

TERMS OF REFERENCE (TOR)

Consultancy to Develop a Policy Brief on “The Role of Caritas in Influencing Public Policies in Africa” (2023–2025)

1. About Caritas Africa

Caritas Africa is the social pastoral ministry of the Catholic Church in Africa. It is a network of 46 National Caritas Organisations operating across 46 African countries, including adjacent islands in the Atlantic and Indian Oceans. As a member of the global Caritas Internationalis Confederation, Caritas Africa supports the Church’s mission to serve the poor, marginalized, and vulnerable populations through emergency response, humanitarian aid, social justice, and integral human development, in line with the Holy Scriptures and Catholic Social Teaching.

In fulfilling this mission, Caritas Africa strengthens the capacity of its Member Organisations (CAMOs) in their work of charity and social justice. It also facilitates coordination, collaboration, advocacy, and representation at national, regional, and international levels.

2. Background and Justification

Caritas Africa has consistently promoted justice, human dignity, and integral development throughout the continent. It focuses on transforming unjust structures and promoting a just, equitable, and fraternal society. Between 2023 and 2025, Caritas Africa has actively engaged in policy advocacy across six key thematic areas: **governance, climate change, food systems, migration, public debt, and humanitarian action.**

While tangible improvements have been observed in many policy areas due to Caritas Africa’s engagement, these contributions remain under-documented and insufficiently communicated. As a result, the role played by Caritas Africa in influencing public policy across Africa is often underestimated, limiting its visibility and potential impact in key policy forums.

To address this gap, Caritas Africa is seeking a qualified consultant to develop a policy brief that documents its contributions, analyses outcomes, and provides strategic insights to strengthen future engagement.

3. Scope of Policy Engagement by Caritas Africa and Its Member Organisations (CAMOs)

Caritas Africa engages in policy dialogue and advocacy at multiple levels: subnational, national, regional, and international. Each level offers specific opportunities for influencing policy and advancing justice and development.

- **Subnational Level:** Diocesan Caritas organisations work directly with local governments at the district or county level. As implementers of development programmes, these organisations are well-positioned to influence local policy through hands-on experience and engagement. Their grassroots presence enables them to provide timely feedback on policy impact and recommend practical solutions.

- **National Level:** CAMOs collaborate with government institutions and civil society organisations to shape national development policies. They participate in consultations, influence budget allocations, and advocate for policy reforms. In some instances, national Caritas organisations are selected to join official delegations to international events such as the UNFCCC, demonstrating their credibility and national recognition.
- **Regional and Continental Levels:** Caritas Africa engages with key regional and global institutions, often in collaboration with CAMOs. This includes participation in forums hosted by the International Monetary Fund (IMF), World Bank, Africa Regional Forum on Sustainable Development (ARFSD), and UN Food Systems Summit processes. Caritas Africa also works with Caritas Europa to engage in African Union–European Union relations and has previously maintained dialogue with the African Union (AU) through the Disaster Risk Reduction (DRR) Unit.

These efforts demonstrate Caritas Africa’s commitment to influencing the design, implementation, and evaluation of policies that improve the lives of vulnerable populations. However, there is a need to assess the actual outcomes of these engagements: What has changed because of our advocacy? What challenges remain? What successes can be celebrated? Are public policies becoming more inclusive, just, and effective?

The policy brief will explore these questions through a CAMO-centred lens, highlighting specific case studies and drawing from tangible evidence to illustrate policy impact, challenges, and lessons learned.

4. Objective of the Consultancy

To develop a comprehensive policy, brief that documents Caritas Africa’s contributions to public policy influence across Africa from 2023 to 2025, and to provide strategic recommendations for enhancing future visibility and effectiveness in policy engagement.

5. Specific Objectives

The consultant will be expected to:

- Analyse Caritas Africa’s advocacy strategies, interventions, and policy outcomes, including the contributions of Member Organisations, across the six thematic areas: governance, climate change, food systems, migration, public debt, and humanitarian action.
- Identify and document best practices, success stories, challenges, and opportunities for effective policy engagement.
- Define and articulate Caritas Africa’s role and added value in influencing public policy at the national, regional, and continental levels.
- Provide actionable recommendations to strengthen and scale Caritas Africa’s advocacy and policy engagement efforts moving forward.

