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# REQUEST FOR PROPOSAL: INDIVIDUAL CONSULTANCY SERVICE TO SET UP THE ALUMNI NETWORK AND COMMUNITY OF PRACTICE FOR THE KOFI ANNAN GLOBAL HEALTH LEADERSHIP PROGRAM

**BACKGROUND**

Established in 2005, the African Field Epidemiology Network (AFENET) is a non-profit networking and service alliance of Field Epidemiology (and Laboratory) Training Programs (FELTPs), and other applied epidemiology training programs. AFENET is dedicated to helping ministries of Health in Africa build strong, effective, sustainable programs and capacity to improve public health systems on the continent.

The Africa Centers for Disease Control and Prevention is an autonomous technical agency established by the African Union (AU) to enhance the capacity, capabilities, and partnerships of Africa's public health institutions. Its primary goal is to control, prevent, detect, and respond to disease threats and outbreaks by employing science, policy, and data-driven interventions and programs effectively and efficiently.

To successfully build back better and stronger from the COVID-19 pandemic, Africa CDC is calling for a New Public Health Order, strengthening of public health institutions, health workforce development, building local medical manufacturing capacity, and respected partnerships. Ensuring the health security of 1.3 billion Africans requires a skilled public health workforce. The AU Agenda 2063 and the Africa Health Strategy 2016– 2030 clearly identify strong human resources for health as an essential requirement for Africa to achieve universal healthcare and collective health security.

The Kofi Annan Fellowship in Global Health Leadership Program (KAGHLP) which was launched on May 25, 2020, seeks to support aspirational public health leaders (Fellows), in acquiring advanced skills and competencies to strategize, manage and lead public health programs that will positively transform public health in Africa. The aspiration is for Kofi Annan Public Health Fellows to emulate the exemplary leadership qualities of Secretary Kofi Annan and go on to contribute to and lead the implementation of a new Public Health Order for Africa, and in turn develop the next generation of public health leaders.

In implementing this effort, Africa CDC has successfully graduated 59 fellows from the first three cohorts and has onboarded the fourth cohort of 25 fellows. However, during the steering committee's retreat from February 21 to 24, 2024, held in Casablanca, Morocco, it was acknowledged that while the Kofi Annan Global Health Leadership Program (KAGHLP) has seen significant success, there exists a notable weakness in alumni engagement and community of practice creation.

In this regard Africa CDC aims to address this gap by on boarding an individual consultant for the setting up of the Alumni network and community of practice. This will include the creation of relevant documents, standard operating procedures, tools towards the creation of the Alumni network and community of practice as well as the creation of the alumni network within the Africa CDC learning management system IMPACT.

**It is against this background that AFENET on behalf of Africa CDC seeks to hire individual consultant to set up the Alumni network and Community of Practice for the Kofi Annan Global Health Leadership Program.**

**OBJECTIVES OF THE CONSULTANCY**

The objectives of the consultancy service are:

1. **Alumni Network and Community of Practice Strategy:** Develop a comprehensive strategy for establishing and nurturing an alumni network and community of practice for the Kofi Annan Global Leadership Program. Defining objectives, goals, and key performance indicators (KPIs) for the network, aligned with the program's mission and objectives. Identifying strategies for engaging alumni, fostering collaboration, and promoting knowledge sharing within the community.
2. **Standard Operating Procedures (SOPs) and Guidelines:** Develop standardized operating procedures (SOPs) and guidelines for managing the alumni network and community of practice. Defining roles and responsibilities for program staff, alumni coordinators, and community moderators. Establishing protocols for membership criteria, communication channels, event planning, and governance structure.
3. **Tools for Alumni Engagement:** Design and develop tools and resources to facilitate regular engagement with alumni, including newsletters, webinars, discussion forums, and networking events. Creating templates for alumni communications, such as email updates, event invitations, and surveys, to maintain consistent and effective communication.
4. **Platform Support and Customization:** Collaborate with Africa CDC's learning management system (LMS) team to design and customize an online platform for the alumni network and community of practice. To Incorporate features such as user profiles, discussion boards, resource libraries, event calendars, and messaging functionalities to support collaboration and knowledge sharing. Ensuring seamless integration with Africa CDC's IMPACT platform to leverage existing infrastructure and maximize accessibility for program participants.

