

## **INDIVIDUAL CONSULTANT**

### **Consultancy Service to Develop Vaccine Manufacturing Industrial Fellowship Tutor Training Materials and Conduct the Training of the Fellowship Tutors to Support Vaccines Manufacturing Talent Development in Africa**

**Reference Number: [ACDC/LMH/CS/02](#)**

#### **1. Background**

The African Union (AU) has set an ambitious target to bolster local production of vaccines aiming to meet 60% of the continent's demand by 2040. The AU's Partnerships for African Vaccine Manufacturing (PAVM), coordinated by the Africa Centres for Disease Control and Prevention (Africa CDC), was established in 2021 to drive this agenda. In 2024, the PAVM's mandate was expanded also to medicines and diagnostics by the Heads of States and will transition to the Platform for Harmonized African Health Products Manufacturing.

Currently, Africa has approximately 3000 FTEs in vaccine manufacturing and R&D, against the required estimate 14,000 FTEs needed to fulfill the continent's ambition of manufacturing 60% of its vaccine demand by 2040. These cover a wide range of areas from research and development to process development, upstream and downstream processes, quality assurance and more.

The PHAHM strategy for workforce development proposes the establishment of a vaccine manufacturing industrial fellowship programme, which promotes the transition of new graduates from academia to the industry in order to develop competencies based on the [Vaccine R&D and Vaccine Manufacturing Competency Frameworks – Africa CDC](#).

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

We aim to strengthen the capacity of member states to manufacture vaccines through developing the desired workforce. We expect that:

- At least 10 vaccine manufacturing industrial fellowship tutors from established vaccine manufacturing companies will be established
- An Africa CDC-led vaccine manufacturing industrial fellowship will be launched and effectively implemented
- At least forty (40) vaccine manufacturing industrial fellows will be enrolled and trained over the next three years. and. This will include designing the delivery of

the training considering the required competences, as determined by the fellowship curriculum, developing standard and innovative PowerPoint slides, designing of relevant exercises, pre- and post-training assessments, and training of tutors on effective implementation of the industrial fellowship programme.

### **3. Scope of Work**

- develop vaccine manufacturing industrial fellowship tutor mentorship training materials
- conduct the training of fellowship tutors from vaccine manufacturers who will support the establishment of the vaccine manufacturing industrial fellowship programme in Africa
- Design the curriculum and mode of delivery of the training programme for the internship tutors
- Develop PowerPoint slides and other relevant training aids to support the training
- Develop pre- and post-training assessment and relevant exercises based on the desired competences and curriculum
- Conduct the training of the fellowship tutors to ensure that they capable of implementing the industrial fellowship programme
- Conduct an evaluation of the training programme and generate the feedback report

### **4. Deliverables**

- A report on the adopted mode of delivery of the training
- A comprehensive training package: Curriculum, PowerPoint slides, exercises, pre- and post-training tests
- A fellowship tutor training report: 10 fellowship tutors trained
- Evaluation report for the training programme

### **5. Timeframe**

The service will be completed within a period of four weeks from the date of signing the contract (effective date). The following time frame/schedule (in months) is proposed for the key deliverables:

- ✓ Signing/Effective Date of Contract W
- ✓ Inception report and mode of delivery of training W+1
- ✓ Comprehensive curriculum and training package W+2
- ✓ Conduct internship tutor training, final report, training documents, and evaluation report W+4

**6. Governance and Support from the Africa CDC**

- a) Open channels of communication between the consultant and the focal points of the Member States.
- b) Any necessary internal documentation and information required for the assignment.
- c) Maintain regular follow-up of the activities done by the consultant, review and comment on the submitted deliverables and work done.
- d) Assist in organizing workshops, meetings and consultative forums with Member States and other stakeholders
- e) Provision of office room and internet facility at the Africa CDC HQ.

**7. Consultancy Fee and Duty Station**

Duty station will be the Africa CDC HQ in Addis Ababa, Ethiopia. The payment will be a fixed amount of 12,000 USD. This cost includes all consultant's fee and profit. Fees payable do not include costs associated with project related travel, coordination/organization of project related activities and events, stakeholder dialogues, consultations, and workshops. These costs will be met by Africa CDC. This is a lump sum contract, and payment will be against deliverables. Duration of assignment is one and a half months.

<b>DELIVERABLES</b>	<b>PAYMENT</b>
A report on the adopted mode of delivery of the training	<b>25%</b>

A comprehensive training package: Curriculum, PowerPoint slides, exercises, pre- and post-training tests	<b>45%</b>
A fellowship tutor training report: 10 fellowship tutors trained and Evaluation report for the training programme	<b>30%</b>

## 8. Application Specification

Interested consultants should include in their application the following:

- a) Curriculum vitae of the Consultant stating his/her relevant experience and capacity to undertake the work.
  - o Proof of experience in conducting assessments and development of necessary tools;
  - o Experience of previously engaging with government officials; diplomacy skills and other soft skills;
- b) Written reference and contacts of at least two organizations previously worked for and contact persons.
- c) Two (2) referees with good knowledge of the candidate's past assignment, furnishing full contact details, telephone and e-mail addresses.

## 9. Qualifications and experience of consultant

### Academic Qualifications:

- Master's degree in pharmacy, pharmaceutical/biopharmaceutical sciences, or chemical engineering, biotechnology or other related sciences. A PhD in a relevant field will be an added advantage.
- Demonstrable minimum experience of at least 7 years in the vaccine manufacturing industry or related fields and handling of interns
- Demonstrable technical expertise and experience in the development of training materials for tutors and interns, internship programmes, and implementation in the pharmaceutical/biopharmaceutical industry.

- Ideally experience in talent development, people strategy, training and workshop organization, organizational development, leadership and mentorship, and work and organizational culture.
- Work experience in the field in an African country ideally in low- and middle-income country is an asset.

**Language:** Fluency in one of the AU working languages English is mandatory and fluency in another AU language is an added advantage.

The Consultant will report directly to the PHAHM Talent Development Lead. All outputs, including the raw data and draft documents, analyses, zoom recordings, and final documents and products will belong to Africa CDC.

## **10. Evaluation and qualification criteria**

### **Technical Evaluation**

1. Education, Qualification, and Relevant Training – 30
  2. Experience of the consultant and relevance to the assignment and number of years – 60
  3. Language - 10
- Total – 100**

## **11. 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

## **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 shortlisting criteria are listed in the ToR.

Consultant will be selected A in accordance with the Individual Selection method set out in the Procurement Manual of Africa Union, Version 3.0.

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 19<sup>th</sup> March 2025.

Africa Centres for Diseases Control and Prevention,  
Administration Directorate  
Supply Chain Division  
Lafto Square, Haile Garment,  
Africa CDC Office, A2 Tower, 7th floor, Room No. 708  
E-mail: [Tender@afriacdc.org](mailto:Tender@afriacdc.org) and [radebez@afriacdc.org](mailto:radebez@afriacdc.org) ( send to both emails)



