

TERMS OF REFERENCE FOR ANALYSIS OF NATIONAL POLICIES AND COUNTY-LEVEL IMPLEMENTATION ON NCD PREVENTION AND CLIMATE-HEALTH GOVERNANCE IN NAIROBI CITY COUNTY

Item	Details
Programme	Young Health Programme (YHP) Kenya
Location	Nairobi City County
Application Deadline	28 th April, 2026
Contract Type	Short-term
Working Language	English
Contract Period	15 working days

1.0 INTRODUCTION AND DEFINITIONS

This Terms of Reference (ToR) defines the scope, objectives, methodology, deliverables, and timelines for conducting an Analysis of National Policies and County-Level Implementation on NCD Prevention and Climate-Health Governance in Nairobi City County.

The assignment will be implemented under the Young Health Programme (YHP), a global initiative led by AstraZeneca and implemented in Kenya by Plan International Kenya.

Plan International is an independent global child rights organization working to advance children's rights and equality for girls. In Kenya, Plan International operates across multiple counties, including Nairobi, supporting programmes that strengthen health systems, governance, and youth empowerment.

The Young Health Programme focuses on preventing non-communicable diseases (NCDs) among young people (ages 10–24) by addressing five key risk factors: tobacco use, harmful use of alcohol, unhealthy diet, physical inactivity, and air pollution. The programme integrates youth engagement, research, and policy advocacy, including engagement with climate-health governance systems affecting NCD outcomes.

1.1 DEFINITIONS OF TERMS

To ensure a single and uniform interpretation aligned with Kenya's governance framework, the following definitions shall apply:

- i. **National Policies:** Formally documented laws, strategies, regulations, frameworks, and guidelines developed by the National Government to guide NCD prevention and climate-health governance.
- ii. **County-Level Implementation:** The process through which National Policies are executed by County Governments through county plans, budgets, and sectoral programmes, in line with devolved functions.
- iii. **County Legislation and Plans:** County-specific laws, County Integrated Development Plans (CIDPs), annual development plans, and budgets that operationalize National Policies within the county context.

- iv. **Gap:** A measurable discrepancy between the stated objectives of National Policies and actual County-Level Implementation, including those arising from resource allocation, coordination between levels of government, and institutional capacity.
- v. **Recommendation:** A specific, practical, and evidence-based action directly addressing an identified Gap and aligned to the mandates of either the National Government or County Government.
- vi. **KII (Key Informant Interview):** A structured interview conducted with a designated stakeholder.
- vii. **FGD (Focus Group Discussion):** A structured discussion conducted with a defined participant group.
- viii. **Desk Review:** A systematic review of documented evidence to identify National Policies and assess intended County-Level Implementation.
- ix. **Climate-Health Governance:** The national policy direction, regulatory frameworks, and coordination mechanisms, and their county-level implementation, through which climate-related factors affecting health, including NCDs, are addressed.

2.0 BACKGROUND

In Kenya, policy development for health and climate-related sectors is a function of the National Government, while service delivery and implementation are devolved functions of County Governments.

National Policies related to NCD prevention and climate-health governance provide strategic direction, standards, and guidelines. These are operationalized at the county level through County Governments, including Nairobi City County, via county legislation, plans, budgets, and sectoral programmes.

Despite this framework, there is limited structured evidence on:

- 1) The range of National Policies relevant to NCD prevention and climate-health governance
- 2) The extent and manner of County-Level Implementation in Nairobi City County
- 3) The Gaps between National Policy objectives and County-Level Implementation

This assignment will generate structured evidence to strengthen alignment between National Policies and County-Level Implementation, while enhancing youth engagement in governance and decision-making processes. The analysis will explicitly align with Kenya's Climate Change Act (2016), the National Climate Change Action Plan, and the Kenya Health Policy to ensure coherence with existing frameworks

3.0 PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to generate high-quality, actionable evidence that

1. Analyzes relevant policy and legal frameworks and their implementation within Nairobi City County
2. Identifies gaps in implementation, resource allocation, and institutional coordination
3. Assesses the extent and quality of meaningful youth engagement in public processes, evaluating inclusiveness, participation quality, and influence on decision-making.

4. Identifies practical entry points for youth to influence county planning, budgeting, and accountability processes effectively.
5. Provides Recommendations that are practical, evidence-based, and clearly indicate whether they are directed at the National Government or the County Government.

The assignment is expected to go beyond descriptive analysis and provide decision-oriented insights that can directly inform advocacy strategies.

4.0 OBJECTIVES OF THE ASSIGNMENT

The assignment has six key objectives:

4.1 Identify, Analyze and Document National Policies

Identify, analyze, and document all relevant National Policies related to NCD prevention and climate-health governance.

4.2 Analyze County-Level Implementation

Examine how National Policies are operationalized within Nairobi City County through county legislation, plans, budgets, and sectoral programmes.