Methodology: The consultant will adopt a mixed-methods approach, combining qualitative and quantitative techniques. This will include literature and desk review Caritas Africa’s strategy documents, reports, and relevant policy submissions key informant interviews and focus group discussions with stakeholders. Mapping and analysis of policy engagement activities and outcomes (2023-2025). The research will be conducted in **English and/ French**.

Ethical Considerations: The Consultant must ensure that data collection and storage adheres to all necessary ethics and guidelines provided by local laws on data protection, confidentiality, 'Do no Harm' standards, safe programming and Catholic values.

6. Scope of Work

The consultant will be responsible for

- Developing an inception report and methodology with a clear understanding of the assignment, including the target population. The inception report is to be discussed and approved with Caritas Africa.
- Conducting a literature review and a desk review of Caritas Africa's strategic documents, reports, and policy submissions.
- Mapping and analysing Caritas Africa's policy engagement activities and outcomes from 2023 to 2025.
- Analysing regional and continental policy frameworks relevant to the thematic areas.
- Designing data collection tools, collects and analyse data.
- Drafting a research report that highlights findings, case studies, and success and submit for review and feedback.
- Developing a concise, accessible and visually engaging policy briefing stories (max.5pages), submit for review and feedback and produce FINAL version incorporating revisions, with clear recommendations for stakeholders on the role Caritas Africa can play and strategies to encourage effective engagement in the region.
- Leading a validation session (to be organised by Caritas Africa) to present findings and collect feedback from Caritas Africa and key partners.

7. Expected Deliverables

- **Inception report:** detailing methodology, work plan and timelines.
- **Comprehensive research report:** summarising main findings, analysis, stories/case studies/ and clear and practical recommendations.
- **Draft policy brief:** for review and validation.
- **Final policy brief:** short (max 5pages), easy-to-read briefs that highlight critical findings, key stakeholders and clear advocacy actions.
- **Presentation and validation:** facilitation of a feedback/validation workshop with Caritas Africa and relevant stakeholders.

8. Consultant Profile

The ideal Consultant should meet the following qualifications:

- Advanced degree in Public Policy, Development Studies, Political Science, International Relations or related field.
- At least 7 years of experience in policy analysis, advocacy, or strategic research preferably in Africa.
- Demonstrated experience in developing policy briefs, research papers or advocacy tools for civil society, regional bodies or faith based organisations.
- Strong understanding of regional governance, public policy frameworks, and advocacy landscapes in Africa



- Familiarity with Caritas networks and Catholic Social Teaching is a must.
- Excellent analytical, writing, facilitation and communication skills.

9. Duration and Timeline

The consultancy will last six (6) **weeks**, starting from the date of contract signing. A detailed timeline will be finalised and agreed with the selected consultant.

10. Funding and Consultant Fee

This initiative is funded through a bridging grant from CAFOD. The consultancy is valued at **USD 5,052.00**, and the net amount payable to the consultant is **USD 4,041.60** after the application of a 20% withholding tax, in accordance with Togolese legislation. **The tax of USD 1,010.40** will be remitted by Caritas Africa as required by law. Applicants must clearly indicate their acceptance of these financial terms and apply with this understanding.

11. Reporting and Coordination

The consultant will report directly to the **Caritas Africa Advocacy Committee**, and the **Regional Campaign Lead** and will work in close collaboration with the **Policy Advocacy Officer**

12. Submission Guidelines

Interested and qualified candidates are invited to submit the following documents:

- A technical proposal outlining understanding of the assignment, proposed methodology, work plan and timeline.
- A detailed financial proposal.
- A CV highlighting relevant experience and qualifications.
- References from past assignments with similar scope.

Applications should be submitted to recrutement@caritas-africa.org and secaf@caritas-africa.org by **Tuesday, 12 August 2025**.

Only shortlisted candidates will be contacted.