1.0. Introduction and Background Information

APHFTA is an Umbrella Non-governmental Organization (NGO) of the private (self-sustaining) health sector in Tanzania established in 1994. It serves as a public forum for the private health sector and provides a comprehensive array of advocacy, administrative, knowledge-sharing, and networking products and services to the Private Health Care Sector (PHCS). It endeavors to link the PHCS with the community and thereby contribute towards poverty alleviation. Over the years, it has engaged the PHCS in the delivery of public health goods under the Ministry of Health Community Development Gender Elderly and Children (MOHCDGEC) partnering to improve the quality of care in health sector and to achieve the MDGs and now the SDGs and the National Strategy for Poverty Reduction and Economic Growth (MKUKUTA).

APHFTA has over 750 member facilities all over Tanzania, which includes hospitals, health centers, dispensaries, clinics, laboratories, pharmacies/ADDOS, and maternity homes among others. It is dedicated to improving the quality of care and services in the PHCS. It does this through implementation of healthcare development projects in private facilities and some government facilities through Public-Private Partnership. The projects that it has implemented include Malaria, Maternal, Newborn and Child Health (MNCH); Helping Babies Breath (HBB), Family Planning (FP), Non Communicable Diseases (NCDs), HIV and AIDS, quality improvement, access to affordable finance and continuous professional development among others. In addition, in 2012 APHFTA incorporated Afya Microfinance Ltd (AMiF) - a subsidiary company (with 99% APHFTA ownership) aiming at improving access to affordable financing to the PHCS.

The Association operates countrywide and it has four Zonal offices. These are: Lake Zone, with offices in Mwanza City, Northern Zone, with offices in Moshi, Southern Highland Zone with offices in Mbeya, and Dar Es Salaam Zone, with offices in Dar Es Salaam where the headquarter is.
1.2. Strategic Development Plan (SDP)-2016-2020

The APHFTA’s Strategic Plan for 2016 – 2020 pursues “to promote quality healthcare services through the private healthcare sector in Tanzania and beyond” in pursuance of a dream to be “A strong private health sector delivering sustainable high quality healthcare services”. The Strategic Plan for 2016 – 2020 is founded on six strategic objectives which reflects as well the anticipated outcome for the next five years, namely:

- To re-organize and sustain APHFTA
- To improve Human Resources for Health in the Private Health Sector
- To Embed use of ICT in the Private Health Sector
- To support delivery of Public Health Goods and Services
- To sustain Quality of Healthcare in the Private Health Facilities and
- To strengthen and sustain PHS’s influence at District and National Levels

The above expected outcomes will be realized through implementation of several activities, one and foremost is the baseline evaluation to establish the necessary information to track the organization’s performance along the course of its implementation tenure and thereafter.

2.0. The Objective of the Baseline Evaluation

The APHFTA Strategic Development Plan for 2016 - 2020 is the primary component of the APHFTA M&E System. The M&E System tracks the day-to-day implementation and documents and analyses its achievement of the envisaged results. The SDP provides fundamental information on the basis of which the whole M&E System is anchored. The process of formulation of the Strategic Plan, the way it is being implemented; the results it achieves and the lessons it imparts are all subjects of the monitoring and evaluation system.

The overall objective of the Baseline Evaluation is to assess the situation and establish benchmark information based on the Program Logic to inform its Monitoring and Evaluation plan and form platform for the performance and impact evaluation of Promoting quality healthcare services through the private health sector in Tanzania and beyond.

3.0. The Scope and Focus of the Evaluation

The consultant with support of the Monitoring, Evaluation and Learning Officer will lead the baseline assessment process for the Strategic Development Plan (SDP) in all areas of its operation. It is intended that the baseline assessment will provide:
Baseline data for the program as a benchmark for measuring program achievements and Impact (at the program objective, the Intermediate result levels based on the log frame)

Information that will enable the review of the SDP log frame with inclusion of baseline and targets and provide recommendations.

4.0. Scope of Work

The Lead Consultant will coordinate the team members to conduct the baseline and conclude it to the required standard.