4.3 Identify and Document Gaps

Clearly describe and document all Gaps between National Policy objectives and County-Level Implementation, including:

- a) Resource allocation
- b) Intergovernmental coordination
- c) Institutional capacity

4.4 Youth Participation and Meaningful Engagement Assessment

1. Map and assess youth participation in county-level public processes, focusing on:
 - a. Inclusiveness and accessibility
 - b. Quality of participation
 - c. Influence of youth inputs on decision-making
2. Identify barriers affecting meaningful youth engagement.

4.5 Stakeholder and Advocacy Ecosystem Mapping

1. Identify and map key stakeholders, including:
 - a. County government structures
 - b. National institutions interfacing with the county
 - c. Development partners
 - d. Civil society organizations
 - e. Youth networks
2. Analyze stakeholder roles, influence, and relationships, and identify practical entry points for engagement within planning and policy processes.

4.6 Provide Recommendations

Develop Recommendations that:

- a) Directly correspond to identified Gaps.
- b) Are practical and evidence-based.
- c) Clearly specify whether they apply to the National Government or the County Government.

4.7. Analyze Cross-Sectoral Linkages

Assess how policies in education, urban planning, and transport intersect with NCD prevention and climate-health governance

5.0 SCOPE OF WORK

The consultant shall undertake the following:

5.1 Desk Review

Conduct a Desk Review to:

- i. Identify National Policies
- ii. Review County Legislation and Plans
- iii. Assess intended County-Level Implementation

5.2 Development of Data Collection Tools

The consultant shall develop all data collection tools required for this assignment, including:

- i. KII guides
- ii. FGD guides
- iii. Desk Review data extraction tools

All tools shall: Align with assignment objectives, capture data on National Policies, County-Level Implementation, and Gaps, and be submitted within the Inception Report for review and approval prior to data collection

5.3 Key Informant Interviews (KIIs)

KIIs shall explicitly distinguish between National Policy roles and County Implementation roles.

- i. National Level (4–5 KIIs)
 - a. Ministry of Health (NCD Programme)
 - b. Ministry responsible for Environment and Climate Change
 - c. National research or policy institutions
- ii. County Level (4–5 KIIs)
 - a. Nairobi City County Department of Health
 - b. Nairobi City County Department responsible for Environment
 - c. County Planning and Budgeting Department
 - d. Sub-county health representatives, Mathare Sub-County (Huruma Division) and parts of Ruaraka Sub-County, specifically Mathare North and Korogocho.
- iii. Civil Society and Partners (3–4 KIIs)
 - a. NGOs
 - b. Development partners

All KIIs shall focus strictly on National Policies, County-Level Implementation, and Gaps.

5.4 Focus Group Discussions (FGDs)

Conduct a minimum of **8 FGDs**:

- a) Youth advocates (2)
- b) Young people (ages 10–14, 15–19, 20–24) (3)
- c) Parents/caregivers (1)
- d) Teachers (1)
- e) Community leaders (1)

5.5 Data Analysis

Analyze data from Desk Review, KIIs, and FGDs to:

- a) Assess County-Level Implementation within the context of National Policy direction
- b) Identify Gaps
- c) Develop Recommendations aligned to the appropriate level of government

5.6. Financial Flow Analysis

Assess budgetary allocations and financial flows from national to county levels, identifying gaps in resource distribution and accountability

6.0 METHODOLOGY

The methodology shall ensure triangulation of data from:

- a) Desk Review
- b) KIIs
- c) FGDs

The analysis shall be:

- a) Systematic and evidence-based
- b) Explicitly aligned across National Policies, County-Level Implementation, Gaps, and Recommendations

7.0 DELIVERABLES

The consultant shall deliver:

1. **Inception Report:** Methodology, work plan, data collection plan, data collection tools (KII guides, FGD guides, desk review tools), and quality assurance plan.
2. **Data Submission:** Qualitative data as full transcripts in MS Word.
3. **Draft Analysis Report:** National Policies, County-Level Implementation, Gaps, and Recommendations (clearly categorized by level of government).
4. **Youth Advocacy Priority Matrix (Mandatory):**
 - Identified gaps
 - Policy linkages
 - County implementation context
 - Impact on young people
 - Relevance to NCD prevention and climate-health intersection
 - Advocacy entry points
 - Responsible actors
 - Priority ranking

The matrix must be clear, visual, and usable by non-technical audiences.

5. **Validation Workshop Report:**
 - Workshop overview (objectives, agenda, dates, and location)
 - Participant profile (disaggregated by stakeholder group and gender)
 - Summary of findings presented
 - Validation outcomes
 - Key insights and observations
 - Annexes (agenda, participant list, tools used)

6. Capacity Building Recommendations

Practical strategies for strengthening institutional and community capacity to sustain policy implementation and youth advocacy

7. **Monitoring and Evaluation Framework:** outlining the indicators, methods and timelines for tracking the recommendations.
8. **Final Report:** Integrates all components, presenting a clear analysis of policy, implementation, and participation gaps; includes the final Youth Advocacy Priority Matrix; provides actionable, evidence-based insights to inform advocacy.

