



**COLLEGE OF SURGEONS OF EAST, CENTRAL AND SOUTHERN AFRICA  
(ASSOCIATIONS OF SURGEONS OF EAST AFRICA)**

East, Central and Southern Africa Health Community (ECSA-HC)  
Plot No 157 Oloirien-Njiro Road  
P O Box 1009, Arusha-Tanzania

Phone: +255 27 2549362/5/6

Web: [www.cosecsa.org](http://www.cosecsa.org)

Email: [ceo@cosecsa.org](mailto:ceo@cosecsa.org)

IRB registration number 00011122

*All correspondences should be addressed to the CEO*

**Terms of Reference**

**Public Finance and Fundraising Consultant Services for COSECSA  
(College of Surgeons of East, Central and Southern Africa)**

***22, November 2018***



**COLLEGE OF SURGEONS OF EAST, CENTRAL AND SOUTHERN AFRICA  
(ASSOCIATIONS OF SURGEONS OF EAST AFRICA)**

East, Central and Southern Africa Health Community (ECSA-HC)  
Plot No 157 Oloirien-Njiro Road  
P O Box 1009, Arusha-Tanzania

Phone: +255 27 2549362/5/6

Web: [www.cosecsa.org](http://www.cosecsa.org)

Email: [ceo@cosecsa.org](mailto:ceo@cosecsa.org)

IRB registration number 00011122

*All correspondences should be addressed to the CEO*

---

## Table of Contents

Introduction	3
Specification of requirements	5
Payment	7
Instructions to applicants	7
Appendix I	8



**COLLEGE OF SURGEONS OF EAST, CENTRAL AND SOUTHERN AFRICA  
(ASSOCIATIONS OF SURGEONS OF EAST AFRICA)**

East, Central and Southern Africa Health Community (ECSA-HC)  
Plot No 157 Oloirien-Njiro Road  
P O Box 1009, Arusha-Tanzania

Phone: +255 27 2549362/5/6  
Web: [www.cosecsa.org](http://www.cosecsa.org)  
Email: [ceo@cosecsa.org](mailto:ceo@cosecsa.org)  
IRB registration number 00011122

*All correspondences should be addressed to the CEO*

---

## Introduction

### 1.1 COSECSA

Established in 1999, the College of Surgeons of East, Central and Southern Africa (COSECSA) is an independent, not for profit body that fosters postgraduate education in surgery and provides surgical training throughout the region of East, Central and Southern Africa.

COSECSA's primary objective is to advance education, training, standards, research & practice in surgical care in this region. COSECSA delivers a common surgical training programme with a common examination and an internationally recognised surgical qualification. Admission to the College is open to all registered medical practitioners who comply with the professional requirements.

COSECSA currently has 12 member countries (See Appendix I). The key governance structure in COSECSA is its Council, whose primary responsibility is to oversee the activities of the organisation. A professional Secretariat, under the leadership of the CEO, looks after the day-to-day administration of the college. The college's headquarters are based in the East, Central and Southern African (ECSA) Health Community building in Arusha, Tanzania. COSECSA is a constituent college of the ECSA College of Health Sciences.

As at 31<sup>st</sup> October 2018, COSECSA has graduated 261 specialist surgeons. The college has almost 600 trainees enrolled in its programmes across 17 countries. Approximately 150 trainees will take examinations at Membership level and in one of nine Fellowships in December of this year. More than 100 hospitals across the region have been accredited by COSECSA as training sites.

To ensure COSECSA's long-term sustainability, COSECSA requires diverse, reliable income streams. COSECSA is providing a valuable service to its constituent countries, primarily through its training and accreditation of surgeons. In March 2018, the East, Central and Southern Africa Health Community passed



**COLLEGE OF SURGEONS OF EAST, CENTRAL AND SOUTHERN AFRICA  
(ASSOCIATIONS OF SURGEONS OF EAST AFRICA)**

East, Central and Southern Africa Health Community (ECSA-HC)  
Plot No 157 Oloirien-Njiro Road  
P O Box 1009, Arusha-Tanzania

Phone: +255 27 2549362/5/6

Web: [www.cosecsa.org](http://www.cosecsa.org)

Email: [ceo@cosecsa.org](mailto:ceo@cosecsa.org)

IRB registration number 00011122

*All correspondences should be addressed to the CEO*

---

resolution ECSA/HMC65/R5, urging member states to recognise and support the constituent colleges of the ECSA College of Health Sciences, of which COSECSA is among the foremost. Furthermore, the provision of surgical care is increasingly being regarded as an indispensable component of universal healthcare, and for the first time is on the agenda of major international health donors.

## 1.2 RCSI/COSECSA Collaboration Programme

Since 2007, Irish Aid has been supporting a collaboration programme between the Royal College of Surgeons in Ireland (RCSI) and COSECSA. The aim of the collaboration is to widen access to quality-assured surgical care in Sub-Saharan Africa.

The collaboration programme is due to conclude in its current format 31<sup>st</sup> December 2020. The 4-year phase (from 2017-2020) has two specific goals:

- Ensure the financial and operational sustainability of COSECSA
- Ensure the quality of the COSECSA training, examination and accreditation modal, and enhance the quality of surgical care and practice in the region



**COLLEGE OF SURGEONS OF EAST, CENTRAL AND SOUTHERN AFRICA  
(ASSOCIATIONS OF SURGEONS OF EAST AFRICA)**

East, Central and Southern Africa Health Community (ECSA-HC)  
Plot No 157 Oloirien-Njiro Road  
P O Box 1009, Arusha-Tanzania

Phone: +255 27 2549362/5/6  
Web: [www.cosecsa.org](http://www.cosecsa.org)  
Email: [ceo@cosecsa.org](mailto:ceo@cosecsa.org)  
IRB registration number 00011122

*All correspondences should be addressed to the CEO*

---

## Specification of requirements

### 2.1 Background information

COSECSA wishes to obtain increased and sustainable funding for its surgical training activities from regional governments, i.e. public funding, and from donor funding bodies. COSECSA also wishes to more effectively communicate with potential funders.

