

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 Gabon and Comoros and will be based in Gabon. The contractor will provide technical support to government agencies and tobacco control projects in the region.

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 Gabon and Comoros' 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) Multi-Country (Gabon and Comoros)

| Deliverables | Expected Results | Timeline |
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| <p>Strategic Leadership</p> <p>Represent Vital Strategies on Tobacco Control in Gabon and Comoros.</p> <p>Provide critical inputs to the development of Vital Strategies' work plans and overarching regional strategy.</p> | <p>Attended at least 2 high-level meetings or events in Gabon and Comoros to engage with key stakeholders.</p> <p>Inputs provided to contribute to the development of Vital Strategies' tobacco control work in Gabon and Comoros.</p> | <p>By June 30, 2028</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>Establish partnerships with Ministries of Health and other relevant</p> | <p>Completion of map of strategic collaborators including CSOs and NGOs across health and non-health sectors in the two focus countries.</p> <p>Cultivated partnerships with at least 1 CSO or</p> | <p>By June 30, 2028</p> <p>By June 30, 2028</p> |

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| <p>ministries at both national and sub-national levels to garner support for tobacco control policy implementations.</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>NGO in each of the 2 focus countries.</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 identified focus countries 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 2 tobacco control projects.</p> <p>Analyses completed and identification of new opportunities for technical support in identified countries made.</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 2 grants with government and/or local NGO</p> | <p>Implementation of at least 2 grants with</p> | <p>By June 30, 2028</p> |

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| <p>partners.</p> <p>Track project progress against agreed-upon objectives and outcomes to ensure accountability.</p> <p>Conduct at least 2 on-site monitoring visits to verify project activities and provide technical guidance.</p> | <p>governments and/or local NGO partners managed.</p> <p>Progress against agreed-upon objectives and deliverables tracked</p> <p>At least 2 monitoring visits conducted to provide technical guidance.</p> | <p>By June 30, 2028</p> <p>By June 30, 2028</p> |
| <p>Monitoring, Evaluation & Reporting</p> <p>Produce monthly, quarterly, and annual progress reports to track initiative milestones.</p> <p>Create policy briefs and technical reports to summarize complex findings for decision-makers.</p> <p>Conduct regular calls and attend meetings with the Bloomberg Initiative and other tobacco control stakeholders to maintain consistent reporting and operational alignment</p> | <p>Monthly, quarterly and annual reports produced and shared.</p> <p>Policy briefs and technical reports created and produced as needed.</p> <p>Regular calls with partners and stakeholders conducted and attended.</p> | <p>Monthly progress reports provided each month until June 30, 2028.</p> <p>Quarterly reports provided until June 30, 2028.</p> <p>At least monthly calls with Bloomberg Initiative partners attended.</p> |