



Providing comprehensive care to people living with HIV/AIDS, TB and cancer

Kawempe Home Care
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Administration Department

Terms of Reference for the Development of a Five Year Strategic Plan 2019-2023 for Kawempe Home Care LTD.

1.0 Introduction:

Kawempe Home Care is a private not for profit organisation that was established in July 2007 by a group of devoted health professionals whose mission was to improve the quality of life of people living with HIV/AIDS, Tuberculosis and Cancer in Kawempe division of Kampala district and Nangabo sub county in Wakiso district.

The organisation provides holistic services to her clients through a community based approach to care that caters for physical, psychological, social and spiritual needs of those affected. To date the organisation has cared for over 4,800 clients. During the annual general meeting of 2017, the members passed a resolution to extend the boundaries of the catchment area to cover Kampala and Wakiso districts in Uganda.

Kawempe Home Care runs a medical facility that is registered as a health center three by the ministry of health at its headquarters in Kyebando and also runs an outreach clinic in Kasangati town in Wakiso district. KHC was accredited antiretroviral treatment site by the Ministry of Health, National AIDS Control Program (NACP) in May 2008.

Vision:

A world of hope, love and care in which people living with HIV/AIDS, Tuberculosis and Cancer can have life in its fullness.

Mission:

To improve the quality of life of people living with HIV, TB and Cancer through the creation of a sustainable community based model of holistic care that comprises of treatment, prevention and support.

2.0 Background

Kawempe Home Care has since inception provided the following services to her clients' using facility, community, out-reach and home based models of care.

1. Comprehensive care and support for people with HIV/AIDS, TB and Cancer: HIV testing services (HTS), provision of antiretroviral therapy, elimination of mother to child transmission (EMTCT), paediatric-adolescent care, on-going counselling, ART/TB adherence support, TB/HIV co-management, Most at risk persons and Priority populations treatment and prevention interventions and palliative care. A number of other medical services have been integrated in the above programs. These include; Family planning, cervical cancer screening and immunisation services for the HIV, TB and cancer clients and the general community.
2. Care and support for orphans and vulnerable children: This includes a) Education support in form of tuition fees, scholastic materials and uniforms. b) Teens club for HIV positive children who receive, life skills training, ART adherence counselling, on-going counselling c) Extra curricula activities like music dance and drama and sports activities d) New Hope Children's hostel: A psychosocial support service that aims at increasing access to specialised services for children with cancer.
3. Palliative care training: This has been done for health professionals and community volunteers. The health professionals training is a 5 day introductory course plus on the job training. Palliative care clinical placements have been done for local and international students. The community volunteers training consists of a 2 week theory and practice training in provision of home based care for bed ridden patients.
4. Information, education and communication: This has been done to foster a positive behaviour change to reduce the spread of HIV in the community.
5. Sustainability: A number of projects have been done to build skills and empower our clients to engage in activities like livelihood projects and income generating activities. The projects are designed to increase household income and also provide a source of funds for the organisation.

The activities listed above describe the scope of work that the organisation has been engaged in during the last five years.

Purpose and Objective

Kawempe Home Care seeks a consultant to conduct background assessments and facilitate the development of a renewed strategic plan for the 2019-2023 period.

Specific Objectives

- Plan and facilitate a two-day workshop with KHC staff members, Board members and other stakeholders to prioritise strategic directions.

- Assess and analyse KHC's internal environment
- Assess and analyse KHC's external environment and stakeholders
- Synthesis of results and identify strategic opportunities
- Draft and finalise KHC's strategic plan 2019-2023

Scope and focus of the Assignment

The scope and focus of the assignment is to provide technical and strategic facilitation support to enable the renewal of KHC's strategic plan. After an initial document review, the consultant will develop a work plan to guide the assessment.

The consultant will conduct a thorough but focused assessment of KHC's strengths and weaknesses, as well as external opportunities and threats, with a view to identifying appropriate strategic options for 2019-2023 operational period. The assessment will include review of relevant documents, in particular KHC's vision and mission statements, key project documents, strategic plans of key partner agencies, donor organisations and related domestic and international reports.

The consultant in collaboration with KHC will make use of participatory processes to facilitate critical reflection by KHC staff members and stakeholders. As such, the consultant will be expected to provide for active and meaningful engagement of KHC staff, Board members and other relevant stakeholders to attend the strategic planning workshop.

It is expected that data will be analysed using a rigorous and transparent analysis framework, summarised and presented back to KHC to aid in prioritisation of strategic directions.

A key aspect of the consultancy is preparation for and facilitation of a two-day strategic planning workshop with KHC staff members, Board members and other relevant stakeholders.

All data and the results of the workshop will be consolidated into a draft and finalised strategic document.

The ideal consultant will have knowledge of and/or proven expertise in:

- NGO sector
- Health and welfare Sector in relation to HIV/AIDS, Tuberculosis and Cancer

- Community development
- Participatory approaches in conducting assessments and facilitating strategic planning processes
- Strategic planning document preparation.

Roles and Responsibilities

KHC and the strategic planning committee of the Board will be responsible for:

- Preparing the Terms of Reference
- Selecting, contracting and managing the consultant
- Covering the cost of and managing communications and logistics associated with the assessment
- Actively engaging with the consultant during the assessment
- Identifying stakeholders and relevant documents as needed
- KHC in collaboration with the consultant will carry out a preliminary review of program activities aimed at gathering views from relevant external stakeholders through interviews and questionnaires. All information gathered by KHC prior to the strategic planning workshop will be forwarded to the consultant for analysis and integration into the strategic planning workshop

The consultant will be responsible for:

- Preparation of a work plan
- Actively engaging with KHC staff, Board members and other stakeholders through the use of participatory processes
- Regular progress reporting to KHC
- Production of deliverables in accordance with the requirements and timeframes of the Terms of Reference
- Facilitation of a two-day strategic planning workshop with KHC staff, Board members and other relevant stakeholders
- Drafting and finalising the strategic plan

Deliverables

The consultant will provide the following deliverables:

- A strategic planning workshop agenda and facilitation plan
- A strategic plan document including but not limited to:
 - Executive summary
 - Background
 - Internal and external analysis
 - Strategic priorities
 - An M&E framework
 - Hard and soft copies of the final Strategic Plans in line with a work plan submitted and approved by KHC

Qualifications and experience

The consultant's team should have extensive knowledge of HIV/AIDS and Tuberculosis programming. They should also be well informed about the current trends in the management of these diseases. A fair to good level of knowledge about palliative care services will be an added advantage.

They should also be knowledgeable in;

- Strategic planning and program designing
- Monitoring and evaluation of programs
- Use of participatory approaches to engage stakeholders

Other competencies include;

- Demonstrated excellent written and oral communication skills in English.
- Cross cultural management experience and sensitivity.

Expression of Interest

Interested individuals or companies should send a cover letter and a CV of the consultant, a technical proposal or proposed methodology, including a proposed work plan/timeline and consultancy cost to admin@kawempehomecare.org and copy sguma@kawempehomecare.org

Or hand deliver to: Kawempe Home Care Clinic (Use google maps for directions) P.O Box 337 Kampala. For more information please call Tel: 0414530414.

Please note that financial proposals will be evaluated based on total funds available for the project and KHC will enter into negotiations with the best evaluated consultant.

Deadline for application: 16:00pm on the 14th December 2018.

Location:

Kampala