

ASSOCIATION OF PRIVATE HEALTH FACILITIES IN TANZANIA [APHFTA]

TERMS OF REFERENCE [TORs]

FOR

DEVELOPMENT OF APPROPRIATION POLICY& INTERNAL AUDIT CHARTER

1 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 objectives of the Health Sector Strategic Plan IV, the National Strategy for Poverty Reduction and Economic Growth (MKUKUTA) and the Sustainable Development Goals (SDGs).

APHFTA has over 800 memberfacilities all over Tanzania, which include 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 (PPP). 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 through four Zonal offices. The zonal offices 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. APHFTA's headquarter is in Dar Es Salaam.

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

2 *Appropriation Policy & Internal Audit Charter*

APHFTA has resolved to build an organizational culture based on good governance best practices which require, among other things, that decisions should be based on policies and guidelines complying with applicable legislations, regulations, national policies, ethics and best practices. It is on the basis of this fundamental principle that the Association now wants to develop Appropriation Policy and Internal Audit Charter.

2.1 Appropriation Policy

APHFTA is being financed mostly by Development Partners and by internal sources. In the furtherance of its good governance spirit, the Association wants to document policies that would guide her decisions for official allocation of resources in her disposal to various uses in an optimal, ethical and legally acceptable manner hence the Appropriation Policy.

2.2 Internal Audit Charter

The role of internal audit function in an organization such as APHFTA cannot be overemphasized. The Association therefore wants a formal document that defines her internal audit's purpose, authority, responsibility and position. Needless to say, such document must be aligned with all relevant local and international professional standards and legal, regulatory and ethical aspects. The implication of APHFTA's features should accordingly be addressed in this document

3 *The Objective of the Assignment*

The objective of this assignment is to develop APHFTA's Appropriation Policy and Internal Audit Charter.

4 *Scope of Work*

Development of these two documents will entail the following:

- i) Understanding the Association, its business environment and governance
- ii) Studying, identifying and agreeing with management on key issues that form the content of APHFTA's Appropriation Policy and Internal Audit Charter.

- iii) Using the consultant's knowledge and experience to draft the documents
- iv) Sharing the draft documents with the Association for comments and/or additional inputs
- v) Finalizing the documents

5 Expected Deliverables

Expected deliverables for this assignment are as follows:

- i) Draft APHFTA Appropriation Policy & Draft APHFTA Internal Audit Charter
- ii) Presentation on the two documents to APHFTA Management
- iii) Finalized APHFTA Appropriation Policy and Internal Audit Charter

6 Required Expertise and Experience

An individual Consultant with the following competence is preferred for this assignment:

- i) Minimum academic qualification of a graduate degree in development or relevant field. Master's degree in the relevant field is preferred.
- ii) Previous experience in developing policies and strategic documents for reputable organizations especially those in Private Health Sector.
- iii) Proven experience in delivering assignments for Non-state Actors in the Health Sector
- iv) Demonstrated current knowledge of the local environment.
- v) Demonstrated knowledge in accounting, finance and audit
- vi) Demonstrated experience in working with Development Partners
- vii) Ability to write clearly and concisely in English and Swahili

7 Reporting and Coordination

APHFTA's Director of Programs will be the liaison person between the Consultant and APHFTA. The Client (APHFTA) will provide the needed documents and information required for successful completion of this assignment

8 Duration

This assignment will take not more than four (4) Man-weeks.

9 Evaluation Criteria

Evaluation of applicants for this assignment will be based on both the technical proposal and financial proposal. Only those applicants whose technical proposal will score 70% or more, will be considered for this assignment.

The technical proposal will be evaluated on the basis of the following criteria

- i) Relevant academic qualification and Professional Qualifications (15%).
- ii) Relevant experience in developing policies and strategic documents for reputable organizations in the health sector (40%).
- iii) Methodology and approach for developing the documents (10%).
- iv) Demonstrated knowledge in Accounting, Finance and Audit (20%)
- v) Demonstrated experience working with/for Development Partners (10%)
- vi) Demonstrated Fluency in English and Swahili (5%).

10 Proposal Submission Requirements

Interested individual consultant should submit a proposal (technical and financial inclusive) that will demonstrate their suitability for this assignment.

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 timeschedule, 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

Prospective applicants should provide cost details 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 a 12-Arial

11 Deadline of Submission

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

The Administrator,
Association of Private Health Facilities in Tanzania (APHFTA),
Lumumba Street, Kidongo Chekundu,
P.O. BOX 13234, DAR ES SALAAM-TANZANIA.

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

The closing date is **15th April 2019**. 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.