



AFENET
Secretariat Lugogo House, Ground
Floor (Wings B&C)
Plot 42, Lugogo By-Pass
P.O BOX 12874, Kampala, Uganda
Tel: +256 417 700 650
Fax: +256 312 265 595
www.afenet.net

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PROCUREMENT REFERENCE NUMBER: AFENET/afCDC / RFP/2024/05/006

**REQUEST FOR PROPOSAL / INVITATION FOR BIDS FOR EXECUTIVE LEADERSHIP COACHING
TECHNICAL SERVICES FOR THE KOFI ANNAN FELLOWSHP**

BACKGROUND

Established in 2005, the African Field Epidemiology Network (AFENET) is a non-profit networking and service alliance of Field Epidemiology (and Laboratory) Training Programs (FELTPs), and other applied epidemiology training programs. AFENET is dedicated to helping Ministries of Health in Africa build strong, effective, sustainable programs and capacity to improve public health systems on the African continent.

The Africa Centers for Disease Control and Prevention is an autonomous technical Agency established by the African Union (AU) to enhance the capacity, capabilities, and partnerships of Africa's public health institutions. Its primary goal is to control, Prevent, detect, and respond to disease threats and outbreaks by employing science, policy, and data-driven interventions and programs effectively and efficiently.

To successfully build back better and stronger from the COVID-19 pandemic, Africa CDC has called for a New Public Health Order, strengthening public health institutions, health workforce development, building local medical manufacturing capacity, and respected partnerships. Ensuring the health security of more than 1.3 billion Africans requires a skilled public health workforce. The AU Agenda 2063 and the Africa Health Strategy 2016– 2030 identify vital human resources for health as an essential requirement for Africa to achieve universal health care and collective health security.

The African Union Commission (AUC) and the Africa Centers for Diseases Control (Africa CDC) launched the Kofi Annan Global Health Leadership Programme (KA-GHLP) on 20th May 2020. The program has successfully graduated 39 fellows through two cohorts, furthermore the third cohort is expected to graduate May 2024. All these fellows have benefited from having access to Executive coaching as part of their leadership development plans. These Executive coaching sessions are provided by accredited executive coaches, based in Africa, and able to provide coaching in the chosen language of the Fellow.

Africa CDC in 2024/25 now plans to launch Cohort 4 of the Kofi Annan Fellowship and seeks the services of a world class coaching firm based in Africa and able to provide a suite of coaches that are accredited and able to provide coaching services in the AU languages – English, French, Portuguese, Spanish, Kiswahili and Arabic. For Cohort 4 we shall have 25 fellows, each of whom will require a minimum of 6 individual coaching sessions over a period of 1 year from July 2024 till end of June 2025. This would also involve providing services for base line and post Fellowship assessments (psychometric assessments, 360-degree appraisals as well as any other relevant assessments the coaching firm recommends).

It is against this background that AFENET on behalf of Africa CDC seeks to hire a consultancy firm to provide coaching services for the Kofi Annan Fellowship in Global Health Leadership.

OBJECTIVES OF THE CONSULTANCY

Objectives of the Coaching service are:

- a) To provide best practice executive coaching program to support the Kofi Annan Fellowship that brings the best from global experience and adapts it both to Africa but also to coaching in a face to face and remote modality.
- b) To support the KAGHLP program for a one (1) year period from July 2024 to end of June 2025, supporting 25 fellows for a total of 150 individual coaching sessions over the 1-year period (6 sessions/fellow)
- c) To track the coaching program with a defined monitoring and evaluation plan to demonstrate the outcomes and impact of the coaching intervention.

EXPECTATIONS

The Coaching Firm is expected:

- a) To fully understand the Kofi Annan Global Health Leadership programme and the Fellows in Public Health Leadership programme to find and match coaches appropriate to the desired level of leadership development for the Fellows.
- b) To provide an induction (in-person and/or online) workshop for Fellows to clarify their expectations of the coaching experience and to provide feedback on best practise of how a coaching relationship progresses over the 1-year KA-GHLP fellowship in 2024/25. This will also enable fellows to demystify coaching and provide an opportunity to voice their desires and concerns.
- c) To develop documentation related to guiding the coaching relationship including a contract, declaration of confidentiality, objectives, results and outcomes of the process and an evaluation framework for the value addition of the coaching process.
- d) To provide supportive services related to baseline psychometric evaluations, 360-degree evaluations and any other competency evaluations deemed necessary.
- e) To provide a suite of multi country and multilingual accredited African Executive coaches

