

**RE-ADVERTISED****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) Development of a competency-based curriculum for AVoHC/ERT.
- b) Development of instructional design for simulation modules to be used for an intensive, time-limited classroom-based trainings.
- c) Adoption of 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. 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) Based on a) and b) above, develop a draft competency-based curriculum for deployment and applied technical skills; and draft the instructional design for the curriculum.
 - 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.
 - e) Deliver a soft copy (MS-Word format) of the completed curriculum.
2. Development of instructional design of AVoHC/ERT Simulation-based Training Modules

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

- a) Using content provided, and working closely with subject matter experts from Africa CDC and partners, provide educational input to adapt/adopt and where necessary to develop materials in required skill areas, such as leadership, management, team working, communication, and field work.
- b) Based on the curriculum developed in output 1, and the materials developed in a) above, draft up to three (3) simulation-based exercises/modules in the form of a written manual.
- c) Support at least one consultation and review meetings with subject matter experts, in additional to individual consultations, to inform further development of - and to validate - the training exercises. Finalize the modules based on this expert input.

- d) Generate an instruction manual/procedural guidance for delivery of the modules including all necessary content/materials/resources for trainers and participants
- e) Deliver a soft copy (MS-Word format) of the completed modules, the instruction manual and training plan in a form ready for classroom delivery to the designated Africa CDC project officer.

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

- a) In collaboration with Africa CDC, select an appropriate learning management system (LMS) tool for delivering online training tools.
- b) Develop the training course roadmap for adapting the AVoHC/ERT simulation module content into the selected tool for review and approval by the Africa CDC Project Officer.
- c) Build the AVoHC/ERT online training course.
- d) Pilot test the online course in two phases: 1) an informal in-house effort to test ease of use, flow of content delivery and certification outputs, and 2) a formal piloting involving subject matter experts recommended by Africa CDC. Refine the tool based on the findings of the piloting exercises.
- e) Develop and document instructions for management of the training platform and content updating procedures.
- f) Refine and finalize the online training course and instructional guidance. Submit for review and approval by the Africa CDC Technical Officer
- g) Work with translation professionals to reproduce the training course and instructional guidance in Arabic, French and Portuguese.
- h) Provide inputs as needed to 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 6 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 in face-to-face and online course instructional design, preferably in the field of public health and/or humanitarian emergencies in Africa, preferably internationally, and 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 bachelor's degree and/or advanced certification in Instructional Design areas including course design and development, training needs analysis, and training implementation, workforce education and development or related discipline.
 - An advanced degree, e.g., Master of Education (M.Ed.), a Master of Science (M.S.), or a Master of Arts (M.A.) with an emphasis in Instructional Design, in addition to attaining a certificate (s) is preferred.
- b) Experience
- Three to four years' experience in one or more of the following areas:
- Instructional Design
 - Online training development and delivery
 - Public health, outbreak and/or humanitarian work is an added advantage.

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 **16 October 2020**.

African Union Commission,

Head of Procurement Travel and Store Division

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