



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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REQUEST FOR PROPOSAL: INDIVIDUAL CONSULTANCY SERVICE TO DEVELOP A REVISED PROGRAMME GUIDELINE FOR THE KOFI ANNAN FELLOWSHIP IN GLOBAL HEALTH LEADERSHIP PROGRAM

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 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 Kofi Annan Fellowship in Global Health Leadership Programme (KAGHLP Launched on May 25th, 2020, seeks to support aspirational public health leaders (Fellows), in acquiring advanced skills and competencies to strategize, manage and lead public health programmes that will positively transform public health in Africa. The aspiration is for Kofi Annan Public Health Fellows to emulate the exemplary leadership qualities of Secretary Kofi Annan and go on to contribute to and lead the implementation of a new Public Health Order for Africa, and in turn develop the next generation of public health leaders.

The KAGHLP steering committee conducted its second retreat in Casablanca, Morocco from 21-24 February 2024 and evaluated the achievements and pitfalls of the programme since its launch. The KAGHLP has graduated 39 fellows in two cohorts with additional 20 fellows of the third cohort to be graduating in May 2024. The steering committee has also emphasized the need for standardized documentation, communication and archiving of the programme operation guidelines, course materials, core competencies, syllabi, course contents and best lessons. In this regard, Africa CDC will procure an independent consultant to compile the different documents related to the KAGHLP and develop a revised standardized framework/ programme guideline of the Kofi Annan Global Health Leadership Program.

It is against this background that AFENET on behalf of Africa CDC seeks to hire a consultant to Develop a revised programme guideline for the Kofi Annan Fellowship in Global Health Leadership Program

OBJECTIVES OF THE CONSULTANCY

The objectives of the consultancy service are:

- a) To develop a revised comprehensive program document outlining the goals, structure, activities of the fellowship, scope and objectives of the program, target audience, selection criteria, selection process etc.
- b) Development of revised Course Syllabi including covering relevant topics and learning objectives. This will also extend to the residentials, the mentoring offer, the coaching offer, the leadership conversations as well as other aspects of the program.
- c) Develop a repository of case studies relevant to the program's core competencies and different topics covered.
- d) Develop a comprehensive monitoring and evaluation framework to assess the effectiveness of the program.

EXPECTED DELIVERABLES

Comprehensive revised program document: The program document should include the program goal, objectives of the program, program structure, activities of the fellowship, target audience, selection criteria, selection process etc.

Revised Course Syllabi development and compilation: This includes designing detailed course syllabi for each module or session within the program, covering relevant topics and learning objectives. Identifying key content areas, learning outcomes, and instructional methods for effective knowledge transfer. Incorporating diverse teaching methodologies, including lectures, group discussions, case studies, and practical exercises. Ensure syllabi are updated regularly to reflect current trends, research findings, and best practices in the field. Providing resources, readings, and references to support participants' learning and further exploration of topics.

Case study development: Developing a repository of case studies relevant to the program's focus area or subject matter. Creating case studies that illustrate real-world challenges, dilemmas, and opportunities encountered in the field. Tailoring case studies to address specific learning objectives, allowing participants to apply theoretical concepts to practical situations. Including diverse scenarios to accommodate different perspectives, contexts, and cultural settings.

Revised Monitoring and Evaluation Framework: Establishing a robust monitoring and evaluation framework to assess the effectiveness and impact of the program. Define clear indicators, benchmarks, and targets to measure progress towards program objectives.

Developing data collection tools, surveys, and assessment methods to gather feedback from participants, faculty, and stakeholders. Develop tools to collect, analyse, and report data on program activities, participant performance, and stakeholder engagement. Developing essential tools to capture the evaluation findings to identify strengths, weaknesses, and areas for improvement, informing future program iterations and enhancements. Ensuring transparency, accountability, and ethical considerations in monitoring and evaluation processes, respecting participants' privacy, and confidentiality

DURATION OF ENGAGEMENT:

This contract shall be for six (6) months with the possibility of an extension based on identified and justified needs, performance, and availability of funds.

DUTY STATION:

The consultant will be based at the at the Africa CDC Head Quarters, in Addis Ababa, Ethiopia.

REPORTING LINES

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

QUALIFICATION AND EXPERIENCE

- a) A master's degree or higher in public health, global health, health administration, health education, or a related field. This provides a solid foundation in principles of public health and leadership.
- b) Coursework or specialization in program development, curriculum design, evaluation methods, and/or instructional design would be advantageous.
- c) Additional certifications or training in project management, monitoring and evaluation, and leadership development may also be beneficial.

OTHER REQUIREMENTS

- a) 10 years of experience in program development, curriculum design, or educational leadership roles within the public health sector or related fields.
- b) Direct experience working in global health programs, preferably in leadership or managerial positions, to understand the complexities and challenges of the field.
- c) Experience in conducting needs assessments, designing educational materials, and implementing training programs.
- d) Strong project management skills, including the ability to coordinate multiple stakeholders and manage timelines and budgets effectively.
- e) Familiarity with monitoring and evaluation methodologies, including data collection, analysis, and reporting.
- f) Demonstrated ability to work collaboratively in multicultural and interdisciplinary teams.
- g) Excellent communication skills, both written and verbal, to effectively convey complex ideas and facilitate discussions.

Overall, a combination of advanced education and hands-on experience in program development, education, and evaluation within the context of global health leadership would equip an individual to excel in this role. Additionally, a passion for improving health outcomes on a global scale and a commitment to lifelong learning would be essential traits for success.

PERFORMANCE CRITERIA

The performance of the consultant will be evaluated monthly, with the following criteria:

- Timely implementation of activities.
- Ability to meet deadlines in terms of reporting.
- Quality of the implementation of the assigned tasks

EVALUATION AND QUALIFICATION CRITERIA

1. General educational qualification and relevant training (30 points)
2. Experience related to the assignment (50 points)
3. Work plan (15 points)
4. Language (5 Points)

REMUNERATION:

Remuneration is payable based on negotiated deliverables and it is negotiable but based on qualifications and experience for the level of the consultancy. Fees payable does not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations, and workshops. These costs will be met by the AFENET / Africa CDC.

INTERESTED CANDIDATES ARE REQUESTED TO SUBMIT THE FOLLOWING DOCUMENTS FOR AFENET and AFRICA CDC'S CONSIDERATION:

- a) Technical Proposal not exceeding 4 pages on:
 - Understanding and interpretation of the TOR
 - Time and activity schedule
- b) Curriculum Vitae of the Consultant
- c) Capacity statement
 - Including Relevant experience related to the assignment (include samples of two most recent similar works and/or references for the same)
 - Contacts of at least 3 organizations previously worked for

INVITATION

AFENET invites eligible and qualified individuals 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 applicant's resume, application letter, and relevant documentation should be submitted to: secprocurement@afenet.net. And copy: skyambadde@afenet.net

Deadline for receipt of proposals is **Sunday May 26, 2024- 17:00hrs GMT**.

*ONLY successful candidates shall be contacted for an interview.