**TERMS OF REFERENCE FOR AN INDIVIDUAL CONSULTANT TO CONDUCT A STUDY AND DEVELOP A POLICY FRAMEWORK THAT PROVIDES GUIDELINES TO PROMOTE GENDER EQUITY AND EQUALITY IN THE PHARMACEUTICAL INDUSTRY**

* 1. **Background and context**

The Common Market for Eastern and Southern Africa (COMESA**)** has received a grant from the African Development Fund to finance the COMESA Support Towards Regional Pharmaceutical Sector Development (CSTRPSD) project to ensure self-sufficiency within the region.

COMESA has made sustainable economic and social progress in all Members States through increased regional economic cooperation and integration in all fields of development, particularly in trade, customs, and monetary affairs. Progress has also been made in the creation of an enabling policy framework for gender equity and equality in intra-regional trade and investment. However, more is expected to be done as the impact has been sub-optimal and the same is still needed in the pharmaceutical industry. Creating an enabling framework for addressing gender-related challenges including promoting gender equity and equality in the pharmaceutical industry is therefore key to contribute to COMESA’s regional integration agenda.

Gender **equity** means considering and respecting the needs of all people to close gender gaps in various areas. It contributes to the achievement of gender **equality** and realization of human rights for all. It is the process of being fair to women and men according to their respective needs. To ensure fairness and equality, strategies and measures are needed to compensate for women's and men’s historical and social disadvantages that prevent them from operating on a level playing field. It also means addressing gender inequalities that limit a person's ability to access opportunities to achieve better health, education, and economic opportunity based on their gender.

The pharmaceutical sector is one of the biggest industries globally and in the COMESA region and it serves a vital role in the healthcare industry employing personnel in numerous fields such as medicine, research and development, biopharmaceuticals, and sales and marketing. Given its relevance, emphasis needs to be placed on gender issues in the sector.

Against this background, there is a need to develop a policy framework for the COMESA region that provides guidelines to promote gender equity and equality in the pharmaceutical industry, which plays a critical role in public health, research, and innovation.

**2.0 Objectives of the CSTRPSD Project**

The principal objectives of the project are to provide institutional support for the development of the pharmaceutical industry through strengthened capacities of the region’s pharmaceutical regulatory bodies, quality control and management systems, research, and development institutions for effective manufacturing of safe and quality pharmaceutical products in the region.

The specific objectives include:

1. The institutionalization and domestication of the Pharmaceutical Manufacturing Plan for Africa (PMPA) and the African Medicines Regulatory Harmonization (AMRH) programme;
2. Strengthening of the region’s medicines and pharmaceutical regulatory bodies/institutions in the region; and
3. Building the capacity of key stakeholders and support trans-regional research and development programmes.
4. **Project Components**

The Project comprises four (4) components:

1. **Component 1. Institutionalization of the PMPA and AMRH Programmes in the Region.**

This component aims at supporting the COMESA region in the implementation of the continental strategies on pharmaceutical manufacturing and streamline medicines registration harmonization processes as well as ensuring that the region has access to essential medical products and technologies. It will address the challenges faced by national medicines regulatory authorities, including weak or non-coherent legislative frameworks, redundant processes, sluggish medicines registration processes, and inefficiency and limited technical capacities, among others, through regulatory harmonization. The target beneficiaries include COMESA Secretariat and National Pharmaceutical Policy Institutions such as (National Medicines Regulatory Authorities (NMRAs)/Food and Drug Administration (FDA) bodies.

1. **Component 2. Institutional Support for Strengthening Medicines and Pharmaceutical Regulatory Bodies & Institutions in the Region.**

This component concerns providing technical support to strengthen the institutions and bodies responsible for pharmaceutical sector development in the region, including, the NMRAs/FDAs, the COMESA Pharmaceuticals Committee, institutions responsible for trade facilitation and quality infrastructure for standardization and testing pharmaceutical products. The target beneficiaries include NMRAs, COMESA pharmaceutical committee, standards and certification laboratories and collaborations with other regional economic communities on pharmacovigilance.

1. **Component 3. Capacity Development of Stakeholders and Support for Trans-Regional Research & Development Programmes**

This component aims at strengthening the capacities of pharmaceutical stakeholders, including research institutions and create an information platform for pharmaceutical manufacturers, importers, and exporters in the region. It will also establish pharmaceutical industry collaborations with universities to address skills mismatch and shortages in the sector. The objective is to improve the requisite capacities of stakeholders as well as increase efficiency, effectiveness, and improve service delivery to the pharmaceutical industry in the region. Further to strength the implementation of COMESA Health frameworks (2026) which calls for establishing capacity of Health Research and Development (R&D) and production of medicines and supplies.

