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**PROCUREMENT REFERENCE NUMBER: AFENET/AfCDC / RFP/2024/11/002**

# REQUEST FOR PROPOSAL / INVITATION FOR BIDS FOR CONSULTANCY SERVICES - POLICY PAPER DEVELOPMENT FOR THE KOFI ANNAN PUBLIC HEALTH POLICY FORUM

**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.

Visionary and principled leadership is critical for Africa to implement a new public health order necessary to truly safeguard the African Continent from a myriad of threats to health and economic security. It is even more essential considering the complex interplay of globalization, health security, trade protectionism, and health diplomacy overlaying the burden of disease and the emergence of new health threats like Covid-19. Furthermore, this leadership is critical to the timely and sustainable achievement of Africa’s Agenda 2063 and the Sustainable Development Goals. The African Union Agenda 2063 lays out a 50-year roadmap from 2013 to 2063 that envisions a rededication and the attainment of an enduring Pan African vision of “an integrated, prosperous and peaceful Africa, driven by its citizens, representing a dynamic force in the international arena”.

Strengthened health systems and enabling systems for health are essential to reduce inequities and to achieve overall health security across sectors. Towards the achievement of the agenda 2063 and beyond, Africa CDC is expanding and supporting the training of 21st Century public health workforce cadres to address health workforce and skills shortage.

In view of this urgent need for transformational public health leadership across the continent, the African Union Commission (AUC) launched the Kofi Annan Global Health Leadership Program (KA-GHLP) on 25 May 2020, as a flagship endeavor of the Africa Centers for Disease Control and Prevention (Africa CDC) in partnership with the Kofi Annan Foundation.(1) The KA-GHLP is intended to create the kind of public health leadership that will be critically needed to harness the largely untapped human capital potential that exists in Africa as well as in the diaspora. The KA-GHLP has three key components: (i) A Fellowship in Global Health Leadership (ii) a Public Health Scholars Program, and (iii) a Public Health Policy Forum.

The Kofi Annan Public Health Policy Forum is one of the components of the Kofi Annan Global Health Leadership program and it aspires to create a policy dialogue on contemporary health related issues that challenge our continent. The Kofi Annan Health Policy Forum (KAPF) is a multi-stakeholder group of health actors established by Africa CDC. It is committed to independence and neutrality and will strive to provide policymakers with practical and balanced information that would lead to better Public Health decisions.

The Forum is expected to conduct approximately two forums per year for an invited audience of public health leaders and leaders from relevant related sectors. Each Forum will be preceded by the publication of a vision paper that discusses the background and context of the policy issue under discussion.

The mission of the Policy Forum is to provide the highest quality information and analysis to public health leaders and other relevant stakeholders to improve health outcomes.

The forum will provide an opportunity for Africa CDC staff and health program experts to engage with policy makers and analysts and explore contemporary health policy approaches.

In implementing this initiative, the Africa CDC would like to engage a policy institute to develop vision papers (traditionally called white papers) on identified topics that will be discussed in the inaugural policy forum.

**It is against this background that AFENET on behalf of Africa CDC seeks to engage a policy institute to develop vision papers (traditionally called white papers) on identified topics that will be discussed in the inaugural policy forum.**

**OBJECTIVES OF THE CONSULTANCY**

The objectives of the consultancy service are:

1. To conduct a comprehensive landscape analysis of key health policies across the African Continent as well as key players, organizations and institutes actively involved in policy development and analysis as well as policy advocacy
2. To develop a vision paper (white paper) on Africa’s public health priority (ies for the South African presidency of the G20 that will highlight key African issues
3. To develop a vision paper (white paper) that outlines policy recommendations and advocacy strategies for mitigating the health impacts of climate change in Africa and in particular to critic global policies that impact Africa even where Africa currently has no major influence over them.
4. To provide support for the inaugural policy forum including reviewing and providing advisory on the working model and governance of the Policy forum and drafting key documents such as manuscripts and communiqués for dissemination

**DELIVERABLES**

1. **To conduct a comprehensive landscape analysis of health policies across the African continent,** with the aim of understanding how these policies are formulated and implemented. This analysis should also assess the current implementation status of health policies, providing insight into their effectiveness and areas for improvement. In addition to provide a picture of where there are active policy units on the continent and their particular focus – if any.
2. **To develop a vision paper (white paper) Africa’s health priority for the South African presidency of the G20:** Due to their influence on the global economy, G20 countries have the collective potential to solve many global health issues. The G20 Health Working Group was created by the German Presidency in 2017 and has since discussed the most relevant topics in global health, including health emergency preparedness, antimicrobial resistance, digital health, and local and regional production of vaccines, medicines, and diagnostics.

Considering this year is the first time the presidency has come to Africa, through the presidency of South Africa and cognizant that the African Union has also been given membership there is a unique opportunity to highlight pressing African issues. The inaugural Kofi Annan Policy forum will deliberate on outlining Africa's health priorities for the South African presidency of the G20. The forum aims to create meaningful discourse on leveraging the G20 platform to address critical health challenges facing the continent, ensuring that Africa's voice is prominent in shaping next year’s G20 health agendas. Therefore, the successful bidder is expected to provide an in-depth vision paper, a comprehensive document that outlines Africa's health priorities and strategic approach for the G20 discussions. In addition to produce a condensed version of the white paper designed for quick reference during high-level Kofi Annan Policy Forum meetings.

