 AFENET Secretariat

Lugogo House, Ground Floor (Wings B&C)

Plot 42, Lugogo By-Pass

P.O BOX 12874, Kampala, Uganda

Tel: +256 417 700 650

Fax: +256 312 265 595

[www.afenet.net](http://www.afenet.net/)

**October 25,2024**

**PROCUREMENT REFERENCE NUMBER: AFENET/AfCDC / RFP/2024/10/004**

# REQUEST FOR PROPOSAL / INVITATION FOR BIDS FOR CONSULTANCY SERVICES -TO CONDUCT AN INDEPENDENT EVALUATION OF THE KOFI ANNAN FELLOWSHIP IN GLOBAL HEALTH LEADERSHIP PROGRAMME (KAF-GHLP)

**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 African 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) to acquire 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 will be graduating the fourth cohort of 25 fellows. As the fellowship progresses, Africa CDC is seeking to conduct an independent evaluation focused on the impact of the fellowship’s training on the fellows. The evaluation will assess how effectively the program has contributed to the fellows' professional development and leadership capabilities, and its broader influence on public health in Africa.

This evaluation will also provide a critical insight on key areas of improvement for strengthening the fellowship and enhancing its contribution to developing the next generation of public health leaders in Africa.

**It is against this background that AFENET on behalf of Africa CDC seeks to hire a consultancy firm to conduct an Independent Evaluation of the Kofi Annan Fellowship in Global Health Leadership Program (KAF-GHLP)**

**OBJECTIVES OF THE CONSULTANCY**

The overall objective of this consultancy is to conduct a focused evaluation of the KAF GHLP, specifically assessing the impact of the fellowship’s training on the fellows as well as their contributions to the wider public health practice. The consultant will:

1. Evaluate the impact of the training on fellows: Assess how the fellowship has contributed to the growth of the fellows in terms of leadership skills, technical expertise, and career advancement. In addition, examine how the fellowship has influenced fellows’ roles in their respective organizations and the public health initiatives they lead or participate in.
2. Measure program success in terms of career and leadership outcomes: Analyse how fellows have applied the knowledge and skills acquired through the program in real-world settings, including their influence on health programs or policies. Identify tangible outcomes such as promotions, leadership roles, and key contributions to public health programs that have resulted from the fellowship training.
3. Identify areas for improvement: Evaluate any gaps in the training curriculum, mentorship, or alumni support that may have limited the impact on fellows’ career trajectories as well as propose strategies to improve the relevance of the training and the ongoing professional development of fellows after graduation.

**EXPECTATIONS / SCOPE OF WORK**

The consultant will undertake the following activities:

1. Review relevant program documents, including training curricula, progress reports, feedback from fellows, and any previous internal evaluations.
2. Conduct interviews or focus group discussions with fellows (current and alumni), mentors, and Africa CDC staff to gather qualitative data on the fellowship's impact.
3. Implement surveys or other tools to collect quantitative data on career progression, leadership roles, and contributions to public health programs post- training.
4. Conduct a comparative analysis with similar leadership development programs to assess how the fellowship aligns with best practices in leadership training.
5. Synthesize findings into a report that highlights the overall impact on the fellows and provides actionable recommendations for program improvement.

**DELIVERABLES**

1. **Inception Report**: Detailed evaluation design, including the methodology, data collection tools, and work plan.
2. **Draft Evaluation Report**: Initial analysis of the fellowship’s impact on fellows' leadership development and career advancement. Preliminary findings on areas for improvement in the program.
3. **Final Evaluation Report**: Comprehensive evaluation report that includes findings on the impact of the training, program success, and recommendations for strengthening the program’s influence on fellows.
4. **Manuscript for dissemination of results:** Generate a manuscript from the report of the evaluation that can be published to disseminate the results.
5. **Presentation to Africa CDC Leadership**: A presentation summarizing key evaluation findings and recommendations

**DURATION OF ENGAGEMENT:**

The contract shall be for four (4) months.

