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PROCUREMENT REFERENCE NUMBER: AFENET / RFP/2023/08/007

REQUEST FOR PROPOSAL –INDIVIDUAL CONSULTANT- BUSINESS ANALYST

ASSIGNMENT TITLE: CONSULTANCY SERVICE - INDIVIDUAL CONSULTANT -BUSINESS ANALYST.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 Business Analyst for the RCC Coordination Unit

2. OBJECTIVE

The Business Analyst will provide oversight of the process of IT innovation and modernization for the Centers for Disease Control (CDC) and Prevention and establish support structures to deliver customer centric IT support. This will involve providing IT support and technical assistance through a variety of project analysis, project design, scoping, and developing recommendations for technology solutions for customer acceptance.

3. SCOPE OF WORK

The consultant will be required to:

- a. Assist in applying industry best practices to create conceptual business models and identify relevant issues.
- b. Assist with analysis in selecting application software packages.
- c. Assess the operational and functional baseline of organizational business components.
- d. Help define the direction and strategy for a program while ensuring the organizational needs are being addressed.
- e. Typical functional areas include Human Resources, Finance, Supply, and operations.
- f. Support the development of functional area strategies for enhanced IT.

4. SPECIFIC RESPONSIBILITIES

- a. Develop and manage the KH strategy for the Africa CDC - this includes utilizing KH and Change Management techniques while embedding a culture of knowledge sharing with support from leadership.
- b. Follow up Product Owner and Developer for the "Knowledge Hub," a KH Portal site used M/S. Responsibilities included requirements gathering from subject matter experts, wireframes, testing, creating a governance model for content administration, launch and promotion of the site.
- c. Moderate and host monthly series called the "Knowledge Hour" that is broadcasted live across the globe highlighting the leadership team.
- d. Assist in the development of a Community of Practice (CoP) focusing on the cultural improvement for an entire division – this resulted in global knowledge sharing events including Knowledge Cafes, Lessons Learned and Lunch and Learn sessions.
- e. Develop a training plan and pilot program for the rollout of a KH support ticketing system, while utilizing KM methodology to "crowd source" the knowledge capture from global participants.
- f. Communicate with Product Managers, KH Engineers, Developers to coordinate the knowledge transfer for new tools and applications – included identifying updates to the Knowledge Base, documentation, and training curriculum due to product revisions and improvements to the UI.
- g. Manage and facilitate instructor-led training material on supported products including general overviews, Runbook procedures, operational processes, and policies.
- h. Analyze processes by flowcharting current-state workflows, perform gap analysis and documentation of future state process flows.

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:

- Masters in business, Computer Science, or equivalent field of study.
- Four years of Business Analysis experience.
- 8+ years of experience in establishing similar projects academia.
- Business processes and functions.
- Quality assurance standards and practices.
- Procedures and methods for business function testing.
- Effectively communicate orally and in writing.

Required Skills

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

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.