DELIVERABLES

- a) Provide all documentation of the coaching firm that relates to its legal status, description of its services and track record as well as its banking information.
- b) An Inception report detailing the proposed work plan for the engagement, CVs of the coaches to be utilized and the approaches to be utilized including any tools or tests to evaluate fellows.
- c) All documentation related to obtaining consent of fellows, confidentiality agreements, codes of conduct of coaches and a format of how progress reports will be documented while keeping appropriate confidentiality.
- d) Report of the induction session with fellows during the first week residential in July 2024 detailing any new insights and requirements for the coaching programme arising from the interaction with Fellows
- e) Monthly progress reports with summary reports of the coaching sessions (subject to confidentiality clauses)
- f) Final report at end of fellowship analysing and summarizing the outcome of 150 coaching sessions for 25 fellows.
- g) A payment proposal with milestones and dates/deliverables that would enable authorization of payment for the contract.

DURATION OF ENGAGEMENT:

The contract shall be for one (1) year with the possibility of an extension-based performance and availability of funds.

DUTY STATION:

The coaching firm will provide its deliverables remotely, with travel to as required.

REPORTING LINES

The firm will be supervised by the Head, Division of Public Health Institutes and Research of the Africa CDC or his delegate.

QUALIFICATIONS AND REQUIRMENTS FOR THE COACHING FIRM

- a) Be an African based coaching firm with most of its coaches based in Africa.
- b) Have a legal status in an African country with a registered name and official bank account.
- c) Have several accredited coaches with a diversity of backgrounds who can provide coaching for 25 fellows. The firm should be able to source coaches who are fluent in languages spoken in the AU member states.
- d) Have a gender balance in their coaches and specifically senior women coaches familiar with coaching women leaders.
- e) Be able to source and provide psychometric testing services if required as a baseline for coaching interventions and indicate the psychometric tools it intends to utilize and the qualified personnel to interpret the results and provide feedback to fellows.
- f) Experience in conducting pre and post 360-degree appraisals.
- g) Be able to attend part of the first two-week residential workshop in Addis Ababa in July 2024 to meet and sensitize the Fellows, and then to work remotely and provide coaching services online in 2024/25.
- h) Have coaches professionally and adequately be able to deliver executive leadership coaching. The bidding firm should indicate its accreditation status for all the proposed coaches and the programs it intends to utilize for coaching and its track record, including any current work in this area.
- i) Describe their matching process for coach and Fellow and tracking if the matching has worked out and if not the methodology to find a better matching coach.
- j) Provide references and description of successful coaching support for leadership development in the past 5 years.
- k) Confirm availability of coaches to provide 150 hours of coaching for the year 2024/25 and provide the best hourly rates in USD that they charge non-profit or government organizations in Africa. In addition, indicate overall budgets including travel of one senior coach to Addis Ababa in July 2024 and a stay of 3 days to meet Fellows and conduct an induction program.
- l) Indicate their ability to start in July 2024 through to June 2025 and provide a proposed work plan and M&E framework.

ADDITIONAL REQUIREMENTS

In your proposal, please provide the following information:

- a) Proposed Methodology for providing the services.
- b) Key Personnel- Qualification and Experience
- c) List of current clients and services provided.
- d) Financial proposal – Pricing schedule-

PROPOSAL EVALUATION CRITERIA

The evaluation of proposals will be done using the Quality and Cost Based Selection (QCBS) methodology as detailed below:

The minimum score required to pass the technical evaluation is 70 points. Proposals that fail at the technical stage will be eliminated and not considered for the financial evaluation.

S/n	Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:	Score
1	Overall experience of the firm in terms of years in service	5%
2	Experience of the firm relevant to the Assignment	25%
3	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)	40%
4	Key Experts' qualifications and competence for the Assignment:	30%
	Total points	100%
	The minimum technical score (St) required to pass is: 70	

FINANCIAL EVALUATION:

The formula for determining the financial scores is $S_f = 100 \times F_m/F$

Where S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

Technical = 70%, and

Financial = 30%

Period of Validity of Proposals: Proposals shall remain valid for 120 days from the date of submission.

INVITATION

AFENET invites eligible and qualified firms to indicate their interest in providing the Services. should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

Further information can be obtained by sending an inquiry to secprocurement@afenet.net.

RESPONSE TO THE CALL

Electronic submission of the should be submitted to: secprocurement@afenet.net. And copy: skyambadde@afenet.net

Deadline for receipt of proposals is **Sunday June 09, 2024- 17;00hrs GMT.**