In general, the major responsibilities of the consultant include the following:

- Developing an inception report comprising the consultant understanding of the TOR inclusive of the desk review findings, evaluation questions, data collection instruments, sampling strategy, limitations and evaluation matrix summarizing the evaluation methodology.

- Take a lead role in developing various qualitative and quantitative data collection tools to be used for the baseline as per the agreed methodology

- A time-schedule for the assignment based on the expected scope

- A detailed financial offer

- Field test the baseline survey tools

- Implement and supervise field data collection and entry

- Analyze and synthesize data; and prepare report

- Submit data analysis and draft report for feedback

- Incorporate, compile and submit final report

5.0. Expected Deliverables

- A comprehensive baseline evaluation report submitted in both electronic version and signed hard copy.

- Systematic baseline database produced and delivered with final report
6.0 Methodology

The baseline evaluation will utilize both qualitative and quantitative methods to collect data ensuring in-depth analysis of status of program objectives indicators.

7.0. Reporting and Coordination

The consultant, during the course of this assignment, will report to the Director of Programs and the process will be coordinated by the Monitoring, Evaluation and Learning Officer.

8.0. Duration and Proposed Work Plan

The baseline is expected to last for six weeks, starting September, 2017 to the Mid of October, 15th 2017. This includes days required for designing, extensive field interaction, and report writing.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
<th>Responsible person</th>
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<tbody>
<tr>
<td>Development of ToR</td>
<td>Last week of May</td>
<td>M&amp;E</td>
</tr>
<tr>
<td>Identification and Recruitment of consultant</td>
<td>2nd week of September</td>
<td>M&amp;E and Procurement team</td>
</tr>
<tr>
<td>Review of TOR and relevant documents and Development of inception report including methodology and tools</td>
<td>3rd week of September</td>
<td>Consultant</td>
</tr>
<tr>
<td>Review of tool</td>
<td>4th week of September</td>
<td>Consultant</td>
</tr>
<tr>
<td>Data collection and analysis</td>
<td>4th and 5th week of September</td>
<td>Consultant</td>
</tr>
<tr>
<td>Submission of draft report for feedback</td>
<td>1st week of October</td>
<td>Consultant</td>
</tr>
<tr>
<td>Final submission of the baseline report</td>
<td>15th October, 2017</td>
<td>Consultant</td>
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10.0. Expertise and Experience

- Minimum academic qualification of a graduate degree in development or relevant field. Master’s degree in the relevant field is preferred.
- Previous experience in undertaking baseline surveys
- Solid methodological and research skills: Demonstrated experience in applying appropriate research methods with proven ability to organize surveys, data analysis and produce good quality reports
- Proven publication record (Attached at least two research samples)
- Ability to write clearly and concisely in English and Swahili

11.0. Proposal Submission Requirements

Interested consultant (individuals/firms/institutions...) is required to submit a proposal note With the following components:

a) Technical component that shall include among other things:

- A detailed description of the methodology to be used for performing the assignment;
- A clear and comprehensive work plan, outlining the major activities and implementation time schedule, and including activity scheduling giving details of commencement and completion of different activities;
- A clear demonstration of capabilities and expertise in carrying out the consultancy as detailed in these ToRs;
- Any comments or suggestions on the ToRs.

b) A financial proposal

This should provide details in costing of the required resources to perform this assignment with Itemized budgets and explanatory notes.

The proposal should be limited to 10 page in length (not including attachments), single-spaced, using a12- Arial
12.0. Deadline of Submission

The Proposal must be in English and submitted whether in hard copy and/or electronically and addressed to:

    Monitoring and Evaluation Officer,
    Association of Private Health Facilities in Tanzania (APHFTA),
    Lumumba Street, Kidongo Chekundu,
    P.O.BOX 13234, DA ES SALAAM-TANZANIA.

[Use the following email address for electronic submission: doricenyaki@aphfta.org]
With copy to info@aphfta.org

The closing date is 30th August, 2017 by 5:00pm (East African Time). The interested bidders for the consultancy should ensure that bids are delivered timely and to the correct address as indicated above. In case of late submission, that bid will not be considered for evaluation.