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**September 06,2023**

**PROCUREMENT REFERENCE NUMBER: AFENET / RFP/2023/09/001**

**REQUEST FOR PROPOSAL –CONSULTANCY SERVICES-AMENDED**

**ASSIGNMENT TITLE: CONSULTANCY SERVICE - TO SUPPORT DEVELOPMENT OF AFRICA  
CDC IMPACT REPORT.**

### **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. The organization is seeking to engage the services of a consultant to support the development of an impact report for its various initiatives from 31 January 2017 to date.

**It is in this light that AFENET on behalf of Africa CDC seeks to hire a consultant firm to support the development of an impact report for its various initiatives from 31 January 2017 to date.**

### **2. OBJECTIVE**

The main objectives of this consultative assignment are:

- a. To develop an impact report for Africa CDC focusing on its various activities and initiatives across the continent.
- b. To provide evidence-based recommendations for enhancing Africa CDC's effectiveness in responding to health emergencies.
- c. To identify gaps in existing data and knowledge and provide recommendations for filling these gaps.

### **3. SCOPE OF WORK**

The consultant will be required to:

- a. Conduct a thorough review of relevant literature, reports and other relevant documents on Africa CDC's activities and initiatives, from inception to date.
- b. Engage with Africa CDC staff, partners, and other stakeholders to gather information and views on the impact of Africa CDC's work.
- c. Develop a comprehensive report that presents the findings from the literature review and consultations.

- d. Provide evidence-based recommendations for enhancing Africa CDC's effectiveness in responding to the evolving public health needs in Africa, including responses to the ongoing Covid-19 pandemic.
- e. Identify gaps in the existing data and knowledge and provide recommendations for filling these gaps.

#### 4. KEY DELIVERABLES

- a. Inception report
- b. Draft report that reflects the findings from the literature review and consultation sessions
- c. Final report incorporating feedback from Africa CDC and all stakeholders.

#### 5. DURATION OF CONSULTANCY

The consultancy service's duration is **four (4) 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:

- a. A proven track record in research, analysis and report writing.
- b. An understanding of public health issues in Africa.
- c. A strong understanding of global health governance structures.
- d. A deep understanding of evaluation and impact assessment methodologies and approaches.
- e. Experience in working with multicultural teams, stakeholders, and partners.

#### 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	The firm's relevant experience for the assignment and evidence of similar assignments executed	20
2	The quality of the methodology proposed, including understanding and interpretation of the TOR , time and activity schedule	40
3	Proposed Key personnel , Their qualifications and experience	30
4	The extent of participation by nationals of African Union States among key staff in the performance of the assignment.	10
	<b>GRAND TOTAL</b>	<b>100</b>

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\$
  - Other costs e.g., travel
  - Total cost
  
- 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) **Key Personnel and Curriculum Vitae of the Consultancy team**

## 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](mailto: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](mailto:secprocurement@afenet.net).

Deadline for receipt of proposals is **Sunday September 24, 2023- 17;00hrs GMT.**

\*ONLY successful candidates shall be contacted for an interview.