

## (CONSULTING SERVICES– INDIVIDUAL CONSULTANTS)

### AFRICA CENTRES FOR DISEASE CONTROL SUPPORT PROGRAM TO COMBAT CURRENT AND FUTURE PUBLIC HEALTH THREATS PROJECT

**Reference number: ET-AUC-442616-CS-INDV**

The African Union has received financing from the World Bank for the " Africa Centres for Disease Control Support Program to Combat Current and Future Public Health Threats Project".

**Development Objective of the Project:** Enhance the capacity of Africa Centres for Disease Control and Prevention (Africa CDC) to support AU Member States (MS) in preventing, detecting, and responding to current and future public health threats.

#### 1. Background

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

Officially launched in Addis Ababa, Ethiopia, in 2017 as a specialized technical institution of the African Union, the Africa Centres for Disease Control and Prevention (Africa CDC) is Africa's first continent-wide public health agency. Africa CDC envisions a safer, healthier, integrated, and stronger Africa, where the Member States can effectively respond to outbreaks of infectious diseases and other public health threats. The agency's mission is to strengthen the capabilities of Africa's public health institutions and systems to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide surveillance, laboratory, disease control and prevention, preparedness and response, and research programs. To achieve its mission, the Africa CDC works in all geographic regions of the African continent and has instituted technical divisions to focus on five priority areas, namely Surveillance and -Disease Intelligence, Laboratory Systems and Networks, Disease Control and Prevention, Preparedness and Response, and Public Health Institutes and research.

In recognition of globalisation, population movements, influence of community interconnections and the fact that diseases don't recognize borders, the Africa CDC continues to respond to emergencies in collaboration, coordination, and communication and data sharing among Africa Union Members States (MS). Emergency responses are critical for reduction in morbidity and mortality through early detection, control and prevention of transboundary public health threats, and accelerates implementation of the International Health Regulations (IHR 2005), 3<sup>rd</sup> Edition,

to safeguard the socioeconomic and political integration of the continent, aligned with the Africa Health Strategy 2016-2030, and to achieve the AU Agenda 2063: The Africa We Want.

A Public Health Emergency Operations Centre (PHEOC) serves as a hub for coordinating preparedness and response to public health emergencies. It brings together multi-disciplinary and multi-sectoral experts to coordinate the response to emergencies in a structured and effective way using the Incident Management System (IMS). It improves resource utilization, collaboration, communication, and the availability and sharing of quality information in real time for evidence-based decision-making.

Africa CDC, in partnership with other stakeholders, is supporting African Union Member States to establish and strengthen their national PHEOCs. To date, several Member States have established functional PHEOCs and others are in the process.

An evaluation of the process of setting up PHEOCs in Africa conducted in 2021 found that Member States were at different levels. In addition, H.E. Hakainde Hichilema, President of Zambia, issued a call to action entitled "Strengthening Public Health Emergency Operations Centres in Africa" on the margins of the African Union Mid-Term Meeting in Lusaka on 16 July 2022. In operationalizing the call to action, Africa CDC has identified 23 Member States as priority countries for the 2023-2024 fiscal year in order to ensure the functionality of their PHEOC. An initial scoping mission was carried out by experts from Africa in each of the targeted countries and areas of support has been identified.

To support strengthening of PHEOCs in 3 Member States, Africa CDC requires the services of a seasoned short-term consultant. This consultant is envisioned to also support Priority 3 (Ensure robust emergency preparedness and response capabilities for all public health emergencies) in the Africa CDC Strategic Plan of 2023 to 2027.

These Terms of Reference (ToR) outline the core activities and deliverables of this consultancy to strengthen the PHEOC in 3 selected Member States. Africa CDC will provide overall direction and enable links to relevant stakeholders.

## **2. Objective of the assignment**

The overall objective of this call for consultancy is to support to strengthen the PHEOC in 3 selected Member States is to provide technical expertise and program management support to enhance the operationalization of the PHEOC in 3 selected Member States. The consultant's responsibilities will include completing the baseline need assessment, developing a support plan, developing the legal framework if needed, developing the PHEOC implementation plan, drafting the PHEOC Handbook and relevant SOPs and providing training to PHEOC permanent and Surge staff.

## **3. Scope of work**

The consultants will be required to undertake the following activities:

1. Identify and validate areas of support using a standardized PHEOC capacity assessment tool (review and update the baseline assessment conducted last year)
2. Develop a joint support plan to strengthen the PHEOC in collaboration with the national team
3. Develop a 3 years PHEOC implementation plan
4. Review existing legislations and start supporting to draft the PHEOC legal framework that defines the mandate of PHEOCs
5. Develop the PHEOC handbook and relevant SOPs
6. Ensure flow of relevant data and information to the PHEOC to support informed decision making before, during and after emergencies
7. Provide basic level PHEOC training to the PHEOC permanent and surge staff
8. Provide on the Job PHEOC training to the PHEOC permanent and surge staff

The consultants will work with the Africa CDC Division of Emergency Preparedness and Response (EPR), PHEOC Unit. The consultants will be mandated to propose a methodology that would adequately result in the expected deliverables outlined in this ToR. A participatory approach, proactively and systematically gathering critical reflections by the Africa CDC and other key stakeholders will make the process more robust and its product more easily accepted by the MS.