1. **To develop a vision paper (white paper) that outlines policy recommendations and advocacy strategies for mitigating the health impacts of climate change in Africa:** Climate change creates negative impacts on people's health. In Africa, where the most vulnerable populations reside, they endure the consequences of climate change despite not being the primary contributors to global carbon emissions. To provide some examples on the impact of climate change in health affecting the African continent, there were 287 natural disasters worldwide with 79 disasters occurring in Africa. Similarly, 88.9 million people in Africa were affected by drought in 2022.

The policy forum aims to foster a critical dialogue on the intersection of climate change and health in the African context. It will bring together experts, policymakers, and stakeholders to explore actionable solutions and strategies that address the growing health challenges posed by climate change. As an entity of the African Union the forum will discuss the role Africa CDC should play in the continental response, ensuring that health remains central to climate adaptation and resilience strategies. The white paper is expected to outline clear approach for the continent, proposing policy recommendations, advocacy strategies, and a collaborative framework. This will include a set of actionable recommendations tailored to Africa’s specific climate and health needs.

1. **To provide support for the inaugural policy forum:** The firm will be expected to offer comprehensive support for the inaugural policy forum scheduled for early next year. This will involve setting discussion agendas informed by the developed white paper, preparing moderators for effective facilitation, providing support in compilation of reports, and drafting key documents such as manuscripts, communiqués, and articles based on the forum’s key outcomes and discussions.

**DURATION OF ENGAGEMENT:**

This contract shall be for a maximum of Three months (3 months)

**DUTY STATION:**

Virtually with potential travel to Africa CDC offices as required

**REPORTING LINES**

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

**QUALIFICATIONS REQUIRMENTS AND EXPERIENCE OF THE FIRM**

**Experience of the firm**

* 10 years’ experience providing policy analysis for national governments and international partners, with a focus on Africa.
* Proven expertise in conducting comprehensive landscape analyses of health policies, specifically in the African context. This includes familiarity with policy formulation and implementation processes.
* Extensive experience working in global health.
* Experience in engaging diverse stakeholders, including government officials, health experts, and international organizations.
* Strong background in understanding the impacts of climate change on health, particularly in Africa, with experience in developing policy recommendations and advocacy strategies in this area.
* Proficiency in drafting comprehensive white papers and executive summaries that clearly communicate complex health issues and policy recommendations to a variety of audiences.
* Strong project management skills
* Knowledge of the African Union and its guiding principles

**Qualification and experience of key experts**

**a. Public Health Policy Analyst**

1. A master's degree or higher in public health, health policy, health economics, or a related field.
2. More than 10 years of experience in analyzing health policies, including formulation, implementation, and evaluation, particularly in the African context.
3. Knowledge of international health policies and frameworks, including those related to the G20, WHO, and African Union, to ensure alignment with global and continental priorities.
4. Proficiency in conducting qualitative and quantitative research, including data collection, analysis, and interpretation, to inform policy recommendations.
5. In-depth knowledge of health systems and their functioning, including health financing, service delivery, and governance in Africa.
6. Proven ability to engage with a variety of stakeholders, including government agencies, NGOs, international organizations, and local communities, to gather insights and build consensus.
7. Strong written and verbal communication skills, with experience in drafting policy briefs, reports, and presentations tailored to diverse audiences.
8. Familiarity with advocacy strategies and tactics in public health, including experience in promoting health policies and engaging policymakers.

**b. Climate change and health expert**

1. A master’s degree or higher in environmental science, climate science, public health, or a related field.
2. 10 years of experience in conducting research related to climate change, including health impact assessments and vulnerability analyses.
3. In-depth knowledge of the impacts of climate change on public health, particularly in vulnerable populations in Africa.
4. Understanding of relevant climate and health policy frameworks at national, regional, and international levels, including those established by the African Union and WHO.
5. Proven experience in developing strategies for climate adaptation and resilience in health systems, with a focus on mitigating health risks associated with climate change.
6. Familiarity with advocacy strategies aimed at promoting health policies that address climate change impacts, including experience in engaging policymakers.
7. Ability to work collaboratively across disciplines, integrating knowledge from climate science, public health, and policy development to inform comprehensive approaches.
8. Understanding of metrics and indicators used to assess climate resilience in health systems, contributing to the development of actionable 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.

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| **S/n** | **Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:** | **Score** |
| 1 | Specific experience of the firm relevant to the assignment and number of years of experience in the field of Policy development and analysis | 10 |
| 2 | Adequacy of the proposed technical approach and methodology in responding to the terms of reference | 30 |
| 3 | Work plan, Ghant chart and M& E plan in responding to the terms of reference | 20 |
| 4 | Key Experts qualifications and competence for the assignment | 30 |
| 5 | Transfer of knowledge and support to the first Policy Forum meeting | 10 |
|  | **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) and copy [skyambadde@afenet.net](mailto:skyambadde@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 25, 2024- 17;00hrs GMT.**

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

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