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PROCUREMENT REFERENCE NUMBER: AFENET / RFP/2023/08/006

**REQUEST FOR PROPOSAL –INDIVIDUAL CONSULTANT KNOWLEDGE MANAGEMENT
SPECIALIST**

**ASSIGNMENT TITLE: CONSULTANCY SERVICE - INDIVIDUAL CONSULTANT KNOWLEDGE
MANAGEMENT SPECIALIST.AFRICA CDC RCC COORDINATION UNIT**

1. BACKGROUND

The African Field Epidemiology Network (AFENET) is a non-profit organization established in 2005 with a mission to improve human health through the strengthening and expansion of applied epidemiology and laboratory capacity in partnership with Ministries of Health, Non-Governmental Organizations, international agencies, private sector, and other public health agencies. AFENET has its headquarters in Kampala, Uganda with operations in more than 40 African Countries.

The Africa Centers for Disease Control and Prevention (Africa CDC) is a public health agency of the African Union dedicated to the prevention and control of diseases in Africa. The Africa CDC is committed to promoting health across the continent through partnerships, research, and collaboration.

One of the Key priorities of Regional Coordinating Centers (RCCs) is to develop and maintain regional knowledge hub as a mechanism for fostering information sharing and knowledge exchange within the region. The knowledge hub will facilitate availability of key public health resources such as data, information, and documents relevant to the needs of Member States and through a collaborative approach.

A one-year brainstorming and shaping of the Regional Knowledge Hub has been completed through a wide consultative process and currently the idea has matured enough to be implemented. Africa CDC is now seeking a team of experts to initiate the implementation of the idea among different settings, Member States and across multiple Member States within the Regions.

It is in this light that AFENET on behalf of Africa CDC seeks to hire a knowledge management specialist for the RCC Coordination Unit

2. OBJECTIVE

The knowledge management specialist will assist the Knowledge Hub in Vision setting, and policy related work-related issues through Managing the implementation and continuous evolution of a comprehensive KH System that fulfils the knowledge management mandate of the Africa CDC and ensures sustainability and increased efficiency of its internal and external operations, as well as maintains a leading role in catalyzing the knowledge in the Public Health landscape.

3. SCOPE OF WORK

The consultant will be required to:

- a. Manage the implementation and continuous evolution of a comprehensive Knowledge Hub System that fulfils the knowledge management mandate of the Africa CDC and ensures sustainability and increased efficiency of its internal and external operations, as well as maintains a leading role in catalyzing the knowledge in the Public Health landscape.
- b. Identify, and, where appropriate, assess the areas where Africa CDCs operations can be made more sustainable and/or efficient, including opportunities for learning and knowledge sharing, training program, operations, ICT tools development and utilization, identifying knowledge champions, advancing incentives mechanism, and communicating with the Africa CDC /MS stakeholders.
- c. Build new Public Health in a collaborative and knowledge sharing culture, to executing the knowledge management mandates, strategies and policies of the Africa CDC
- d. Support the establishment of mechanisms for capturing knowledge on best practices and lessons learned about the Africa CDCs operations internally and externally.

4. SPECIFIC RESPONSIBILITIES

- a. Develop and propose the innovative approaches and strategies for stimulating effective knowledge sharing partnerships, Knowledge Management Specialist
- b. Support the implementation of a framework for Communities of Practice and mainstream such engagement practices with the Fund, Directing operations, processes, and systems for knowledge management:
- c. Identify and propose knowledge sharing strategies and tools, including categories and types of knowledge products, their sources of origin, target audience and dissemination channels.
- d. Lead the establishment of knowledge generation and storage mechanisms from the Africa CDCs operations and events, to ensure that institutional learning is captured, stored, and made accessible to both internal and external stakeholders.
- e. Support the establishment of a knowledge management mechanism for and from the Board meetings, decisions, policies, and practices.
- f. Work closely with the ICT team on knowledge management related tools development.
- g. Manage the internal working group on Knowledge Management, lead inter-divisional coordination and committee arrangements.

5. DURATION OF CONSULTANCY

The consultancy service's duration is **six (6) months**.

6. APPLICATION SPECIFICATIONS

Interested consultants should include in their application the following:

- a) 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.
- c) Written reference and contacts of at least two organizations previously worked for and contact persons.
- d) Two (2) referees with good knowledge of the candidate's experience, including full contact details, telephone, and e-mail addresses.

7. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT

The consultant should have:

- At least master's degree in knowledge management and related, PhD appreciated.
- Minimum of 8 years relevant experience in knowledge management and communication.
- Knowledge and experience of unveiling hidden information.
- Practical experience in relation to Knowledge Management in the context of public health
- Practical experience in policy advisory services and worked with multinational institution.
- Proven capacity to analyze and synthesize.

Required Skills

- Flexible and good at building relationships
- Good collaboration and communication skills
- Solution-oriented and great implementation power
- Ability to handle several parallel tasks and processes under time pressure.
- Ability to inspire and prioritize.

8. LANGUAGE REQUIREMENT:

Full professional working proficiency (written and spoken) in English. Knowledge of more or several other African Union working languages (Spanish, French, Arabic, Portuguese, or Swahili) would be an added advantage.

9. EVALUATION CRITERIA

s/n	Evaluation Criteria - Technical Proposal Evaluation:	Score
1	Applicant's relevant experience for the assignment and evidence of similar assignments executed	30
2	The quality of the methodology proposed, including understanding and interpretation of the TOR, time, and activity schedule	40
3	Academic qualifications of the applicant	20
4	Language	10
	GRAND TOTAL	100

Interested bidders are requested to submit the following documents for AFENET's and Africa CDC's consideration:

a) Technical Proposal not exceeding 10 pages on:

- understanding and interpretation of the TOR
- methodology to be used in undertaking the assignment
- time and activity schedule

b) financial proposal not exceeding 1 page

- Consultant's daily rate in US

c) Personal Capacity Statement

- 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

d) Curriculum Vitae

10. INVITATION

AFENET invites eligible and qualified bidders 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.

11. RESPONSE TO THE CALL

Electronic submission of the applicant's resume, application letter, and relevant documentation should be submitted to: secprocurement@afenet.net.

Deadline for receipt of proposals is **Sunday October 08, 2023- 17:00hrs GMT.**

*ONLY successful candidates shall be contacted for an interview.