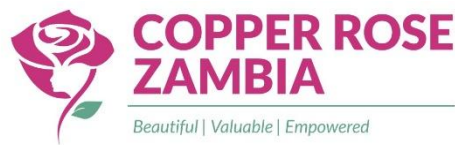
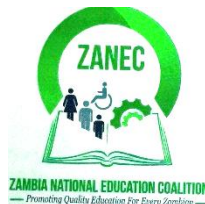
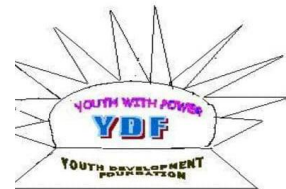
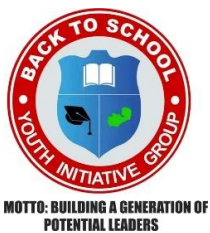




National CSO Coalition on School Health in Zambia (NCSO-CSH-Z)

TERMS OF REFERENCE FOR DEVELOPING 2025-2028 STRATEGIC PLAN



1.0 INTRODUCTION/ BACKGROUND

Over the past two decades, child health has been a key global health priority. However, global child health efforts have primarily focused on the first five years of life, a period of highest mortality risk. As the Sustainable Development Goals drive continued efforts to reduce child mortality, there is a growing recognition and concern for the need to address child and adolescent health more broadly and holistically. Organisations such as the World Health Organization (WHO), the World Bank, and the United Nations Educational, Scientific and Cultural Organization (UNESCO) have advocated for using schools as platforms to deliver health interventions to children and adolescents. Given the significant increase in primary school enrolment over the past two decades, this approach has the potential for extensive reach to promote learners' health. Despite the near-universal implementation of basic school health programs, many national programs face challenges such as poor funding, low coverage, and irregular implementation.

The School Health Programme addresses these critical issues ensuring that students are supported in their well-being and have access to preventative health measures. Through their initiative, learners can continue to attend school in cases of minor illnesses and address critical health issues such as TB, cholera, influenza, sexual and reproductive health (SRH) issues, menstrual hygiene, teenage pregnancy, mental health, gender-based violence (GBV), and malaria. These health challenges significantly impact students' education by causing absenteeism and disrupting learning processes.

Nevertheless, there is a need for a strong and committed effort by CSOs to advocate for continuous government support including dedicated budget allocations at both national and subnational levels to sustain and expand the School Health Program through a coalition of health education-centered CSOs. The National CSO School Health Coalition will spearhead the School Health Programme focusing on advocating resource mobilisation, advocating for School Health budget allocation and accountability actions to ensure at the subnational level, schools are supported through local resources such as CDF and other public and government models to construct health rooms for access of school health service by learners. This will ensure that health pandemics do not disrupt learners' education access because of illness or pandemic-related school closures or absenteeism.

On the other side, to counter the spread of illnesses in the school environment and spread health information among learners. The National CSO Coalition on School Health in Zambia (NCSO-CSH-Z) will also focus on building a strong monitoring and accountability mechanism to enhance community participation and engagement in school health programmes. At the national level, the Coalition will work to ensure the National budget allocation for school health services includes a clear allocation for services such as drug supply chain, training of stakeholders, policy briefs and sharing of regional best practices to enhance collaboration and effective coordination and accountability for the School Health Programme.

- ***Vision:*** There is no Vision
- ***Mission:*** There is no Mission

1.2 The National CSO Coalition on School Health in Zambia's Main Focus of Work

The NCSO-CSH-Z engages in strengthening Civil Society Organizations (CSOs) collaboration, advocacy and accountability on school health programs at sub-national, national, and regional levels.

1.2.1 The overall goal of the Coalition

- ❖ To strengthen Civil Society Organizations (CSOs) collaboration, advocacy and accountability on school health programs at sub-national, national, and regional levels by 2028.

1.2.2 Specific Objectives of the Coalition

1. To advocate for policy harmonisation and increased budget allocation under the Ministries of Education and Health for investments and sustainability of the School Health Programme by 2028.
2. To strengthen collaboration and partnerships among CSO, government, Private sector and cooperating partners for increased resource mobilisation and funding for the School Health Programmes by 2028.
3. To strengthen the capacity of CSOs and Schools on the School Health Programme by 2028.
4. To promote a monitoring and evaluation system that ensures accountability for the effective implementation and sustainability of the School Health Programme by 2028.