8.0 ALIGNMENT WITH YOUNG HEALTH PROGRAMME RESULTS FRAMEWORK

This assignment contributes to YHP Phase 3 Outcome 3 by generating evidence on:

- a) The extent and quality of meaningful youth engagement in public processes
- b) Existing gaps in policy implementation and system performance
- c) Opportunities for strengthening youth influence in policy and planning processes

The findings will inform indicators related to:

- a) Meaningful youth engagement in consultation processes
- b) The development of evidence-based youth advocacy priorities

9.0 QUALIFICATIONS OF THE CONSULTANT

The consultant shall have:

1. Advanced degree in Public Health, Development Studies, Governance, or related field
2. Minimum 5 years' experience in policy and/or implementation analysis
3. Proven experience working within Kenya's devolved system
4. Experience in policy implementation and/or budget analysis (highly desirable)
5. Strong qualitative research and stakeholder engagement experience
6. Experience facilitating multi-stakeholder engagements
7. Experience working with youth-focused programmes (desirable)
8. Strong analytical and report-writing skills
9. Fluency in English (Kiswahili desirable)

10.0 MANAGEMENT OF THE CONSULTANCY

Plan International Kenya, in collaboration with Plan International UK, is the lead partner in the Young Health Programme and is responsible for the overall management of the consultancy. The consultant will be reporting to the YHP Programme Manager in Kenya and will receive the necessary support from the YHP Kenya team. The YHP Kenya team will provide the consultant with any relevant YHP documents or resources if needed.

11.0 PLAN'S CHILD AND YOUTH SAFEGUARDING POLICY AND CODE OF CONDUCT

The consultant undertaking this assignment must demonstrate commitment to strictly adhere to Plan's Child and Youth Safeguarding Policy and Plan's Code of Conduct. It is the responsibility of Plan International Kenya to ensure that all persons hired, used or otherwise consulted for this exercise are made familiar with the policies and agree to also abide by them before their services are agreed to. Plan International will undertake a safeguarding risk assessment for this project, and the consultant will be required to adhere to the mitigation methods for identified risks.

The consultant and the team will be expected to outline their approach to safeguarding and ethical data collection in their application, including informed consent, data security, gender sensitivity and make of the data collection team, and dealing with safeguarding disclosures.

12.0 DATA QUALITY ASSURANCE

The consultant and the team around it will be expected to demonstrate how they intend to incorporate data quality assurance throughout the process, from inception to analysis and final reporting. The bidder is required to submit a quality assurance plan that sets out the systems and processes for quality assuring the evaluation and research process and deliverables of the project, from start to finish. Plan International has a data quality assurance plan template that can be provided.

13.0 TIMEFRAME

The consultant is expected to submit a detailed execution plan within a reasonable and realistic number of days, which will not be more than 15 working days excluding weekends and public holidays. However, the consultant shall be available till the final report is shared and approved by YHP Kenya and Plan International UK.

14.0 RESPONDENTS ARE ASKED TO PROVIDE

Interested consultant(s) and/or agencies should provide the following information:

- i. A letter of intent expressing the consultant's or firm's capabilities and qualifications
- ii. Consultant or agency profile outlining areas of expertise with samples of select works
- iii. Evidence of meeting statutory documentation, including PIN, tax clearance certificates and registration document - Mandatory
- iv. Current list of recent and relevant clients
- v. Any direct or relevant experience of undertaking similar assignments
- vi. Names and CVs of the professionals who will be the lead and associated with the assignment, and how the assignment will be managed
- vii. Detailed technical proposal on the understanding of the TOR and the scope of the work, outlining the approach and plan to accomplish the assignment
- viii. A proposed timeline indicating activities/sub-activities to be undertaken and the corresponding outputs, including gender and safeguarding considerations
- ix. A financial proposal containing an itemized all-inclusive budget. Plan International will not meet any other costs related to the assignment

All applications received by the submission date will be reviewed by a selection committee, in consultation with Plan International UK, based on predetermined objective criteria. Upon selection, the consultant/agency will be invited for a discussion and requested to submit a detailed inception report (described in section 7 of this TOR) before the start of the assignment.

Complete applications should be sent to Plan International Kenya by 28.04.2026 at 12:00 PM through the email address: kenya.bids@plan-international.org, referencing "ANALYSIS OF NATIONAL POLICIES AND COUNTY-LEVEL IMPLEMENTATION ON NCD PREVENTION AND CLIMATE-HEALTH GOVERNANCE IN NAIROBI CITY COUNTY" as the subject line.

Queries related to the tender should be addressed to KenyaProcurement.Nairobi@plan-international.org

NB: The Technical and Financial proposals must be submitted separately.

Only applicants with complete documents, including sample(s) of the previous work, will go through the selection process. Plan International reserves the right to accept or reject any bid and is not bound to give reasons for its decision.