

**CONSULTANCY FOR THE DEVELOPMENT OF AN EMERGENCY RESPONSE PLAN (ERP)
FOR AFRICA CDC (INDIVIDUAL CONSULTANT)**

REQUEST FOR EXPRESSIONS OF INTEREST

LOAN NO./CREDIT NO./ GRANT NO.: IDA-E1110

REFERENCE NO.: ET-AUC-545053-CS-INDV

(CONSULTING SERVICES– INDIVIDUAL SELECTION)

Country: African Union

Name of Project: Africa Centres for Disease Control Support Program to Combat Current and Future Public Health Threats Project (P178633)

1. Background

The Africa Centres for Disease Control and Prevention (Africa CDC), a specialized technical institution of the African Union, is committed to ensuring a safe, secure, and healthy work environment for its staff, partners, and visitors. As part of its Occupational Safety and Health (OSH) efforts, Africa CDC aims to strengthen its preparedness and response capacity for emergencies across its Headquarters (HQ) and Regional Collaborating Centres (RCCs).

In line with this commitment, and in compliance with the World Bank Environmental and Social Framework (ESF), particularly ESS2 (Labor and Working Conditions), ESS4 (Community Health and Safety), and ESS10 (Stakeholder Engagement), Africa CDC recognizes the critical importance of safeguarding personnel against a wide range of potential threats. These include, but are not limited to, physical hazards, natural disasters, public health emergencies, and security-related incidents.

To address these risks, Africa CDC seeks to develop a comprehensive Emergency Response Plan (ERP) that will provide a structured and coordinated framework for emergency management. The ERP will outline clear procedures and protocols for the prevention of, preparedness for, response to, and recovery from emergencies and occupational threats, in Africa CDC Headquarters in Addis Ababa and all five Regional Collaborating Centers (RCCs), ensuring applicability across diverse operational settings. It will also define roles and responsibilities, communication mechanisms, and response actions to ensure timely, effective, and well-coordinated interventions.

The development and implementation of the ERP will enhance organizational resilience, minimize risks to staff and operations, and ensure that Africa CDC is adequately prepared to respond to emergencies in a consistent and efficient manner.

2. Objective of the Assignment

The overall objective of this consultancy is to develop a comprehensive, practical, and compliant Emergency Response Plan (ERP) aligned with international OSH standards and best practices.

Specific objectives include:

- Assess existing OSH policies, procedures, and emergency preparedness measures.
- Identify potential workplace hazards and emergency scenarios.
- Develop a structured, practical and implementable ERP tailored to Africa CDC (HQ and RCC) operational contexts
- Ensure alignment with international standards (e.g., ISO 45001, WHO guidelines) and African Union policies.
- Build staff awareness and capacity for emergency preparedness and response.

3. Scope of Work

The expert shall undertake the following key activities:

3.1 Situational Analysis

- Review existing OSH policies, protocols, and emergency procedures.
- Conduct risk assessments across HQ and selected RCC contexts, taking into account site-specific risks and operational differences
- Evaluate current emergency response capacity, including equipment and systems.

3.2 Stakeholder Engagement

- Consult key internal stakeholders (management, staff, safety officers).
- Engage relevant external stakeholders where necessary (local emergency services).
- Document stakeholder inputs and validation feedback as part of the assessment and ERP development process

3.3 Development of the Emergency Response Plan

The ERP should include, but not be limited to:

- Emergency response policy and objectives.
- Roles and responsibilities (incident command structure).
- Communication and notification procedures.
- Evacuation plans and assembly points.
- Emergency response procedures for various scenarios:
 - Fire incidents
 - Medical emergencies
 - Infectious disease outbreaks
 - Natural disasters
 - Security threats
- Resource and equipment requirements.
- Coordination mechanisms with external responders.
- Business continuity considerations.

3.4 Standard Operating Procedures (SOPs)

- Develop detailed SOPs for identified emergency scenarios.
- Include step-by-step response actions and escalation protocols.

3.5 Training and Capacity Building

- Develop training materials and manuals.
- Conduct training sessions and/or simulation exercises (drills).
- Provide guidance for ongoing staff training.

3.6 Monitoring and Evaluation Framework

- Develop indicators and tools for ERP implementation and review.
- Propose mechanisms for periodic updates and continuous improvement.