1. **Component 4. Project Management, Coordination & Reporting**

This component entails the general management and implementation of the project. It aims to complement the capacity of COMESA Secretariat for the effective and efficient implementation of the project. This includes setting up of a Project Implementation Unit and staffing it with the required human resources that would be responsible for the implementation of the project activities and delivering of the outputs.

COMESA through the CSTRPSD Project is therefore seeking the services of a consultant to develop a Policy Framework that provides guidelines to promote gender equity and equality in the pharmaceutical industry in the region.

**4.0 Objective of the Consultancy**

The main objective of this consultancy is to develop a Policy Framework and associated Monitoring and Evaluation Plan to promote gender equity and equality in the pharmaceutical industry in the COMESA region. The consultancy will focus on the pharmaceutical industry in the COMESA region while leaning heavily on other successful and relevant gender initiatives and frameworks to develop a context specific policy framework.

**5.0 Specific Tasks Expected by the Consultant**

The consultant is expected to undertake the following:

1. Develop an appropriate methodology for the assignment and outline it in the inception report;
2. Review the international, regional and sub regional policy frameworks on gender equity and equality in the pharmaceutical industry to identify bottlenecks and strengths;
3. Conduct a comparative analysis and benchmarking exercise with other successful frameworks and initiatives outside the region to identify gaps in policies and performance as well as draw reform lessons;
4. Analyse the current policy frameworks and practices in the COMESA Member States on gender equity and equality in the pharmaceutical industry to identify gender gaps and opportunities for gender integration and mainstreaming.
5. Develop an appropriate Regional Gender Policy Framework and Monitoring and Evaluation plan for the Pharmaceutical Industry to guide the region for the next 10 years.
6. Facilitate stakeholder engagements to validate the Policy Framework.

**6.0 Deliverables**

1. A fifteen-page inception report within two weeks (14 working days) of signing the contract. The inception report should specifically outline the understanding of the scope of the consultancy. It should also define methodology, data sources and identify and list the key stakeholders to be consulted. The inception report must also incorporate a work plan indicating the phases in the assignment, key deliverables, and milestones. It should also contain a report format/structure.
2. Draft policy framework that provides guidelines to promote gender equity and gender equality in the pharmaceutical industry to be presented at a stakeholders’ validation workshop for consultation, review, and validation. The workshop will be held virtually.
3. Final Draft policy framework that provides guidelines to promote gender equity and gender equality in the pharmaceutical industry incorporating comments and perspectives from the validation meeting. The final report will be submitted within two weeks of the validation meeting.
4. Policy Brief on mainstreaming Gender Equity and Equality for the pharmaceutical sector in the COMESA region.

**7.0 Working Language Requirements**

1. The working language shall be English. Therefore, applicants must be fluent in both spoken and written English.
2. A combination of knowledge and use of English with either French or Arabic will be an added advantage.

**8.0 Eligibility of Consultants**

The consultancy is open to all applicants that have sufficient qualifications and experience to undertake this assignment.

**9.0 Contract Duration**

The total number of days allocated for this assignment is ninety (90) calendar days inclusive of travel days. The Consultant will be required to have completed the assignment and submitted the Final Report within this period.

**10.0. Duty Station**

The Consultancy will be home based, with travel requirement to the COMESA Secretariat in Lusaka, Zambia and five Member States in the COMESA Region, where possible.

**11.0.** **Reporting and Accountability**

The consultant will work under the direct supervision of the Director of Gender and Social Affairs. The consultant will also get feedback and support from the Director, Industry and Agriculture and the Project Coordinator of the CTRPSD Project.

**12.0. Education Qualifications, Professional Skills, and Experience**

The consultant must have the following qualifications, professional skills, and experience:

**Education Qualifications**

The consultant must possess:

Master’s degree in Gender Studies, Development Studies, Human Rights Law, Public Health, Sociology, or any other relevant social science discipline. A PhD will be an added advantage.

