



## **TERMS OF REFERENCE**

### **Strategic Closeout Consultant for FCDO Health Systems Strengthening Grant – South Africa**

**Programme Period: December 2023 – November 2026**

#### **1. OBJECTIVE**

The objective of this consultancy is to support the structured closeout of the FCDO-funded Health Systems Strengthening (HSS) programme by delivering an independent strategic review, supporting targeted programme adjustments, and producing a high-quality closeout report and associated knowledge products that credibly articulate systems-level change, sustainability, and programme impact.

#### **2. SCOPE OF WORK**

The consultant will support the closeout process across three phases:

##### **Phase 1: Strategic Review (April – May 2026)**

**Level of Effort:** 15–20 days

The consultant will:

- Conduct a comprehensive review of programme documentation across all four workstreams
- Undertake key informant interviews and working sessions with programme staff and stakeholders
- Assess the strength of evidence on programme achievements and system-level change
- Identify gaps in documentation, narrative coherence, and sustainability evidence
- Analyze cross-cutting themes and linkages across workstreams
- Provide an objective assessment of risks to the credibility of the final closeout narrative

##### **Deliverable:**

- Strategic Findings and Recommendations Report (internal)

##### **Phase 2: Programme Adjustment (May – August 2026)**

**Level of Effort:** 4–6 days (advisory support)

The consultant will:

- Provide advisory support to the programme team in interpreting and prioritizing findings from Phase 1
- Offer technical input on strengthening evidence, documentation, and articulation of results

- Review selected materials and provide feedback to support narrative clarity and strategic alignment

**Note:**

The programme team will lead implementation of adjustments; the consultant's role is advisory.

**Deliverables:**

- Advisory inputs (no formal standalone deliverable; inputs reflected in improved programme documentation)

**Phase 3: Closeout Report and Dissemination (August – October 2026)**

**Level of Effort:** 20–25 days

The consultant will:

- Develop a detailed outline for the closeout report, including key themes and structure
- Draft a comprehensive closeout report that synthesizes programme achievements into a coherent, evidence-based narrative of system-level change
- Integrate cross-cutting themes across all four workstreams
- Clearly articulate programme contribution, institutional strengthening, and sustainability
- Incorporate feedback from CHAI and FCDO through iterative revisions
- Develop an executive summary for external audiences
- Produce 2–4 short technical/policy briefs on strategically relevant themes

**Deliverables:**

- Closeout Report (full draft and final)
- Executive Summary
- 2–4 Technical/Policy Briefs

**3. KEY OUTPUTS SUMMARY**

- Inception Note
- Strategic Findings and Recommendations Report
- Closeout Report (draft and final)
- Executive Summary
- 2–4 Technical/Policy Briefs

**4. DURATION AND LEVEL OF EFFORT**

- **Total duration:** April – October 2026
- **Estimated level of effort:** 40–50 days

## 5. REPORTING AND MANAGEMENT

- The consultant will report to the Senior Technical Advisor
- A designated CHAI focal point will support coordination, scheduling, and access to documentation
- Regular check-ins will be held to review progress and provide guidance

## 6. WORKING ARRANGEMENTS

- The consultancy will be primarily remote
- Limited in-country engagement may be required during Phase 1 (and optionally Phase 3)
- The consultant will be responsible for managing their own workflow to meet agreed timelines

## 7. REQUIRED EXPERTISE

- Advanced degree in public health, health systems, health policy, or related field
- Extensive experience in health systems strengthening and/or HTA, governance, or health policy
- Demonstrated experience in programme evaluation, strategic reviews, and report writing
- Strong analytical, synthesis, and writing skills, with experience producing high-level donor reports and policy briefs
- Experience working in South Africa or similar contexts is an advantage

## 8. APPLICATION PROCEDURE

Applications should be submitted to CHAI South Africa at: [CHASAProcurement@clintonhealthaccess.org](mailto:CHASAProcurement@clintonhealthaccess.org).

The application package should include, but not be limited to:

- Updated CV
- Proof of Qualifications
- Professional References

**The deadline for applications is April 28, 2026, not later than 05:00 PM local time.** Only the shortlisted candidates will be contacted.