



## **EAST AFRICAN HEALTH PLATFORM | EAHP**

### **TERMS OF REFERENCE FOR Governance Training for EAHP Boards**

#### **Background**

The East African Health Platform (EAHP) aims at promoting regional health integration by facilitating effective contribution of non-state-actors for the benefit of the East African population. The Board sets aims, objectives and strategy for the Platform in the interests of members and the Non State Actors in the health Sector. The Board is made up of the Representative Trustees and Trustee Officials. It is supported by committees of the Board.

The purpose of the EAHP Board of Trustees is to set the strategic direction for the Platform, oversee Platform business, and provide governance structures and safeguards. It achieves this through its own actions and through delegation of appropriate actions to established committees of the Board.

#### **Rationale**

The role of the nonprofit board centers on the fundamental responsibilities of providing the organization with sound governance, fiduciary and strategic oversight, and direction. The board oversees the operations of the organization, ensuring that the public's trust is upheld, the mission addresses a community need, the practices are ethical, and legal requirements are met. The board is responsible for assuring the financial integrity and solvency of the organization and establishing procedures to safeguard the organization from fraud and risk.

Governance is a leadership process and to function effectively, individual board members and boards as a whole, should have a clear understanding not only of their governance roles and responsibilities but also how to practically and correctly apply them within a leadership framework or context. Thus regular governance training is essential for non-profit boards.

#### **Consultancy**

The Governance Training for EAHP Board Members will enable them gain new or enhanced learnings about governance models, frameworks, systems and tools which will allows them to govern more effectively.

Therefore, EAHP seeks to engage a consultant, whose main task will be to impart governance skills and knowledge.

#### **Consultancy Objectives**

##### **Specific objectives include:**

1. Undertake a review of terms of reference of the EAHP Board pertaining to leadership and governance.

2. Develop an online training manual and curriculum for Board Governance which would include presentations, session outlines, notes and background reading.
3. Develop a Manual on governance with specific focus on good governance, for non-governmental organizations.
4. Provide feedback on the ease of use of the e-learning platform Ujuzi Health
5. Develop an assessment toolkit, which includes an evaluation to be administered both at the beginning and end of trainings to measure the impact of training.

### Scope of Work

The consultant will review and document (Governance Manual) Board Governance for Non-Governmental Organizations.

### List of Tasks:

- i. Development of inception report, outlining approach to the assignment and proposed methodology.
- ii. Development of training materials i.e. presentations, session outlines, notes, background and evaluation reading for Governance Training to be posted on the Ujuzi platform.
- iii. Devise a Governance Manual for EAHP
- iv. Conduct an online training for EAHP Board Members

### Deliverables

- i. Inception report
- ii. Training materials to be posted at the ujuzi.health
- iii. Report of the EAHP Governance training

### Timeframe and Task Schedule

The task is to be performed be completed between 20<sup>th</sup> December 2021 and 30<sup>th</sup> January 2022. The consultant will be paid 400 U\$ per day for a maximum of 5 days.

Task No.	Task	Output/outcome	Responsible and Time frame	No/Payable Days
1	Contracting phase: <ul style="list-style-type: none"> <li>Terms of Reference review and confirmation</li> <li>Inception report</li> <li>Signing of contract</li> <li>First installment payments</li> </ul>	Common understanding of ToRs and expectations  Inception report  Contract in place and execution started	EAHP and Consultant	NA



2	Development of online training materials	Training materials posted on ujuzi.health	Consultant / PINCH Africa	2
3	Training report	Share 1 <sup>st</sup> draft of the Manual and submission of final manual	Consultant	2
4	Conduct the online training	Online training sessions	Consultant/Board Members	1

### Task Management and implementation plan

The consultant will report to the EAHP CEO. The consultant will work in close collaboration with the SHAPE LTE for all technical matters while all online administrative matters will be handled by PINCH Africa.

### Commitment and Signatures

By signing below, I agree with set terms and conditions for the successful completion of the task. In case of a firm or company/organization, I verify that I am a representative of the below identified entity and that I have the authority to bind such entity.

FOR EAHP	FOR THE CONSULTANT
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date & location: _____	Date & Location: _____