**Professional Skills, and Experience**

1. At least 10 years of experience in developing policy frameworks, strategic plans, roadmaps, and advocacy in gender issues.
2. A very good understanding of the pharmaceutical sector including policy developments in Africa and the COMESA region.
3. Excellent research, analytical and writing skills.
4. Ability to engage stakeholders efficiently and effectively to collect relevant information for the assignment.
5. Familiarity with the developmental organizational work environment and dynamics will be an added advantage.

**13.0 Payment**

The consultant shall be paid in (3) tranches as follows:

1. 10% upon submission and approval of an inception report acceptable to COMESA.
2. 40% upon submission and approval of the draft policy and roadmap.
3. 50% upon submission and approval of the final policy and roadmap.

**ANNEX 1**: EXPRESSION OF INTEREST FORMS

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# A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REFERENCE NUMBER: CS/CSTRPSD/09/05/km

REQUEST FOR SERVICES TITLE: **CONSULTANCY SERVICES TO CONDUCT A STUDY AND DEVELOP A POLICY FRAMEWORK THAT PROVIDES GUIDELINES TO PROMOTE GENDER EQUITY AND EQUALITY IN THE PHARMACEUTICAL INDUSTRY**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the **“CS/CSTRPSD/09/05/km”:** **CONSULTANCY SERVICES TO CONDUCT A STUDY AND DEVELOP A POLICY FRAMEWORK THAT PROVIDES GUIDELINES TO PROMOTE GENDER EQUITY AND EQUALITY IN THE PHARMACEUTICAL INDUSTRY**

” in accordance with your Request for Expression of Interests number **CS/CSTRPSD/09/05/km***,* dated [*insert date*] for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period indicated in Paragraph 9(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 9 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]:

Name and Title of Signatory:

B. CURRICULUM VITAE

*[insert full name]*

|  |  |
| --- | --- |
| 1. Family name: | *[insert the name]* |
| 1. First names: | *[insert the names in full]* |
| 1. Date of birth: | *[insert the date]* |
| 1. Nationality: | *[insert the country or countries of citizenship]* |
|  |  |
| 1. Physical address: 2. Postal address 3. Phone: 4. E-mail: | *[insert the physical address]*  *[Insert Postal Address]*  *[insert the phone and mobile no.]*  *[Insert E-mail address(es)* |
| 1. Education: |  |
|  |  |
| Institution:  [Date from – Date to] | Degree(s) or Diploma(s) obtained: |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |

10. Language skills: (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
| *[insert the language]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the no.]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |

|  |  |
| --- | --- |
| 11. Membership of professional bodies: | *[indicate the name of the professional body]* |
| 12. Other skills: | *[insert the skills]* |
| 13. Present position: | *[insert the name]* |
| 14. Years of experience: | *[insert the no]* |
| 15. Key qualifications: (Relevant to the assignment)  *[insert the key qualifications]* | |

16. Specific experience in the region:

|  |  |
| --- | --- |
| Country | Date from - Date to |
| *[insert the country]* | *[indicate the month and the year]* |
| *................* | *......................* |
| *[insert the country]* | *[indicate the month and the year]* |

17. Professional experience:

| Date from – Date to | Location of the assignment | Company& reference person (name & contact details) | Position | Description |
| --- | --- | --- | --- | --- |
| *[indicate the month and the year]* | *[indicate the country and the city]* | *Name of the Company:*  *Address of the company:*  *Phone:*  *Fax:*  *Email:*  *Name and title of the reference person from the company:* | *[indicate the exact name and title and if it was a short term or a long-term position]* | *Name of the Assignment:*  *Beneficiary of the Assignment:*  *Brief description of the Assignment:*  *Responsibilities:* |
| ................ | …………….. | ……………………. | …………… | ………………………………………………………………………….. |
| *[indicate the month and the year]* | *[indicate the country and the city]* | *Name of the Company:*  *Address of the company:*  *Phone:*  *Fax:*  *Email:*  *Name and title of the reference person from the company:* | *[indicate the exact name and title and if it was a short term or a long-term position]* | *Name of the Assignment:*  *Beneficiary of the Assignment:*  *Brief description of the Assignment:*  *Responsibilities:* |

1. Other relevant information: (e.g. Publications)

*[insert the details]*

*19. Statement:*

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the COMESA Secretariat’s request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 8 and 14 above[[1]](#footnote-1), documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the COMESA Secretariat to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

ATTACHMENTS: *1) Proof of qualifications indicated at point 9*  
 *2) Proof of working experience indicated at point 15*

1. ***The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/ Contract signed with them.***  [↑](#footnote-ref-1)