



REQUEST FOR EXPRESSION OF INTEREST FOR INDIVIDUAL CONSULTANCY- INSTRUCTIONAL DESIGNER

REF: AUC/ACDC/C/001- 2

Developing a competency-based curriculum and training materials for the African Volunteer Health Corps (AVoHC), the Africa CDC Emergency Response Team (ERT) and National Public Health Rapid Response Teams (RRT) in Africa

1. BACKGROUND

In their Decision No. Assembly/AU/Dec.570 (XXV) of June 2015, the African Union Heads of State and Government requested the Commission in collaboration with Member States, WHO and Development Partners to establish an African Volunteer Health Corps to be deployed during disease outbreaks and other health emergencies and to report regularly to the Assembly on progress made.

Africa CDC is mandated to support African Union Member States in their efforts to effectively prevent, detect and respond to public health emergencies through capacity building and technical assistance. The African Volunteer Health Corps (AVoHC) is established under the framework of Africa CDC. The mission of the AVoHC is to support Member States with surge capacity during public health events or other situations with public health consequences.

Africa CDC has developed a multidisciplinary team of experts who can be deployed for initial rapid assessment and response to all regions of the continent, named the Emergency Response Team (ERT). The larger AVoHC initiative consists of a roster of experts in areas of epidemiology, laboratory, logistics, communication, social science, environmental health, animal health, and Incident Management System, who can be called upon during large scale, sustained or complex events. The work of this consultancy will support the training of AVoHC and ERT staff who will deploy from and to AU member states through the AU in practical and applied technical skills for deployment. These resources will also support the wider training public health rapid response teams (RRTs) among Member States.

2. OBJECTIVE AND SCOPE OF ASSIGNMENT

Provide high quality deployment and applied technical skills training for ERT, AVoHC and African RRTs in order improve the number and quality of emergency responders in Africa.

The assignment is composed of three work elements:

- a) Support development of a competency-based curriculum for AVoHC/ERT.
- b) Support the instructional design of classroom-based training modules for curriculum delivery.
- c) Support the content transfer of the training modules into an online web-based learning platform that can be completed independently by individuals or groups.

3. KEY DELIVERABLES

Africa CDC envisages the following tasks to meet the scope of this assignment.

1. Support development of competency-based curriculum for AVoHC/ERT
 - a. Conduct online research and work with Africa CDC partners, e.g., US CDC, WHO – GOARN, the UK Public Health Rapid Support Team, Public Health England, TEPHINET, Médecins Sans Frontières, and other related sources to gather technical reference materials for use in developing the competency-based curriculum for AVoHC/ERT.
 - b. Review training needs assessments of the ERT/AVoHC carried out in 2018/19
 - c. Assist the instructional design of the draft competency-based curriculum for deployment and applied technical skills.
 - d. Support at least one consultation and review meetings with subject matter experts, in addition to consultations with individuals, to inform development of - and to validate - the curriculum. Compile key findings of the expert panels and apply as appropriate to finalize the curriculum.
2. Support design of AVoHC/ERT Simulation-based Training Modules

Work required to complete this deliverable should include, but not be limited to the following:

- a) Review existing simulation training courses and related documentation for outbreak response teams available from the sources and partners and deliver best practice examples to the instructional designer and Africa CDC technical officer.
- b) Working closely with an instructional designer and experts from Africa CDC and partners, assists efforts to adapt/adopt existing partner content, and where necessary to develop new materials, in required skill areas, such as leadership, management, team working, communication, and field work.
- c) Assist the instructional designer as needed to develop three (3) simulation-based exercises/modules in the form of a written manual.
- d) Support at least one consultation and review meetings with subject matter experts, in additional to individual consultations, to inform development of - and to validate - the training exercises. Finalize the modules based on this expert input.

- e) Assist the instructional designer to produce an instruction manual /procedural guidance for delivery of the modules, including all necessary content/materials/resources for trainers and participants.