4. Deliverables

The consultant is expected to deliver:

- Inception Report:
 - Work plan, methodology, and timelines.
- Assessment Report
 - Findings from situational analysis and risk assessment.
- Draft Emergency Response Plan (ERP)
 - Comprehensive document including SOPs.
- Final ERP Document
 - Revised based on stakeholder feedback.
 - The ERP must include, at minimum:
 - Incident Command System (ICS) structure
 - Communication and escalation framework
 - Site-specific evacuation procedures
 - Emergency contact systems
 - Scenario-based Standard Operating Procedures (minimum of five)
 - Business Continuity Plan (BCP)
- Training Materials
 - Presentations, manuals, and guidance notes.
- Training/Drill Report
 - Summary of capacity-building activities conducted. Including session summaries, key learning points, and staff preparedness levels.

5. Duration of the Assignment

The consultancy is expected to be completed within 8 – 12 weeks upon signing of the date of contract.

The consultant shall provide periodic progress reports, including interim drafts and feedback sessions, at pre-agreed intervals (bi-weekly).

6. Reporting and Supervision

The consultant will report to Director of Administration and work closely with other relevant Business Units and provide regular updates on progress, challenges, and recommendations.

7. Methodology

The consultant is expected to propose a participatory and practical approach, including desk review of documents, key informant interviews, site assessments, workshops and validation meetings.

8. Payment Schedule

Payments will be made based on deliverables as follows:

- 20% upon approval of inception report
- 30% upon submission of assessment report
- 30% upon submission of draft ERP

- 20% upon approval of final ERP and completion of training

9. Confidentiality

All documents, data, and information obtained during the assignment shall be treated as confidential and remain the property of Africa CDC. The consultant shall not use, reproduce, or disclose any information without prior written authorization

10. Required Qualifications and Experience

The consultant should have:

- Advanced degree in Occupational Health and Safety, Public Health, Disaster Management, or related field.
- At least 5–10 years of experience in OSH, emergency preparedness, or risk management.
- Proven experience in developing Emergency Response Plans.
- Knowledge of international OSH standards (e.g., ISO 45001).
- Experience working with international organizations or public health institutions is an advantage.
- Strong analytical, writing, and facilitation skills.

The consultant should meet the following minimum requirements:

Education

- Advanced university degree (master's level or higher) in Occupational Safety and Health, Public Health, Environmental Health, Disaster Risk Management, or a related field.
- Relevant professional certifications in OSH or emergency management (e.g., ISO 45001 Professional Experience)
- Minimum of 7 years of progressively responsible experience in occupational safety and health, emergency preparedness, or risk management.
- Demonstrated experience in developing Emergency Response Plans (ERP), contingency plans, or business continuity plans for organizations.
- Proven experience conducting risk assessments, hazard identification, and safety audits.
- Experience in training and capacity building, including conducting emergency drills and simulations.

Technical Competencies

- Strong knowledge of international standards and frameworks such as:
 - ISO 45001 (Occupational Health and Safety Management Systems)
 - Emergency management and incident command systems
 - Public health emergency preparedness frameworks (e.g., WHO guidelines)
- Ability to develop Standard Operating Procedures (SOPs) and safety protocols.
- Excellent analytical, report writing, and documentation skills.

Institutional and Regional Experience

- Experience working with international organizations, government agencies, or public health institutions is highly desirable.
- Familiarity with African Union systems or experience working in Africa, particularly in multi-country or regional settings, is an advantage.

11. Application Requirements

Interested consultants should submit:

- Curriculum Vitae (CV)
- Evidence of previous similar assignments

12. Evaluation Criteria

Proposals will be evaluated based on:

- Educational Background (20%)
- Relevant experience and qualifications (40%)
- Evidence of similar previous assignments (40%)

Further information can be obtained at the address below during office hours 8:00 to 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 Local Time on 11 August 2026**

Subject line: CONSULTANCY FOR THE DEVELOPMENT OF AN EMERGENCY RESPONSE PLAN (ERP) FOR AFRICA CDC

African CDC,
Attn: Supply Chain Management Division
Administration Directorate
Africa CDC Office Building, Tower B2, Floor 4th, Room Number 408.
Haile Garment Area, Lafto Square.
Addis Ababa, Ethiopia
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Africa CDC is a continental autonomous health agency of the African Union established to support public health initiatives of Member States and strengthen the capacity of their public health institutions to detect, prevent, control and respond quickly and effectively to disease threats.

Safeguarding Africa's Health

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