other projects, develop a standardised data collection tool to create country profiles for the 46 ESA and WCA countries based on the latest available information.
- Develop comprehensive and standardised tools to review the constituency member states' implementation of the Global Fund grant. This will include data collection tools, templates and guidance to enable regular country-level updates, comparative analysis and evidence-based decision-making.

3. Scope of Work

3.1 Results Frameworks and Theory of Change

- Review existing ACB strategic and programme documents, Results Frameworks, Theory of Change, monitoring arrangements and relevant Global Fund policies and performance frameworks.
- Assess the logic and consistency of impact, outcomes, intermediate results, outputs, activities, assumptions, risks and causal pathways; identify gaps and overlaps.
- Revise the Theory of Change and Results Frameworks with measurable indicators, definitions, baselines where available, proposed targets, data sources, collection frequency, verification methods and responsible functions.
- Consult ACB management and relevant technical stakeholders; facilitate validation of the proposed revisions and incorporate feedback.

3.2 Update existing country profiles

- Assess and review existing country profiles and databases from other projects,
- Develop a structured country profile data collection tool/template to create and update the country profiles for 46 members of the African constituency.
- Create country profiles for the 46 ESA and WCA countries using credible recent sources, including Global Fund grant documents, country reports and other relevant official data. This will cover available and relevant information on HIV, tuberculosis and malaria results; grant allocations, disbursements and absorption; implementation performance; procurement and supply chain; health systems and community engagement; governance and CCM oversight; domestic resource mobilization and sustainability etc.
- Provide an updated profiles template in an editable, consistent format, with an updatable consolidated dataset.

3.3 Develop and improve data collection tools

- Access and review existing GF in-country introspective grant implementation review tools, ACB documents, Global Fund reports and country progress reports.
- Develop a harmonised indicator reference matrix specifying definitions, disaggregation, data sources, measurement methods, reporting periods and quality checks.
- Develop six comprehensive structured data collection tools to review the performance and progress of country-level implementation. They will include stakeholders such as: (1) Country Coordinating Mechanisms, (2) Principal Recipients and Sub-recipients, (3) Ministries of Health, (4) civil society and community representatives, (5) Local Fund Agents and (6) Ministries of Finance.
- Ensure tools address grant performance and implementation, financial management and absorption, procurement and supply chain, service delivery, governance, sustainability and transition, and emerging risks.
- Develop a data entry template in Excel to capture, analyse, and report on constituency-wide grant implementation performance and progress.

4. Methodology and Coordination

The consultant shall propose a practical methodology combining document review, secondary-data extraction, consultations, technical analysis, tool development and validation. ACB will provide available internal documents, existing profiles and tools, and facilitate agreed consultations. The consultant will work closely with ACB's designated focal point and submit editable source files for all outputs. *Given the compressed timeline, bidders must demonstrate sufficient parallel staffing and a credible plan to update all 46 existing profiles through desk-based verification, without assuming extensive country-level fieldwork. The proposed team should cover results-based management, epidemiology/Global Fund data, and data systems.*

5. Deliverables and Indicative Timeline

No.	Deliverable	Indicative due date
1	Inception report, detailed methodology, document inventory, agreed profile template and accelerated work plan	During assignment
2	Draft revised Theory of Change, Results Frameworks and indicator reference matrix	During assignment
3	Country profile template/data collection tool to create and update country profile. Develop a structured Excel database for capturing, analysing and updating country profiles for 46 countries	During assignment
4	Developed six comprehensive data collection tools for reviewing grant implementation.	During assignment
5	Validation and final revised outputs: Results Frameworks, Theory of Change, 46 editable country profiles, consolidated dataset, tools and final report	25 December 2026

The assignment shall be completed within 30 calendar days, with all final deliverables submitted no later than 25 December 2026. The three workstreams may be implemented concurrently. ACB will make available existing documents and profiles at inception and provide consolidated feedback promptly.

6. Required Qualifications and Competencies

- Advanced university degree in public health, monitoring and evaluation, development studies, statistics, data science or a related discipline.
- At least five years of relevant experience in results framework/Theory of Change development, programme evaluation, public health research or strategic information management.
- Demonstrated experience developing multi-country profiles, indicator matrices, databases and quantitative/qualitative data collection tools.
- Strong understanding of Global Fund governance, grant implementation, HIV, TB and malaria programmes, and African health systems.
- Proficiency in Excel and relevant data management or analysis tools; strong analytical writing and facilitation skills.
- Experience working across ESA and WCA

7. Application Requirements and Evaluation

Interested individual consultants or firms should submit: (i) a technical proposal describing understanding, methodology, work plan and team composition; (ii) CVs/company profile and examples of comparable assignments; (iii) references; and (iv) a separate itemised financial proposal in USD, inclusive of applicable fees and taxes.

Technical evaluation criterion	Points
Relevant consultant/firm experience	15
Methodology and work plan	30
Qualifications and competence of proposed personnel	55
Total	100

A minimum technical score of 70/100 is required to proceed to financial evaluation. Final selection and contracting will follow ACB procurement procedures.

8. Submission and Contract Arrangements

Submit applications electronically to falemayehu@africabureau.org, copying awel.mezgebe@africabureau.org. Subject: “Consultancy - ACB Results Frameworks, Theory of Change and Country Data Tools”. Application deadline: 24 November 2026, 11:59 p.m. East Africa Time (EAT). All consultancy deliverables must be completed by 25 December 2026.

Payment milestones will be agreed in the contract against satisfactory delivery and acceptance of outputs. All underlying data, editable templates, tools and reports developed under this consultancy shall be handed over to ACB, subject to applicable contractual provisions and data confidentiality requirements.