1.2.3 Main Pillars of Work

1. ***Policy Influence and harmonisation for financing and sustainability of the SHP:*** NCSO-CSH-Z advocates for health policy harmonisation by conducting policy analysis, and holding engagement meetings with MoH, MoE and CSOs to promote health for learners.
2. ***Collaboration and Partnerships:*** NCSO-CSH-Z focuses on increasing collaboration and partnership through engagement meeting with Cooperating Partners on support of SHP, other CSOs, awareness raising on school health programmes and resource mobilisation to sustain its operations.
3. ***Capacity Building of CSOs on the SHP:*** NCSO-CSH-Z provides training and capacity-building for CSOs, teachers, students, community leaders, and policymakers in school health programme, social accountability, advocacy, and budget analysis. These initiatives aim to enhance the skills and knowledge of stakeholders in areas such as advocacy, monitoring, and evaluation to promote grassroots-level advocacy.
4. ***Research, Monitoring and Evaluation:*** NCSO-CSH-Z conduct monitoring and evaluation, and research to measure performance of the school health program, and gather evidence-based recommendations for policy formulation and implementation to inform and improve planning and its evidence-based advocacy

2.0 OVERVIEW OF THE 2026-2028 STRATEGIC PLAN DEVELOPMENT

NCSO-CSH-Z is seeking the services of a qualified person(s) or firm to support the development of the “2026-2028 Strategic Plan” through a consultative process with CSOs, government ministries, NCSO-CSH-Z Member Organisations (MOs).

a) Overall Objective for the Assignment

The overall purpose of this assignment is to support the development of the “*2026-2028 Strategic Plan*” with its implementation plan and M&E Framework.

b) Specific Objectives for Developing Gender-Responsive 2026-2030 Strategic Plan

- To conduct a literature review on policies and documents, SWOT analysis, and PASTEL Analysis to inform and guide the development of the “*2026-2028 Strategic Plan*”
- Coordination consultative meetings with NCSO-CSH-Z Member Organisations and stakeholders on the possible focus areas of the 2026-2028 Strategic Plan.
- To lead the Strategic Planning workshop for the 2026-2028 Strategic Plan
- To develop the “Gender Responsive 2026-2028 Strategic Plan”
- Develop the implementation plan and M&E Framework for the 2026-2028 Strategic Plan.

3. METHODOLOGY AND APPROACH

The Consultant need to propose the Strategic Plan development methodology to be used based on the understanding of TORs. The proposed methodology should be clearly stated and the methodology will be refined at the inception stage in close collaboration with the NCSO-CSH-Z Team till the submission of the Final Strategic Plan after validation by stakeholders.

4 APPLYING FOR THIS OPPORTUNITY

NCSO-CSH-Z is seeking consultancy services from a qualified and highly self-motivated, enthusiastic and innovative Consulting firm/Consultant to develop the 2026-2028 Strategic Plan.

a) Eligibility Criteria/ Requirements for Organisation/Consultancy

- The applicant must be a firm or institution with working experience of 8-10 years in undertaking the scale and scope of developing strategic plans for INGOs/NGOs.
- The lead consultant must have at least a Master’s or MPH, PhD Degree in Education or Public Health, Development Studies, Economics, Social Sciences, Public Administration, Business Management or Public Policy (education) or its equivalent. Postgraduate training in Monitoring, Evaluation, Learning and Knowledge Management will be an added advantage. Ensure that the actual team that will do the work meets the qualifications as specified. Other experiences required include, but are not limited to, the following:-
 - Work experience in the Health and Education Sector in Zambia, programming with experience in designing Strategic Plans with traceable previous assignments conducted.
 - Should have extensive knowledge of country-level and education development in Zambia.
 - Experience in working with the Ministry of Health and Education and other actors in the education sector at local, national and regional levels is an added advantage.
 - Understanding of Health and Education policies, plans and programs in Zambia and regional protocols on education.
 - Knowledge of monitoring and evaluation approaches/methods
 - Applying participatory methodologies to reviews or any other related processes.

- Good engagement skills with a wide range of stakeholders at the National, Provincial, district and school levels.
- Experience in the use of participatory and people-centred consultative processes.