3. Adaptation of content to an Online Platform for Training Delivery

- a) Assist in the development of the process roadmap for adapting the AVoHC/ERT simulation module content into an online learning management tool. Tool selection is subject to the review and approval of the designated Africa CDC technical officer.
- b) Assist the instructional designer in the design and production of the online training course.
- c) Organize and coordinate an in-house pilot by novel users of the online tool to test ease of use, flow of content delivery and certification outputs.
- d) Organize and coordinate a formal pilot testing of the tool involving subject matter experts recommended by Africa CDC. Assist the instructional designer to develop and document administrative and technical instructions for management of the training platform and content updating procedures.
- e) Work with translation professionals to reproduce the training course and instructional guidance in Arabic, French and Portuguese.
- f) Facilitate the online publication of the training course.

The above tasks are summarized into three key deliverables shown below;

- 1.) Development of competency-based curriculum for AVoHC/ERT
- 2.) Designing of AVoHC/ERT Simulation-based Training Modules
- 3.) Content adaptation to an Online Platform for Training Delivery

4. DURATION

The duration of assignment shall be 3 Months.

5. PLACE OF ASSIGNMENT

The work does not require on-site presence at Africa CDC Headquarters, Addis Ababa, Ethiopia and can be done remotely. This requirement is flexible with respect to AU physical distancing requirements for the pandemic (COVID-19) response effort.

In case there is a need to travel on behalf of the Africa CDC for this work, Africa CDC will cover the cost of travel including economy- class air tickets and DSA according to the AU rules and regulations.

6. PAYMENT

The consultant shall be paid for work done according to the below procedure;

- a) First Installment payment of 30% of the total contract amount upon satisfactory receipt of deliverable item 1.

- b) Second Installment Payment of 40% of the total contract amount upon satisfactory receipt of deliverable item 2.
- c) Final Payment of 30% of the total contract amount upon satisfactory receipt of deliverable item 3.

The payment shall be made upon receipt of approved report of deliverables from the Africa CDC.

7. COPYRIGHT AND USAGE

The General Terms of Contract governing Contracts with Appraisers/Firms of local Consultants apply. Africa CDC, will have the full copyright for the raw material as well as for the final documentation.

Interviews with individual persons need their consent before they can be used for Africa CDC 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 or the copyright needs to be available in writing for the specific form of use.

8. QUALIFICATIONS AND EXPERIENCE

Acceptable respondents to this call are: individuals with experience deploying to public health or humanitarian emergencies in Africa, preferably internationally, and with experience in supporting the development and delivery of training courses, preferably within a public health context.

Consultants involved in the bid will be expected to have the following minimum educational and experience criteria:

a) Education

- A minimum bachelor's degree in public health, public policy and planning, workforce education and development, business administration or a related discipline such as epidemiology, health-services administration.

b) Experience

Three to four years' experience in one or more of the following areas:

- Public health or humanitarian emergency response
- Public health programme service delivery, e.g., surveillance and epidemiology, programme management/administrative support.
- Training development and delivery (preferred)

9. EVALUATION CRITERIA

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

- a) General Education Qualification and Relevant Training (25 points);
- b) Methodology (20)
- c) Work plan (10)
- d) Experience Related to the Assignment (35 points)
- e) Language (10 points).

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

a) Technical Proposal not exceeding 3 pages for each requirement on:

- understanding and interpretation of the TOR
- methodology to be used in undertaking the assignment
- time and activity schedule

b) Organizational/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 2 organizations previously worked for
- Curriculum Vitae of the Consultant (s)

c) Financial proposal not exceeding 1 page

- Breakdown of consultancy costs.
- Breakdown of other costs if any.
- Total costs.

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

10. RESPONSE TO THE CALL

Application must be delivered in a written form to the address below not later than 1500 hours Addis Ababa local time on **20th August 2020**.

African Union Commission,

Head of Procurement Travel and Store Division

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