

## Request for Proposals

### Research Consultant on Workplace and NCDs

#### Overview

The NCD Alliance (NCD Alliance) is seeking to appoint a consultant to produce a practical guide on how to leverage healthy workplace as a relevant setting to address NCDs in low- and middle-income countries (LMICs).

#### Background and objectives

The evidence of mutual value for employers, governments and communities for joint action supporting a healthy global workforce is well recognised by agencies and institutions around the world, and yet only 29% of employers worldwide have implemented a comprehensive health promotion and wellness strategy. A major challenge also exists to translate the success of workplace programs in global corporations in high-resource settings, to businesses and communities in low- and middle- income countries (LMICs), in particular small and medium enterprises (SMEs).

Part of the challenge is that the vast majority of the literature on workplace wellness to date has focused on developed countries. However, the landscape is markedly different in LMICs, in terms of workplace characteristics, the overall uptake of workplace wellness schemes (which is very low), the external drivers for improving employee health (for example, the availability of a welfare system, policies that govern the labour market, and the prevalence of the informal sector in LMICs), and individual factors (for example, poverty, living conditions, access to services).

The NCD Alliance, through a partnership with the Novartis Foundation, is commissioning a practical guide to harness the transformative power of the workplace as a key platform to turn the tide on NCDs, with a particular focus on LMICs.

Building on a thorough situational analysis, the guide will ultimately aim to:

- Outline the opportunities for public policy to build demand for workplace wellness in LMICs and key considerations from a NCD perspective for workplace solutions in low-income settings;
- Promote good practice case studies of workplace wellness in LMICs;
- Provide practical guidance to policy makers, the UN, NGOs and businesses to influence employers' practices and support the uptake of wellness programmes in LMICs.

#### Scope of work

##### 1) Situational analysis

Prior to the development of the practical guide, a thorough situational analysis will be conducted to understand the current context regarding workplace wellness initiatives in LMICs; as well as to identify notable progress or lessons from attempts to implement initiatives in HICs which can be applicable to LMICs.

The situational analysis will result in a background paper that will inform the development of the practical guide. The paper will be approximately 8 pages, and will be finalised by August 28.

##### 2) Practical Guide

Building on the findings of the situational analysis, the report will aim to:

- Describe the unique challenges of workplace wellness for NCD prevention and control in LMICs, including the epidemiological and demographic context, the labour market and workplace

characteristics, and the policy and regulatory environment; acknowledging challenges in the formal and informal sectors;

- Explore effective strategies that have worked to advance work on NCDs in LMICs through the workplace and potential partnerships that could accelerate action;
- Highlight the opportunities for public policy to build demand for workplace wellness in LMICs and key considerations from a NCD perspective for workplace solutions in low-income settings;
- Advocate for rigorous evaluation and research to inform practical guidance in LMICs;
- Provide practical guidance to policy makers, the UN and businesses to influence employers' practices and support the uptake of wellness programmes in LMICs.

## **Responsibilities**

The consultant will be responsible for the following tasks:

- Submitting a thorough situational analysis (8-10 pages), having used a combination of desk-based research and in-depth interviews with key informants to gather data. The desk-based research will involve a thorough literature review. The in-depth interviews will be conducted with 10 key organisations from various different sectors, via Skype or conference call. The contacts will be selected by the consultant, Novartis Foundation (NF) and the NCD Alliance (NCDA), and contact details provided. To that end, the consultant will develop an interview guide for key informant interviews. This situational analysis will also serve to identify relevant case studies for the guide.
- Establishing a virtual Expert Advisory Group to inform the development of the practical guide. The consultant will identify, in collaboration with NCDA and NF, most relevant experts in the field to be part of the Expert Advisory Group, which will be formed by a maximum of 8 individuals/organisations. The consultant will conduct at least three consultations with individuals in the group at different stages of the development of the report, both via emails and phone discussions.
- Developing a practical guide to Prioritizing Wellness at Work in LMICs. The guide will include a set of practical examples and case studies from LMICs. The final report will be signed off by both NF and the NCDA, with acknowledgement of the consultant's work in the foreword section.
- Informing NCDA and NF about the progress of the project including through the submission of monthly progress reports. The consultant will report on a regular basis to relevant team members in NCDA.

## **Ideal background**

- Demonstrable knowledge of NCDs and workplace policy and practices,
- Experienced researcher, with strong analytical ability
- Experience in producing reports and written materials.
- Excellent command in written and spoken English is essential.
- Track record in operational research and established network in LMICs are a plus.

## **Deliverables and timeline**

The timeline for this project is relatively short, with the final guide needing to be completed by 20th November. Therefore, the consultant is responsible for the following deliverables within the stated deadlines:

30 June:

- Start of the consultancy

By 14 July:

- Interview guide developed for key informant interviews.

By 7 August:

- Interviews with key informants completed.
- Virtual Group of experts established.

By 21 August:

- Draft 1 of situational analysis sent to NCDCA and NF for comment/edits.

By 1 September:

- Final situational analysis of 8 pages submitted to NCDCA and NF.
- Identification of key case studies for the report.

By 10 September

- First consultation with the Virtual Expert Advisory Group.
- Topics to include: structure of the report and key case studies.

By 5 October

- First draft of the Practical Guide submitted to the NCDCA and NF.
- Second consultation the Virtual Expert Advisory Group.

By 5 November

- Third consultation with the Virtual Expert Advisory Group.

By 20 November

- Final report endorsed by NCDCA and NF.

## **Application process**

Interested applicants should submit their Technical Proposal to Tiphaine Lagarde at [tlagarde@ncdalliance.org](mailto:tlagarde@ncdalliance.org) before Friday 23rd June, including;

- A brief description of why the individual considers him/herself as the most suitable for the assignment;
- Samples of relevant work (minimum 3 and maximum of 6);
- Curriculum Vitae including referees;
- Financial Proposal with a Daily fee.

## **Period of engagement**

From hire, 30th June until 20<sup>th</sup> November 2017.