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PROCUREMENT REFERENCE NUMBER: AFENET/ SEC/ RFP/2024/05/005

REQUEST FOR PROPOSAL: INDIVIDUAL CONSULTANCY SERVICE TO DEVELOP A FIVE YEAR (2025 – 2030) REGIONAL STRATEGIC PLAN FOR FIELD EPIDEMIOLOGY WORKFORCE DEVELOPMENT IN THE ECONOMIC COMMUNITY OF CENTRAL AFRICA STATES

BACKGROUND AND PURPOSE OF THE CONSULTANCY

Established in 2005, the African Field Epidemiology Network (AFENET) is a non-profit network, alliance, and service organization that brings together field epidemiology training programs (FETPs) across Sub Saharan Africa, working closely with ministries of health, the U.S. Centers for Disease Control and Prevention (CDC), and other regional and international partners. AFENET works to strengthen the epidemiology, disease surveillance, and response capacity of African countries that are critical to meeting the requirements of the International Health Regulations (IHR) and Global Health Security (GHS).

The Economic Community of Central African States (ECCAS/CEEAC) was established on 18 October 1983 with the signing in Libreville of its Constitutive Treaty, which was revised on 18 December 2019 and entered into force on 28 August 2020. ECCAS/CEEAC is made up of eleven Member States: Angola, Burundi, Cameroon, Central African Republic, Chad, Democratic Republic of Congo, Gabon, Equatorial Guinea, Rwanda, Sao Tome and Principe and Chad. It is one of the eight Regional Economic Communities (RECs) recognized as pillars of regional integration in Africa and as a result, fully engaged in multiple dynamics related to the construction of the African Economic Community provided for by the Abuja Treaty.

The Commission of the Community of Central African States through the Regional Project for Strengthening Disease Surveillance Systems in Central Africa, fourth phase (REDISSE IV), project Coordination and Management Unit has signed with AFENET an Agreement for the Technical assistance services to the implementation of REDISSE IV-CEEAC Project activities.

The object of this agreement is to strengthen local capacities in developing countries (particularly in biological diagnostics) to reduce the impact of infectious diseases on vulnerable populations.

AFENET has proven expertise in providing technical assistance for capacity building in the field of epidemiology in Africa. AFENET's objective under this agreement with ECCAS is to contribute its expertise to the REDISSE IV project in the development of the Regional Plan for Capacity Building of Human Resources in Health for Disease Surveillance.

In close partnership with the ministries in charge of health in the REDISSE IV beneficiary countries, the project will provide targeted technical assistance in two main areas:

- a) Development of a regional strategic plan to build the capacity of field epidemiologists by 2030; and
- b) Technical support for the training of 20 mid-level field epidemiologists in three beneficiary countries (Central African Republic, Republic of Congo, and Chad).

AFENET is seeking to engage an experienced Individual consultant to spearhead the development of a Robust Regional Strategic Plan (2025 – 2030) for field epidemiology workforce Development in the Economic Community of Central Africa States.

1. SCOPE OF THE ASSIGNMENT /RESPONSIBILITIES OF THE CONSULTANT

The consultant will be expected to:

- a. Develop and submit a technical approach to completing the scope of work for this consultancy.
- b. Review and analyze the status of implementation of the field epidemiology training programs highlighting the coverage, progress, achievements, and gaps and challenges in the Central Africa states.
- c. Define country and regional field epidemiology workforce needs based on the “One-Health Approach” and the Geographical distribution as recommended by the IHR 2005.
- d. Determine key Multi-sectoral/One Health stakeholders and partners within the countries and across the region and conduct interviews (physical/online) to gather relevant information needed for the development of FETP strategic plans.
- e. Plan and conduct consultative workshops and webinars with stakeholders for their input into the drafting of the strategic plan for the regional field epidemiology workforce development.
- f. Develop a comprehensive costed regional five-year strategic plan (2025 – 2030) for field epidemiology workforce development. The Strategic plan should include a profile of key technical and funding partners that will potentially support its implementation.