NB: The Lead Consultant may involve not more than three persons in the Strategic Plan Development. In such a case, the other member(s) of the team should be holder(s) of at least a first degree in any of the areas specified above. CVs of related parties should be shared as part of the submission.

b) Submission of Technical and Financial Proposals

The bidding Consultant(s) is/are expected to submit a detailed proposal with the following components:

Technical proposal to include:

Name of Organisation /Consultant & Address	
Telephone numbers & E-mail addresses	
Name of contact person & Email of contact/Email	

5.0 BID PRESENTATION FORMAT

5.1 Summary/Description

[Provide a summary description of your Organisation, indicating the year of establishment/registration, main mission or purpose, your organisation's role in research and development, current activities, and recent achievements - maximum 3 pages] (NB: ***APPLICABLE TO ORGANISATIONS ONLY AND NOT TO INDIVIDUAL CONSULTANTS***).

5.2. Staffing levels [Key management positions held in the organisation, or the case of Consultants, the position/role of each team member) and their qualifications and experiences related to the proposed work (Max 2 Pages)].

5.3. How your organisation/Consultants meet the requirements of the consultancy

5.3.1. Describe how your Organisation/ as a Consultant/group of Consultants, propose to undertake the work. Demonstrate the understanding of TORs (Max 2 pages)].

5.3.2 [Methodological approach to data collection (Max 2 pages)].

The proposed methodology should be clearly stated and the methodology will be refined at the inception stage in close collaboration with the NCSO-CSH-Z Team till the submission of the Final Strategic Plan after validation by stakeholders.

5.4 Capacity and Track Record

[List the typical Strategic plan development you have undertaken in the last three years that demonstrate your organisation's/each team member's (in the case of Consultants) experience in developing organisation strategic Plans and what has been achieved.] – (Max 3 pages)

NB: Remember to attach Completion letters, & samples of strategic plans you have produced so far. (Attach as appendices).

5.5 Curricula vitae (CVs)

Curricula vitae (CVs) of ALL the experts designated to undertake the evaluation. The CVs should cover the following:

Name, sex, date of birth, nationality, professional training / higher education, knowledge of Zambian local languages (e.g. Nyanja, Bemba, etc.), professional experience specifying the employer, duration of employment, the scope of duties and periods of employment, management experience and scope, particular professional skills as well as publications by the candidates if applicable.

a) Financial proposal detailing

- Itemised consultant's fees;
- Itemised administration expenses;

NOTE: The Costs for the Consultative meeting, Workshop for Strategic Planning meeting and Validation meeting will be covered by NCSO-CSH-Z.

6.0 TASKS/SCOPE OF WORK

The Organisation/Consultants will be required to undertake the following tasks;

1.	Conduct a literature review on policies, national and NCSO-CSH-Z documents such as TORs etc
2.	Develop the Inception Report with a clear proposed methodology after the inception meeting detailing the Strategic Plan Development process till the submission of the Final Strategic Plan after validation by stakeholders.
3.	Conduct SWOT & PASTEL Analysis to inform and guide the development of the “2026-2028 Strategic Plan”
4.	Coordination consultative meetings with NCSO-CSH-Z Member Organisations and stakeholders on the possible focus areas of the 2026-2028 Strategic Plan.
5.	To lead the Strategic Planning workshop for the 2026-2028 Strategic Plan
6.	To develop the 2026-2028 Strategic Plan”
7.	Develop the implementation plan and M&E Framework for the 2026-2028 Strategic Plan.
8.	Validation Meeting with stakeholders
9.	Revision and inclusion of comments/feedback into the Report
10.	Submission of the Final 2026-2028 Strategic Plan to NCSO-CSH-Z

6.1 Management Supervision of the 2026-2028 Strategic Plan Development

The Consultant(s) will report to the NCSO-CSH-Z Chairperson and **the Secretariat** during the assignment to ensure quality assurance and validations.

NB: Interested Consultants should submit their proposals (1 BOUND COPY) with three (3) traceable references by 15th June, 2025 at 17:00hrs and addressed to:

**The National Civil Society Organisations Coalition on School Health – Zambia
Secretariat
AAAZ Lusaka
IBEX HILL OFF LAKE ROAD
Lusaka, Zambia**

Applications can also be sent to ***Email:***

info@aaazambia.org and copy **mwalenelson@yahoo.com**

For Clarifications Call: +260957090515

NOTE: APPLICATIONS RECEIVED OR SENT AFTER 17:00 HRS WILL NOT BE CONSIDERED