



4<sup>th</sup> January 2017



## Kenya Medical Association Terms of Reference for Consultancy

**E-Learning program/Continuous Professional Education accredited course on bill making processes on Sexual and Reproductive Health and Rights at county and national levels**

### Introduction

Kenya Medical Association (KMA) is the professional body for all medical practitioners registered in the Republic of Kenya and was founded in 1968 and incorporated in 1973 under the companies Act Cap 486 as a company limited by guarantee. KMA objectives include; to promote the practice of medicine in Kenya as well as to advise the Government, other medical bodies and the general public on matters related to health.

In line with its objectives, KMA, through the Reproductive Health Standing Committee (RHC) and under the auspices of the Reproductive Health and Rights Alliance (RHRA) is implementing an elearning program titled **Bill making processes on SRHR at the County and National level in Kenya.**

Since 2017, the RHC has been implementing a project in Nairobi, Nakuru and Kilifi County specifically aimed at increasing the levels of knowledge on the law and policy framework on SRHR in Kenya among healthcare professionals

KMA is seeking to recruit a consultant to develop a course on the bill making process on sexual and reproductive health at the County and National level in Kenya to be hosted on accredited platform to improve and have professional development for health care professionals.

### Purpose of the Consultancy

KMA would like to develop elearning program in a structured manner focusing on understanding on devolution and the health sector as well as the role of health care professionals in safeguarding devolved functions in the health sector, understanding on bill making processes at the National, Senate and County assemblies and opportunities for health care professionals to meaningfully participate in SRHR law and policy processes

## **Specific objectives**

The specific objectives of the assignment are as follows;

Develop an online course on bill making processes on sexual and reproductive healths and rights at the county and national levels in regards to building the capacity of health care professional to better advocate for SRHR at the county and national levels.

Create an online course to be hosted on MPDB accredited platform

## **Main Tasks**

The consultant will be expected to undertake the following tasks, among others:

1. Participate in an inception meeting: Prepare an inception report detailing the approach, work plan and budget to carry out the assignment. This will be developed and finalized in consultation with KMA Project staff.
2. Carry out a rapid capacity assessment of KMA members on bill making process
3. Identify legal gaps in SRHR at National and County levels.
4. Carry out a desk-review assessment.
5. Prepare tools that will be used for developing the online course.
6. Develop an online course on the bill making processes
7. Produce the text and info graphics for an online course on the bill making processes.
8. Participate in a close-out meeting with KMA

KMA and RHRA have sole ownership of all information and materials related to the consultancy assignment as applicable, and any information shall only be shared or reproduced with their written permission.

## **Deliverables**

1. Inception report, prepared after an inception meeting, detailing the general understanding of the assignment, approach, work plan, budget and deliverables. The agreed upon budget, after submission of the inception report is what will inform preparation of the contract.
2. Draft of content.
3. A high quality information online on the bill making process on SRHR at the County and National levels.

## **Time Frame**

The assignment is expected to be completed within a period of two months after signing of contract.

## **Role of KMA**

KMA Project Staff will be responsible for the overall supervision of the consultants, provide guidance and support to the project objectives. KMA Project Staff will provide documents for review by the consultant, and participate in consultation meetings/interviews. The roles will be further defined at an inception meeting

## **Expected Profile of the Consultant**

1. The proposed consultants should have a Master's Degree, with a mix of expertise in law and health.
2. At least five years of professional experience in, Law, legal framework on sexual and reproductive health and public health
3. Ability to analyze and synthesize relevant information and develop highly analytical reports;
4. A demonstrated ability to write concise consultancy reports;
5. Able to meet deadlines and work efficiently in complex and changing circumstances

## **Proposal Specifications**

Interested consultants must submit an application with the following components:

### **Technical**

- Understanding and interpretation of the TOR
- Methodology to be used in undertaking the assignment
- Work plan with activities and timelines

### **Financial**

Detailed budget including daily consultancy rate(s) in Kenya Shillings

*Note: Include all anticipated costs in the proposal since KMA will not cover costs not included in the approved budget, and will not separately handle payments for any item.*

### **Capability statement**

- Contacts of organizations previously worked for
- Relevant experience related to the assignment
- Curriculum vitae and Biodata of key staff
- Samples of recent and relevant similar work (at least three samples)

**Note:** *The individuals whose CVs are submitted in the proposal will undertake the assignment and work directly with KMA staff; any attempt at replacement or substitution of the consultants will be treated as breach of agreement.*

### **Payment Terms**

- KMA will pay 30% of the total consultancy payment upon submission of final inception report
- KMA will pay 70% upon submission and acceptance of all final deliverables. Acceptance by KMA will be made in writing.

### **Proposal Submission**

Please submit complete proposalelearningbyemailProgramwithlater Consuthet than January 13th, 2018 to [executiveofficer@kma.co.ke](mailto:executiveofficer@kma.co.ke) with a copy to [nec@kma.co.ke](mailto:nec@kma.co.ke) and [ikg1@cdc.gov](mailto:ikg1@cdc.gov)

### **Evaluation and Award of the Consultancy**

KMA will evaluate the proposals and award the assignment based on technical and financial soundness and feasibility. Pre-award and/or post award interview and/or negotiation may be held prior to final assignment. KMA reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, the highest or any bidder.