#### **4. Key deliverables, and duty station**

Africa CDC envisages the following tasks for each of the 3 (three) consultants to meet the scope of this assignment.

- Report of the updated baseline assessment of PHEOC capacity
- Africa CDC support plan
- Draft of PHEOC implementation plan
- Draft of PHEOC Handbook and relevant SOPs
- Draft of the PHEOC legal framework
- PHEOC Training reports
- Final Report of the mission report to be submitted no later than 72 Hours after the end of the mission

Duty station will be Madagascar, Comoros and Rwanda.

#### **5. Duration of the mission**

The duration of the mission will be three months for each of the 3 consultants

#### **6. Consultancy fees:**

Duty station will be the Madagascar, Comoros and Rwanda. Payment will be a fixed amount of 10,000 USD per month or USD 30,000 for three months for each consultant. This cost includes

all the Consultant's fees, reimbursable expenses, accommodation in duty station, etc...., and profits as well as any tax obligation that may be imposed on the Consultant. Fees payable do not include, coordination/organization of project-related activities and events, stakeholder dialogues, consultations, and workshops. These costs will be met by Africa CDC. In addition, each consultant will receive a round trip ticket.

Payment will be against the following deliverables

DELIVERABLES	PAYMENT
Submission of the updated baseline assessment results	25%
Submission of the PHEOC implementation plan and/or drafted PHEOC Handbook and relevant SOPs	30%
Submission of training reports	30%
Submission of end of mission report	15%

The consultancy service duration for each consultant is three (3) months after the signing of the contract. The consultancy service's accomplishment will be the successful completion of the deliverables, submission and approval of all reports to Africa CDC. Submission of the different sections of the work will be expected for sharing with Africa CDC at monthly meetings to monitor progress.

**5. Reporting, management, support, and data ownership**

The Consultant will report directly to the PHEOC Manager, Emergency Preparedness and Response Division, Africa CDC. The consultant shall produce a brief monthly report and submit it to Africa CDC or present progress monthly in online meetings. All outputs, including the raw data and draft documents, analyses, and final documents and products will belong to Africa CDC.

## 6. Application specification

Interested consultants should include in their application the following:

### Personal Capacity Statement

- a) Cover letter or statement about understanding of the assignment and why the desire to work with Africa CDC
- b) Curriculum vitae of the Consultant stating his/her relevant experience and capacity to undertake the work:
  - Proof of experience in conducting similar works
  - Experience of previously engaging with government officials; diplomacy skills and other soft skills
- c) Written reference and contacts of at least two organizations previously worked for and contact persons.

## 7. Qualifications and experience of consultants

Acceptable respondents to this call are: individuals with experience in Public Health Emergency Management in Africa, preferably internationally, and with experience in supporting Member States in establishing PHEOCs.

Consultants involved will be expected to have the following minimum educational and experience criteria:

- a) Education
  - A minimum bachelor's degree in public health, public policy and planning, workforce education and development, business administration or a related discipline such as epidemiology, health-services administration.
- b) Experience
  - Three to four years' experience in Public Health Emergency Management
  - Be a Member of Africa CDC roster of PHEOC experts

## 8. Language

- Collective excellent oral and written communication skills in at least one of the official AU languages

## 9. Evaluation and qualification criteria and Technical Evaluation

1. Education, Qualification, and Relevant Training – 20
2. Experience of the consultant and relevance to the assignment and number of years – 70
3. Language - 10

**Total – 100**

## **9. Required Documentations**

- a) Cover letter with statement of understanding
- b) A detailed and updated curriculum vitae (CV), and indicating nationality, age and gender.
- c) Two written references

## **10. Services and Facilities to be provided by Africa CDC**

The individual consultant will be supervised by the PHEOC Manager, Emergency Preparedness and Response (EPR) Division, Africa CDC for the purpose of delivering the above outputs within the agreed time frame. The consultant must comply with the African Union rules and procedures related to security and code of conduct

Africa CDC will provide to the consultant the following document and facilities:

- a) The Africa CDC will identify and assign technical staff to support the implementation process.
- b) Africa CDC will provide the necessary documentation and information required for the assignment.
- c) Maintain regular follow-up of the activities done by the consultants, review and comment on the submitted deliverables and work done.
- d) Assist in organizing initial meetings with Member States

## **11. Invitation**

The Africa CDC now invites eligible Individual Consultants (“Consultants”) to submit their CVs in providing the Services and required documents as listed in the ToR. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours, Addis Ababa Time.



CVs must be delivered in a written form following the above shortlisting criteria to the emails below before 15:00 Hours Local Time on October 17, 2024

African CDC,

Attn: Supply Chain Management Division

Administration Directorate

Africa CDC Office Building, Tower A2, Floor 7<sup>th</sup>, Room Number 712.

Haile Garment Area, Lafto Square.

Addis Ababa, Ethiopia

E-mails: [tender@africa-cdc.org](mailto:tender@africa-cdc.org) and [zemenua@afriacdc.org](mailto:zemenua@afriacdc.org) and [selamg@afriacdc.org](mailto:selamg@afriacdc.org)