

Request for Proposal from Independent Contractors

Purpose and Scope

The recently launched Tobacco Control Accelerator Fund aims to help advance global tobacco control progress in several low- and middle- income countries. Under this fund Vital Strategies is providing grants and technical support to governments and non-governmental organizations in countries without any best-practice tobacco control measures in place or countries close to implementing all best-practice measures.

The independent contractor will map and establish strategic collaborations with government agencies, key partners and grantees in Malawi and will be based in Malawi. The contractor will provide technical support to government agencies and tobacco control projects in Malawi.

Vital Strategies Organizational Background

Vital Strategies is a global public health organization. Our programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in more than 80 countries, supporting data-driven decision-making in government, advancing evidence-based public health policies, and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives. They include noncommunicable disease prevention, tobacco control, road safety, food policy, overdose prevention, environmental health, and data for health. Our programs are primarily concentrated in low- and middle-income countries in Africa, Latin America, Asia and the Pacific; the Overdose Prevention Program is our first initiative in the U.S. Please visit our website at www.vitalstrategies.org to find out more about our work.

Consultant Profile

- Master's degree
- Deep understanding of Malawi's government system and connections to government agencies
- Strong understanding of public health and related policy interventions, government relations, and policymaking
- Comprehensive project management skills, with the ability to make sound, informed judgements

Instructions for Respondents

Independent contractors shall send their CV, cover letter and fee proposal via email to tobaccocontrol@vitalstrategies.org. Applications will be reviewed on a rolling basis.

Scope of Work

Effective Date: To be discussed with selected candidate

Termination Date: June 30, 2028

Site of work (Country) Malawi

Deliverables	Expected Results	Timeline
<p>Strategic Leadership</p> <p>Represent Vital Strategies on Tobacco Control in Malawi.</p>	<p>Attended at least 3 high-level meetings or events in Malawi to engage with key stakeholders.</p>	<p>By June 30, 2028</p>
<p>Provide critical inputs to the development of Vital Strategies' work plans and overarching country strategy.</p>	<p>Inputs provided to contribute to the development of Vital Strategies' tobacco control work in Malawi.</p>	<p>By June 30, 2028</p>
<p>Partnership Cultivation and Stakeholder Engagement</p> <p>Map and establish strategic collaborations with diverse national and sub-national civil society organizations (CSOs) and non-government organizations (NGOs) across health and non-health sectors to strengthen tobacco control policy implementation and enforcement.</p>	<p>Completion of map of strategic collaborators including CSOs and NGOs across health and non-health sectors in Malawi.</p>	<p>By June 30, 2028</p>
<p>Establish partnerships with the Ministry of Health and other relevant ministries at both national and sub-</p>	<p>Cultivated partnerships with at least 1 CSO or NGO in Malawi.</p>	<p>By June 30, 2028</p>

<p>national levels to garner support for tobacco control policy implementation.</p> <p>Maintain close relationships with stakeholders to share information on national strategic plans and emerging tobacco control policy developments.</p> <p>Coordinate with other Bloomberg Initiative partners on ongoing efforts.</p>	<p>Close relationships with stakeholders maintained and information shared as needed.</p> <p>Coordinated with Bloomberg Initiative partners as needed.</p>	<p>By June 30, 2028</p> <p>By June 30, 2028</p>
<p>Technical Assistance and Capacity Building</p> <p>Provide technical support to address the capacity-building needs of government agencies and specific tobacco control projects.</p> <p>Conduct detailed political and policy environment analyses for Malawi and identify new opportunities for technical support.</p> <p>Review technical resources produced by both grantees and internal teams to ensure alignment with international best practices (such as the WHO FCTC).</p>	<p>Provide technical support to at least 1 tobacco control project.</p> <p>Analyses completed and identification of new opportunities for technical support in Malawi.</p> <p>Technical resources produced by grantees as outlined in their deliverables reviewed.</p>	<p>By June 30, 2028</p> <p>By June 30, 2028</p> <p>By June 30, 2028</p>
<p>Grants and Project Management</p> <p>Manage the development and implementation of at least 1 grant with government and/or local NGO partners.</p> <p>Track project progress against agreed-upon objectives and</p>	<p>Implementation of at least 1 grant with governments and/or local NGO partners managed.</p> <p>Progress against agreed-upon objectives and deliverables tracked</p>	<p>By June 30, 2028</p> <p>By June 30, 2028</p>

outcomes to ensure accountability.		
Conduct at least 1 on-site monitoring visits to verify project activities and provide technical guidance.	At least 1 monitoring visit conducted to provide technical guidance.	By June 30, 2028
Monitoring, Evaluation & Reporting		
Produce monthly, quarterly, and annual progress reports to track initiative milestones.	Monthly, quarterly and annual reports produced and shared.	Monthly progress reports provided each month until June 30, 2028.
Create policy briefs and technical reports to summarize complex findings for decision-makers.	Policy briefs and technical reports created and produced as needed.	Quarterly reports provided until June 30, 2028.
Conduct regular calls and attend meetings with the Bloomberg Initiative and other tobacco control stakeholders to maintain consistent reporting and operational alignment	Regular calls with partners and stakeholders conducted and attended.	At least monthly calls with Bloomberg Initiative partners attended.