



Addis Ababa, Ethiopia P. O. Box 3243 Telephone: +251 11 551 7700 / +251 11 518 25
58/ Ext 2558

Web site: www.au.int

INDIVIDUAL CONSULTANT

REQUEST FOR EXPRESSION OF INTEREST **WRITING “LESSONS LEARNED FROM A CROSS-BORDER FIELD** **SIMULATION EXERCISE AT THE KENYAN-TANZANIAN BORDER” AND** **EDITING FOR PUBLICATION**

REFERENCE NO.: AUC/ACDC/C/026

I. BACKGROUND

The EAC region has experienced several outbreaks of infectious diseases including Ebola, Rift Valley, Marburg and Crimean Congo Haemorrhagic fevers, Cholera, Polio, Hepatitis A and B and many more. 6 out of 10 are zoonoses, diseases which are transmitted between animals and humans. In order to prevent outbreaks that can jeopardize public health, economic stability and the lives and livelihoods of the people in the EAC region, Member States need to be prepared. Simulation exercises play a key role in analysing the state of pandemic preparedness and response capacities. They help to identify strengths and weaknesses and the necessary corrective actions.

Against this backdrop, the EAC Secretariat will convene a cross-border field simulation exercise at Namanga. The FSX will stage an outbreak of a Rift Valley Fever-like pathogen in the region. It will involve representatives from the EAC Partner States, especially from Kenya and Tanzania as well as from regional and international institutions and organisations and follow the One Health approach. The simulation aims at assessing the preparedness for outbreak prevention and response and at testing regional and national contingency plans and standard operating procedures as well as compliance with the International Health Regulations. It will take place simultaneously at

- various sites around Namanga (e.g. between Kajiado and Longido);
- the international JKIA and KIA airports; and at
- 2 places, from where mobile laboratories will be sent to the “outbreak region” (e.g. Mwanza and Nairobi).

The simulation will be facilitated by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Government through the “Support to Pandemic Preparedness in the EAC Region” (PanPrep) project. The World Health Organization (WHO) will lead and coordinate the process. Africa CDC and other international organisations will cooperate in the exercise to join forces and utilise synergies. The FSX will

take place from 11-14 June 2019 and will involve approximately 250 people including:

- 130 participants from Kenya and Tanzania;
- 12 observers in total from Burundi, Rwanda, South Sudan and Uganda;
- 8 participants from the EAC Secretariat;
- 35 members of the Steering Group and the Exercise Management Group;
- Representatives from regional and international organisations.

The draft programme looks as follows:

- 11 June Opening ceremony with Ministers from different Sectors (e.g. Health, Agriculture, Trade, Tourism) and key stakeholders; Press Briefing;
- 12 June Field Simulation (part I) with all listed participants and at all sites;
- 13 June Field Simulation (part II) with all listed participants and at all sites;
- 14 June Evaluation of Field Simulation and Report Writing, Closing.

Africa CDC will **contract an international consultant** to document the field simulation exercise and summarize experiences, challenges as well as lessons learned, which were developed and recommendations that were compiled during the FSX.

2.0 Objective

Documenting the cross-border field simulation exercise for a broad audience (as outlined under “2.2 Specific objectives” in an easy to understand language), including best practices, challenges, lessons learned and recommendations derived from the exercise.

2.1 Overall objective of the exercise

Assessing the status of preparedness for outbreaks of infectious diseases of public health concern of the EAC Secretariat and the region as a whole with emphasize on the two Partner States Kenya and Tanzania and deriving Lessons Learned.

2.2 Specific objectives

The FSX aims to

- identify strengths and weaknesses in regional and national emergency preparedness and response plans and build capacity;
- validate the regional SOPs for pandemic preparedness and risk & crisis communication;
- assess One Health capacities at Points of Entry (One-Stop Border Post and airports);
- capture best practices and ensure transfer of lessons learned to the region (EAC Secretariat and Partner States with sectors that are relevant for the One Health approach, including military, media and communities) as well as other regional economic communities and African regions.