**EXPECTED DELIVERABLES**

1. **A Comprehensive Alumni Network and Community of Practice Strategy** based on the insights from the needs assessment. This will include objectives, goals, and key performance indicators (KPIs) for the network, as well as strategies for engagement and collaboration.
2. **Standard Operating Procedures (SOPs) and Guidelines** with clearly defined roles and responsibilities for program staff, alumni coordinators, and community moderators, and establish protocols for membership criteria, communication channels, and event planning.
3. **Tools for Alumni Engagement** including templates for newsletters, event invitations, surveys, and other communication materials. Content guidelines and best practices for creating and sharing content within the alumni network and community platform.
4. **Platform Support mechanism** developed in collaboration with Africa CDC's IMPACT team to customize the online platform for the alumni network and community of practice. Implement features such as user profiles, discussion forums, resource libraries, and event calendars based on the needs and preferences identified during the needs assessment.
5. **Monitoring and Evaluation:** Established metrics and KPIs to measure the effectiveness of the alumni network and community platform in achieving its objectives.
6. **Any other assignment:** The contractor is expected to perform any other assignment as directed by supervisor.

**DURATION OF ENGAGEMENT:**

This contract shall be for Twelve Months (12) months, with 50% level of effort.

**DUTY STATION:**

The consultant will be based at the Africa CDC Headquarters, in Addis Ababa, Ethiopia for the entire duration of the contract.

**REPORTING LINES**

The consultant will be supervised by the Head, Division of Public Health Institutes and Research of the Africa CDC or their delegate.

**QUALIFICATION AND EXPERIENCE**

1. A master's degree or higher in public health, global health, health administration, health education, or a related field. This should provide a solid foundation in principles of public health and leadership.
2. A bachelor’s degree in medicine public health, global health, health administration, health education, or a related field

**OTHER REQUIREMENTS**

1. 5 years of experience in a field related to public health.
2. Work experience on health workforce programs in a national or continental capacity.
3. Experience utilizing digital tools for learning and alumni engagement.
4. Experience in conducting needs assessments and implementing training programs.
5. Strong project management skills, including the ability to coordinate multiple stakeholders and manage timelines effectively.
6. Familiarity with monitoring, learning and evaluation methodologies, including data collection, analysis, and reporting.
7. Demonstrated ability to work collaboratively in multicultural and interdisciplinary teams.
8. Excellent communication skills, both written and verbal, to effectively convey complex ideas and facilitate discussions.
9. Familiarity with the Africa CDC in general and the Kofi Annan program ways of working is an advantage.
10. Working ability in the AU languages (English, French, Arabic, Portuguese, Swahili, Spanish)

**PERFORMANCE CRITERIA**

The performance of the consultant will be evaluated monthly, with the following criteria:

* Timely implementation of activities.
* Ability to meet deadlines in terms of reporting.
* Quality of the implementation of the assigned tasks

**EVALUATION AND QUALIFICATION CRITERIA**

1. General educational qualification and relevant training (20 points)
2. Experience related to the assignment (20 points)
3. Detailed and applicable responses to the objectives and deliverables of the consultancy (40 points)
4. Detailed work plan (15 points)
5. Language skills (5 Points)

**REMUNERATION:**

Remuneration is payable based on daily consultancy rates, through a time-based consultancy. The consultant is expected to spend at least 10 days a month implementing this scope of work and will be compensated for the days he or she spends on the above activity.

Fees payable does not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations, and workshops. These costs will be met by AFENET / Africa CDC.

**INTERESTED CANDIDATES ARE REQUESTED TO SUBMIT THE FOLLOWING DOCUMENTS FOR AFENET and AFRICA CDC’S CONSIDERATION:**

a) technical proposal not exceeding 5 pages on:

• Understanding and interpretation of the TOR

• Workplan, time and activity schedule for the deliverables

• Budget for the Consultancy

b) Curriculum Vitae of the Consultant as well as the CV of any other individuals supporting the consultancy

c) Capacity statement

• Including relevant experience related to the assignment (include samples of two most recent similar works and/or references for the same)

• Contacts of at least three organizations previously worked for

**INVITATION**

AFENET invites eligible and qualified individuals to indicate their interest in providing the services. Applicants 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).

**RESPONSE TO THE CALL**

Electronic submission of the applicant’s resume, Expression of Interest letter, and relevant documentation should be submitted to [secprocurement@afenet.net](mailto:secprocurement@afenet.net) and copied to [skyambadde@afenet.net](mailto:skyambadde@afenet.net)

Deadline for receipt of proposals is **Monday November 10, 2024- 17;00hrs GMT.**

**Please click the link below to access the Standard Forms**





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

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