2. DURATION OF THE CONSULTANCY

This assignment will be for 90 working days to take place from the date of the contract signing.

3. DUTY STATION

Consultant to work remotely for the situation analysis, desk reviews, stakeholder mapping and consultative workshop preparation. If the consultative workshop with key stakeholders is held outside the home country of the consultant, he/she will be required to travel to facilitate the workshop and to travel to the venue to be determined for the 5- day workshop. Deliverables may be submitted electronically.

4. DELIVERABLES

The consultant will be expected to provide the following deliverables electronically:

- a. Inception report outlining the technical approach and process for the development of the regional strategic plan for the One Health oriented field epidemiology workforce development in Central Africa States. This will be due in seven (07) working days.
- b. Regional situational analysis report for the current field epidemiology workforce development in the region (15-days after signing the consultancy Due Date: TBD).
- c. Develop and submit the 1st draft of the strategic plan – 40 days after signing the consultancy.
- d. Validation workshop with Partner States and key stakeholders to finalize the report (10-days, Due Date: TBD)
- e. Final comprehensive costed regional five-year strategic plan (2025 – 2030) for field epidemiology workforce development. The Strategic plan should include a profile of key technical and funding partners that will potentially support its implementation.

5. MONITORING AND PROGRESS CONTROL, INCLUDING REPORTING REQUIREMENTS, PERIODICITY FORMAT AND DEADLINE:

The consultant is required to seek input and provide periodic updates to the Process of development of the strategic plan and the consultant will be required to participate in meetings required to finalize the report.

6. SUPERVISORY ARRANGEMENTS:

The consultant will contractually work under the supervision of the AFENET Regional Technical Coordinator in charge of Central Africa based in the Democratic Republic of Congo and the FETP Technical Lead at the AFENET Headquarters in Kampala Uganda.

7. EXPECTED TRAVEL:

The consultant is expected to travel to attend the stakeholder workshop at a venue determined by AFENET Secretariat in consultation with the CEEAC.

8. INPUTS / SERVICES TO BE PROVIDED (E.G SUPPORT SERVICES, OFFICE SPACE, EQUIPMENT), IF APPLICABLE:

AFENET will provide relevant documentation, support, and guidance and contacts of key persons to the development of the deliverables outlined above.

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

Interested Individuals must meet the following requirements:

- a) Masters in public health, Field Epidemiology, Health Economics, or related field.
- b) At least ten years' experience in planning and implementing public health workforce development, in sub-Saharan Africa with at least seven years in the field of epidemiology.
- c) Previous experience in developing strategic plans for workforce development and other public health interventions at National, Regional and Continental levels.
- d) Fluency in French (written and spoken), (English and Portuguese will be an added advantage)

10. PROPOSAL SUBMISSION GUIDELINES

- a. The proposal should demonstrate sound knowledge, technical skills and capability as required by the nature of the work assignment and understanding of the requisite tasks set forth in the scope of the assignment.
- b. Applicants should submit both technical and financial proposals. The financial proposal should quote consultancy fees and administration costs.
- c. The technical proposal should be in Arial font 12 single space, and it should have the following sections:
 - i. Understanding of the assignment
 - ii. methodology to be used in undertaking the assignment.
 - iii. performance monitoring and reporting
 - iv. work plan / activity schedule.
 - v. Budget

11. EVALUATION CRITERIA

For evaluation of the proposals the following criteria will be applied:

- a. General Education Qualifications and Relevant Training **(15 points)**
- b. Relevant Experience Related to the Assignment **(30 points)**
- c. Adequacy and quality of the proposed methodology, and work plan/ activity schedule in responding to the Terms of Reference (TORs) **(50 points)**
- d. Language Proficiency – more than one language **(5 points)**

12. INVITATION

AFENET invites eligible and qualified individuals 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.

13. RESPONSE TO THE CALL

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

Deadline for receipt of proposals is **Sunday June 02, 2024- 17;00hrs GMT.**

*ONLY successful candidates shall be contacted for an interview.