The simulation will be facilitated jointly by EAC Secretariat, WHO GIZ, Africa CDC and other partners

2.3 Expected results of the FSX

- Participants actively practice and reinforce their knowledge of Public Health Emergencies;
- Participants are familiar with and can apply the national and regional instruments on outbreak control and management;
- Participants know the different disease emergency response mechanisms;
- Participants know and practice their roles and responsibilities;
- Strengths and weaknesses of existing contingency plans are identified;
- Action plans are developed for follow up.

3. Scope of Assignment

In pursuit of these objectives and results, the consultant shall

- Apply suitable instruments to make general information on the FSX, best practices, lessons learned and recommendations publicly available in a way that they can be utilized for national action with the objective of enhancing pandemic preparedness in the region in line with the EAC One Health Contingency Plan;
- Analyse and select key audiences and suitable instruments in close cooperation with the organisers and the evaluation team ahead of the FSX (taking into consideration the available budget and the costs for content development, layout, print) and decide on the final format ahead of the exercise;
- Familiarise her/himself with the topic of the exercise and with potential prerequisites and regulations of African Union/Africa CDC, WHO/GIZ as well as corporate design requirements (liaise in this regard with Irene Lukassowitz for GIZ and Fred Copper for WHO, Merawi Aragaw for Africa CDC);
- Cover the 4-day cross-border field simulation exercise that will take place simultaneously at various sites, in a report. The sites will be detailed and communicated in time before the exercise, but will be in line with the list provided in under “1.0 Background information”, including the sites at the 2 airports and the starting points of the mobile laboratories (a site map will be provided);
- Select a number of suitable interview partners (actively involved participants, evaluators and observers from EAC Secretariat, Partner States and regional and international participants, but please note that the FSX should not be disturbed by the interviews);
- Consider publication channels that can be used free of charge and nevertheless reach key audiences (e.g. East African Health Research Committee, Network bulletins (e.g. EAidsNet and Public Health Laboratory Network), the EAC Website, ‘Healthy Developments’ on the BMZ website, the WHO Website, African Union, Africa CDC websites, the GIZ Intra- and Internet)
- Agree with the lead evaluator on specific input that needs to be generated during the FSX, and brief the facilitators and moderators as well as the photographer clearly on input.

- Cooperate closely with the facilitators (especially Lead evaluator and Irene Lukassowitz) and the photographer throughout the conference to make sure that the publishing needs are met, e.g. that suitable photos are available to document the FSX in a lively manner;
- Prioritise the sites/content that needs to be covered and/or identify participants (e.g. observers, evaluators) that can summarise briefly for the report what happened at a site.
- Describe the FSX and – based on the exercise debriefing that will be led by the evaluation team – summarise best practices, experiences gathered during the FSX as well as lessons learned, which are developed and recommendations which are compiled;
- Assist the photographer in identifying suitable motives to be included in the report, especially regarding the lessons learned;
- Liaise with the observers, evaluators and facilitators about their possible contribution to the documentation;
- Accompany the publication process until the final product is available (e.g. final editing, proof reading)

4. Deliverables

- The target audience is identified and an agreement is reached on scope and format of the documentation/publication;
- Possible channels of publication are explored and jointly selected;
- The facilitator, the observers and evaluators as well as the photographer are briefed on the input that needs to be generated
- The organisers are informed in time on special needs of the consultant (e.g. technical equipment)
- The FSX is covered and best practices, experiences and challenges from the FSX as well as lessons learned, which are developed and recommendations which are compiled during the conference are collected and prepared for publication;
- Interviews with selected participants and partners are available to fill the report with life;
- The results are publicly available in a way that they can be utilized for national action with the objective of enhancing pandemic preparedness in the region in line with the EAC One Health Contingency Plan
- Organisers and facilitators are informed on their roles and necessary contributions, especially with regard to their necessary involvement after the conference (e.g. content contribution and review of the final product);
- The final lessons-learned product is available to the satisfaction of the organisers and participants of the conference and the agreed upon date.

