

## TERMS OF REFERENCE

### Consultancy for the establishment of the National Coordinating Mechanism

#### Background

The FCTC 2030 project was developed to provide support to countries that demonstrated commitment to advance tobacco control. Within the Caribbean region, Suriname, with its model comprehensive Tobacco Act of 2013, was among the countries selected through a successful competitive application process. The FCTC 2030 project, is jointly conducted by the World Health Organization, the Secretariat of the Framework Convention on Tobacco Control (FCTC), and the United Nations Development Programme (UNDP). Funding is provided by the Governments of United Kingdom, Australia, and Norway. The FCTC 2030 project aims to accelerate achievement of the SDGs through strengthening the tobacco control measures that countries have pledged to adopt by becoming parties to the Convention.

Suriname ratified the WHO FCTC (WHO Framework Convention on Tobacco Control) in 2008. With its Tobacco Act and mandating implementation of key effective measures as established in the Strategy and Plan of Action to strengthen tobacco control in the Americas 2018-2022, Suriname is committed to further enhance tobacco control.

The Ministry of Health received the approval for the second phase of the FCTC 2030 project. The period of implementation is from May 1, 2021, until March 31, 2022. The second phase of the FCTC 2030 project includes as outcome functional National Coordinating Mechanisms (NCM) (1. enforcement on smoke free policies and 2. discouraging tobacco use).

#### Rationale

NCMs support the whole-of-government and societal responses to tobacco control, enhance policy coherence and information sharing, protect against industry interference in policy making, and facilitate analysis, planning, and financing. In Suriname, the Tobacco Law (Staatsblad 2013 no.39) specifies in Article 19 establishing an executive body responsible for promotion of cessation and tobacco use prevention. The Tobacco Control Bureau was tasked with the following: a) to develop, implement and monitor a national strategic plan to discourage the use of tobacco and tobacco products; b) to develop an annual plan to discourage the use of tobacco and tobacco products; c) to develop and set up projects, programs and training in order to discourage smoking, support smokers where necessary and increase the public awareness regarding the health risks of tobacco consumption and exposure to tobacco smoke; d) to promote national research and introduce and supervise an epidemiological information system for monitoring, inter alia, the use of tobacco in Suriname; e) to promote cooperation between national authorities, non-governmental organizations and other relevant actors with regards to the implementation of the national tobacco policy. However, the Bureau was only active in 2014 and was thereafter discontinued. The Law did not specify the composition of the Bureau nor the resources available to it. Specifications re the composition and additional tasks were included in a proposal to the Ministerial Council (Raad van Ministers). Overall, the establishment of the Bureau did not lead to creation of a sustainable NCM in Suriname.

Without a functioning NCM, Suriname needs a new entity to assume the role of a leading executive body for coordinating and promoting tobacco control. With funding available through PAHO/WHO and the FCTC 2030 project, the Ministry of Health is committed to strengthening the implementation of article 5.2.

#### Objective

This consultancy is to provide technical and administrative support to the Ministry of Health and PAHO/WHO in the implementation of WHO FCTC article 5.2.

The consultant will assist the Ministry of Health and work in collaboration with the Ministry's legal department, and other relevant government sectors towards developing, establishing, and ensuring an effective functioning NCM for tobacco control in Suriname. The consultant will be guided by the "WHO FCTC Article 5.2a Implementation Guidance brief in Suriname".

## Duties and responsibilities

### PART 1

In consultation with the Ministry of Health, PAHO/WHO and the Convention Secretariat the consultant will be responsible for the following actions:

1. Review “WHO FCTC Article 5.2 Guidance brief- 5.2a Implementation in Suriname”
2. Develop a workplan towards the establishment of an NCM.
- 3a. Review and assess the previous proposal re the establishment of the Tobacco Control Bureau that was submitted to the Council of Ministers on stakeholders’ inclusion, task assignment, remuneration and reporting procedures.
- 3b. Conduct a stakeholder analysis to select entities for inclusion on the NCM and formulate stakeholder-specific arguments to secure multi-sectoral engagement
- 4a. Draft an updated council proposal for establishing the NCM, considering the provisions included in the WHO FCTC Article 5.2a Implementation Guidance brief in Suriname
- 4b. Discuss with the Director of Health (DOH), legal department and FCTC team members (UNDP, WHO secretariat, PAHO) and finalize the proposal.
- 4c. Prepare the letter and the final proposal to be sent to the Council of Ministers.
5. Develop a Terms of reference for the NCM and Code of Conduct (CoC) for members (the need for a separate CoC will be discussed during the consultancy).
6. Draft rules of procedure for the NCM, including transparency, accountability, and reporting
7. Draft a 1-year action plan with estimated budget- identifying the roles of each ministry/ organization involved as well as estimates of costs and required resources for planned activities and outputs
8. Prepare an invitation letter (official letter to be signed by Minister of Health) to key stakeholders and an agenda (with clearly defined objectives) to convene the first two NCM meetings.
9. Organize, with support from the Tobacco focal point, the first two meetings

### Deliverables, due date, and payment

Nr	Deliverable	Due date	Payment schedule
1	Workplan	15 February 2022	Payment 1 upon approval of deliverable
2	Stakeholder analysis- which entities to include on the NCM and stakeholder-specific arguments to secure multi-sectoral engagement  Draft council proposal for establishing the NCM	28 February 2022	
3	Terms of reference for the NCM and Code of Conduct (CoC) for members (the need for a separate CoC will be discussed during the consultancy).  Draft rules of procedure for the NCM, including transparency, accountability, and reporting	25 March 2022	Payment 2 upon approval of deliverables

## **Reporting**

The consultant will regularly report on progress of the deliverables to PAHO/WHO NCD officer and work in close collaboration with the Tobacco Focal Point at the Ministry of Health and the Coordinator of the FCTC 2030 grant.

## **Period of assignment**

10 February 2022 - 30 March 2022

## **Profile of the consultant**

The qualifications needed to complete the consultancy are:

- Degree in Public Health, Public Policy, Law, Social Sciences or related field
- Local consultant proficient in Dutch and English.
- Knowledge of WHO FCTC, tobacco law and its regional and national response.
- At least 7 years' experience in planning and multi sectoral engagement in health and social related matters.
- Proven proficiency in writing guidelines, code of conduct and developing courses.