### 2.2 Award of framework agreement and initial contract

COSECSA now wishes to invite qualified applicants to submit proposals to deliver a flexible and cost-effective public finance and fundraising consultancy service. The successful applicant will be expected to leverage experienced internal resources and specific external expertise to achieve organisational objectives efficiently, and in a value-for-money manner, as further set out in the Scope of Services set out below.

### 2.3 Scope of services

The successful applicant must be capable of delivering high-level strategic input into the development of an organisation and have capacity to deal with statutory, political, governmental, civil service, international funders and other key stakeholders in the COSECSA region at the highest level.

The envisaged time commitment for this framework agreement would be in the order of 20 to 30 days. However, this is an estimate and the level of support may vary up and down in line with requirements.

### 2.4 Key deliverables

The expected deliverables of the assignment are:

- 2.4.1 Identify pathways in relevant Ministries through which each COSECSA country (See Appendix I) can acquire government funding for COSECSA through their state/public budgeting processes. This may include, but is not limited to:



**COLLEGE OF SURGEONS OF EAST, CENTRAL AND SOUTHERN AFRICA  
(ASSOCIATIONS OF SURGEONS OF EAST AFRICA)**

East, Central and Southern Africa Health Community (ECSA-HC)  
Plot No 157 Oloirien-Njiro Road  
P O Box 1009, Arusha-Tanzania

Phone: +255 27 2549362/5/6  
Web: [www.cosecsa.org](http://www.cosecsa.org)  
Email: [ceo@cosecsa.org](mailto:ceo@cosecsa.org)  
IRB registration number 00011122

*All correspondences should be addressed to the CEO*

- Identification of key stages (e.g. consultation, submission, timelines) in the national budget process
- Identification of decision-makers and key individuals in the national budget writing processes.
- Identification of existing budget lines and plans which could potentially be utilized to fund COSECSA.
- Advice to COSECSA on focused strategies to acquire government funding

2.4.2 Identify opportunities for COSECSA to increase donor funding. This may include, but is not limited to:

- Identification of relevant philanthropic trusts, private companies, grant-making bodies and international funders
- Identification of key individuals in the above bodies with whom the college can engage to acquire funding
- Identification of restricted and non-restricted funding sources
- Providing insight on timelines
- Advice to COSECSA on focused strategies to acquire donor funding

2.4.3 Advice to COSECSA on efficient and effective communications and messaging with government and donor funders

2.5 Format of Support and Advice Required

The successful applicant will:

- Provide reports and analysis leading to fulfilment of the key requirements and responsibilities.
- Provide financial scenario planning
- Attend meetings with COSECSA staff and council representatives from time-to-time and participate in teleconferences as required.
- Present summary of output to COSECSA Council.
- Be available to provide advice on relevant matters to CEO



**COLLEGE OF SURGEONS OF EAST, CENTRAL AND SOUTHERN AFRICA  
(ASSOCIATIONS OF SURGEONS OF EAST AFRICA)**

East, Central and Southern Africa Health Community (ECSA-HC)  
Plot No 157 Oloirien-Njiro Road  
P O Box 1009, Arusha-Tanzania

Phone: +255 27 2549362/5/6

Web: [www.cosecsa.org](http://www.cosecsa.org)

Email: [ceo@cosecsa.org](mailto:ceo@cosecsa.org)

IRB registration number 00011122

*All correspondences should be addressed to the CEO*

---

## Payment

Payment will be made based on daily rates, and will be completed when all agreed deliverables are completed. Flexibility is a key requirement and the consultant will be required to be available to deal with occasional queries and take occasional phone calls out of hours. Any travel required as part of this assignment will be agreed with, arranged by and paid by COSECSA.

COSECSA is seeking to engage a renowned agency or highly experienced individual who has a proven track record in successful achievement of key deliverables in public finance and donor funding in Sub-Saharan Africa.

## Instructions to applicants

Applicants should include:

- An outline of the proposed approach and methodology to address the terms of reference outlined above
- A budget of the estimated cost, the estimated number of days and a timeframe for the completion of the assignment.
- CVs

It is expected that a contract will be awarded in February 2019. Work must be completed by April 2019.

Applications should be sent to [ceo@cosecsa.org](mailto:ceo@cosecsa.org) by 31st January 2019.



**COLLEGE OF SURGEONS OF EAST, CENTRAL AND SOUTHERN AFRICA  
(ASSOCIATIONS OF SURGEONS OF EAST AFRICA)**

East, Central and Southern Africa Health Community (ECSA-HC)  
Plot No 157 Oloirien-Njiro Road  
P O Box 1009, Arusha-Tanzania

Phone: +255 27 2549362/5/6

Web: [www.cosecsa.org](http://www.cosecsa.org)

Email: [ceo@cosecsa.org](mailto:ceo@cosecsa.org)

IRB registration number 00011122

*All correspondences should be addressed to the CEO*

---

## Appendix I

### COSECSA member countries

Burundi  
Ethiopia  
Kenya  
Malawi  
Mozambique  
Namibia  
Rwanda  
South Sudan  
Tanzania  
Uganda  
Zambia  
Zimbabwe

(as at 31<sup>st</sup> October 2018)