5. Duration and timeline

Contract Period: From 01 June 2019 to 22 July 2019- maximum 30 working day

Activity	Time Frame (1 day = 8 hours)
Preparation (e.g. discussion on and selection of key audience and suitable instruments/publication formats based on the available budget)	3 days
Flight to Nairobi/Arusha and transfer to Namanga	1 day
Final preparation on site (e.g. briefing of actors, familiarizing with sites, site selection)	1 day
Collecting information during the exercise, including interviews	4 days
Post-processing on site (e.g. fine tuning with organisers, facilitators)	1 day
Transfer to Nairobi/Arusha and flight back	1 day
Post-processing of the FSX (e.g. report writing including best practices, experiences, challenges and lessons learned)	Up to 19 days
Total	A maximum of 30 days

6. Reporting

- The draft report/lessons learned product shall be available on 28 June 2019 (Consultant)
- The review needs to be finalized until 5 July 2019 (GIZ/WHO)
- The consultant provides the final product until 15 July 2019 (Consultant)

7. Special Requirements

All written lessons learned material shall be provided in English language and in MS Word format, if not requested otherwise by the person in charge (e.g. Project Manager Pandemic Preparedness project and/or WHO, Africa CDC). Formats and fonts need to meet the requirements of the individual product.

8. Place of assignment

Namanga, Kenya/Tanzania

9. Payment

An advance payment of 30 % of the total contract amount will be paid after signature of the contract. The final payment will be made one week after presentation of the final agreed-upon report/lessons-learned product and upon satisfaction of the customer against presentation of an original invoice that lists the provided services in detail (e.g. schedule, timelines, and product).

10. Copyright and usage

The **General Terms of Contract** governing **Contracts with Appraisers/Firms of local Consultants** apply. Africa CDC, GIZ and WHO will have the full copyright for the raw material as well as for the final documentation. The material will be used for EAC, Africa CDC, GIZ and WHO documentation and publications, including online sources.

Interviews with individual persons need their consent before they can be used for EAC, Africa CDC, GIZ and WHO publication purposes (written consent if requested). Photo- and/or film material utilized for the report/lessons learned publication either needs to be the legal property of Africa CDC/GIZ/WHO and/or of the EAC Secretariat or the copy right needs to be available in writing for the specific form of use.

11. Requirements

To succeed in his/her role the consultant/Lessons Learned Writer needs the following competences and experience:

12. Other provisions

To prepare for the task the Lessons Learned Writer receives at the latest by the end of May 2019 the

- The regional contingency plan
- The regional risk and crisis communications strategy
- Standard operating procedures to put plan and strategy into practice
- TTX Report (EAC and WHO)
- Link to TTX films
- Scenario and injects
- Agenda
- Background Paper
- Participants list

II. QUALIFICATION AND EXPERIENCE

Consultant selection will be made based on the following minimum educational and experience criteria:

a) Education: MA degree in Journalism or literature or related fields; training in public health is an added advantage.

b) Experience

- At least 10 years proven experience as a writer and editor for different publication formats in international development;
- At least 10 years of experience in writing about international health-related topics, such as pandemic preparedness, surveillance, epidemiology;
- Profound experience in covering the content of large scale professional events with international participants;
- Familiarity with different lessons-learned formats;

- Profound experience in accompanying and managing publication processes up to the final products;
- Familiarity with African Union, EAC and GIZ's publication requirements is an asset;
- Work experience with Africa CDC, GIZ, WHO and/or EAC is an asset;
- Work experience in the African context is a prerequisite, in the EAC region an asset;
- Fluency in English; knowledge of Kiswahili is an asset;
- Excellent software skills (MS Office)
- Strong social competence, cultural sensitivity and excellent communication skills;
- Ability to work in multinational teams, coordinate them target-oriented and to steer publication processes in a timely manner.

VIII. EVALUATION CRITERIA

For evaluation of the expressions of interest the following criteria will be applied:

- a) General Education Qualification and Relevant Training (30 points);
- b) Experience Related to the Assignment (60 points)
- c) Language (10 points);

Interested candidates are requested to submit the following documents for AUC's consideration:

- a) Technical Proposal not exceeding 8 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
 - Curriculum Vitae of the Consultant (s)

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Local Time.

RESPONSE TO THE CALL

Application must be delivered in a written form to the address below not later than 1500 hours local time, **23rd April 2019**

**African Union Commission,
Head of Procurement Travel and Store Division**

P.O. Box 3243, Roosevelt Street Addis Ababa, Ethiopia
Tel: +251 (0) 11 551 7700 – Ext 4305, Fax: +251 11-551-7844

E-mail: tender@africa-union.org