**DUTY STATION:**

Remote/Various locations (with potential travel to Africa CDC offices and/other locations where fellows are based as required)

**REPORTING LINES**

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

**QUALIFICATIONS REQUIRMENTS AND EXPERIENCE OF THE FIRM**

**Experience of the firm**

* At least 10 years of experience conducting program evaluations, particularly in leadership training or capacity-building initiatives in public health.
* Demonstrated experience in measuring the impact of training programs on professional development and leadership outcomes.
* Experience working in Africa or on African public health programs is highly desirable.
* Expertise in both qualitative and quantitative evaluation methods, with the ability to design impact assessment tools and analyze data effectively.
* Strong report-writing and presentation skills, with the ability to clearly communicate complex findings and recommendations.
* Familiarity with Africa CDC’s mandate and the public health landscape in Africa.
* Familiarity with the Africa CDC in general and the Kofi Annan program ways of working is an advantage
* Working ability in the AU languages (English, French, Arabic, Portuguese, Swahili, Spanish)

**Qualification and experience of key experts**

**a. Program Management**

1. A master's degree or higher in public health, leadership development, education, monitoring and evaluation, or a related field.
2. Project management Experience, this includes the ability to manage resources, develop project plans, and monitor progress towards project objectives.
3. Leadership and team management experience, the ability to lead and manage a team to ensure that everyone is working towards the same goal. The project management consultant should have experience motivating, inspiring, and guiding team members to achieve their best performance.
4. Communication and collaboration experience, the project management consultant should have practical experience in establishing communication channels with stakeholders, facilitate collaboration between team members, and manage project risks and challenges.
5. The project management consultant should be Adaptable and flexible. Meaning The project management consultant should be able to adapt to changes in project scope, schedule, and budget, and be flexible in their approach to problem-solving and decision- making.

**b. Monitoring and Evaluation Expert**

1. A master's degree or higher in public health in public health, Biostatistics, Monitoring and Evaluation and or any other relevant fields.
2. Demonstrated experience in measuring the impact of training programs on professional development and leadership outcomes.
3. Experience working in Africa or on African public health programs is highly desirable.
4. Expertise in both qualitative and quantitative evaluation methods, with the ability to design impact assessment tools and analyze data effectively.
5. Strong report-writing and presentation skills, with the ability to clearly communicate complex findings and recommendations.

**PERFORMANCE CRITERIA**

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

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

**ADDITIONAL REQUIREMENTS**

In your proposal, please provide the following information:

1. Proposed Methodology for providing the services.
2. Key Personnel- Qualification and Experience
3. List of current clients and services provided.
4. Financial proposal – Pricing schedule-

**PROPOSAL EVALUATION CRITERIA**

The evaluation of proposals will be done using the Quality and Cost Based Selection (QCBS) methodology as detailed below:

The minimum score required to pass the technical evaluation is 70 points. Proposals that fail at the technical stage will be eliminated and not considered for the financial evaluation.

|  |  |  |
| --- | --- | --- |
| **S/n** | **Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:** | **Score** |
| 1 | Overall experience of the firm in terms of years in service | 5% |
| 2 | Experience of the firm relevant to the Assignment | 25% |
| 3 | Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs) | 40% |
| 4 | Key Experts’ qualifications and competence for the Assignment: | 30% |
|  | **Total points** | **100%** |
|  | **The minimum technical score (St) required to pass is***: 70* |  |

**FINANCIAL EVALUATION:**

The formula for determining the financial scores is Sf *= 100 x Fm/F*

Where Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

**Technical = 70%, and**

**Financial = 30%**

**Period of Validity of Proposals: Proposals shall remain valid for 120 days from the date of submission.**

**INVITATION**

AFENET invites eligible and qualified firms to indicate their interest in providing the services. Interested firms 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 submissions of expression of interest should be made 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**

****

