



TERMS OF REFERENCE

CONSULTANCY SERVICES TO DEVELOP THE AFRICA CENTRES FOR DISEASE CONTROL AND PREVENTION PUBLIC HEALTH FELLOWSHIP PROGRAMME FRAMEWORK DOCUMENT

ET-AUC-197575-CS-QCBS

The African Union has received financing from the World Bank for the "Africa CDC Regional Investment Financing Project (ACDCP)

Development Objective of the Project (P167916): The Project Development Objective is to support Africa CDC to strengthen continental and regional infectious disease detection and response systems.

1. Background

The Africa Centres for Disease Control and Prevention in collaboration with the Department of Human Resource Science and Technology (AU-HRST), African Union Commission established the Public Health fellowship programme. The programme is a competitive capacity development initiative of the Africa CDC targeting emerging public health professionals. The Public health fellows (PHFs) will be part of the Africa CDC for a period of one year and will be placed at the Headquarters in Addis Ababa and the various Regional Collaborating Centers (RCCs).

Given the surge in public health workforce deficit and the triple burden of disease in the continent, the overarching aim of the Africa CDC PHF is to raise the next crop of Africa public health professionals that are equipped to safeguard the health of the continent through championing the new public health order. The public health fellows are expected to learn about the Africa CDC and by extension the AU. They will also have the opportunity to provide their expertise and support the work of the Africa CDC in the area of disease surveillance, Emergency preparedness and response, Laboratory systems and networks, Public Health Institutes and Research, Disease control and prevention and other areas of public health as indicated in the work of Africa CDC, all under supervision.

A first cohort of 35 fellows were placed within the Africa CDC from 2018 and are currently rounding up their programme. The Africa CDC has no framework document to guide the recruitment, payment, duration, training, certification, and career path for the fellows and the fellowship programme. Thus, the Africa CDC has identified a need to develop a framework document for the Africa CDC Public Health Fellowship programme by hiring a consulting firm.

2. Objective of the Assignment

The objective of the consultancy service is to develop a Framework for the Africa CDC Public Health Fellowship Programme in line with the applicable laws and procedures of the African Union.

3. Scope of the Assignment

To develop the Public Health Fellowship Programme framework for Africa CDC, the consultant will:

- a) Conduct assessment to identify existing laws and procedures of the African Union in relation to fellowship programmes
- b) Consult with other AU Directorates and Departments to share best practices on similar programme
- c) Conduct landscape analysis of existing programmes in other sister institutions, e.g. UN, EU, World Bank, etc.
- d) Discusses with the Africa CDC leadership and relevant divisions for guidance and collect information on the needs and intentions
- e) Develop the Public Health fellowship framework document

4. Methodology

The Consultant is required to present its understanding of the ToR. In addition, the Consultant is required to provide adequate technical approach and methodology addressing the following at the minimum:

- The underlying approaches and strategies of implementation;
- The main means proposed for the implementation of the activities;
- The role and participation in the action of the various actors and stakeholders, and the reasons for which these roles have been assigned to them;
- The organisational structure and the team proposed for the implementation of the activities (by function;
- The procedures for follow up and internal/external evaluation.
- Evaluation and performance measurements (including SMART indicators)
- Work plan duration, and indicative action plan for implementing the proposal
- Collaboration
- Organization capacity to implement the scope of work
- Annexes of supporting documents

Provide a detailed work plan: The Consulting firm will provide a work plan of its activities and a matrix indicating the level of participation of each expert in each phase and each task of the study.

5. Key Deliverables and Schedule

- Report of existing rules and procedures of the AU for fellowship programme
- Africa CDC Framework for Public Health Fellowship programme

6. Qualification and Experience of the Firm and Key Staff

a) Experience of the Firm

Consultancy Firm selection will be made based on the following minimum experience criteria:

- At least ten (10) years' experience at national or five (05) years' experience at international level in developing guidelines and other strategic documents
- Proven experience in developing guidelines and strategic documents
- Experience working with multinational organizations
- Experience developing and managing fellowship programmes

b) Qualification of Key Experts

The key Experts shall comprise of:

a. Project manager (Lead Consultant)- One expert – 44 working days

- At least an advanced university degree (Master degree or equivalent) in public health or related fields from a recognized institution.
- Extensive knowledge and experience of at least 10 years of working experience in the area of public health system and workforce development.
- At least ten (10) years' experience working in
 - ✓ Facilitating and developing fellowship programmes
 - ✓ Developing guidelines and strategic documents
 - ✓ Managing similar projects preferably in Africa.

b. Technical officers (2) – 44 working days

- At least a Master's degree from recognized university degree in health related fields.
- At least 5 years work experience in
 - ✓ Facilitating and developing fellowship programmes
 - ✓ Developing guidelines and strategic documents
 - ✓ Managing similar projects preferably in Africa.

7. Contract period and payment

The service will be completed within a period of 44 working days from the date of signing the contract (effective date). The following payment grill is proposed for the key deliverables:

SN	DELIVERABLES	PAYMENT
1	Report of existing rules and procedures of the AU for fellowship programme	20%
2	Draft Africa CDC Framework for Public Health Fellowship programme	40%
3	Final Africa CDC Framework for Public Health Fellowship programme	40%

8. Services and Facilities to be provided by ACDC

The Consultancy firm will be supervised by the Division of Public Health Institutes and Research of Africa CDC for the purpose of delivering the above outputs within the agreed time frame.

Africa CDC will provide to the Consultant the following services, document and facility:

- a) The Africa CDC will identify and assign technical staff in implementation process.
- b) Africa CDC will provide the necessary documentation and information required for the assignment.
- c) Maintain regular follow-up of the activities done by the consultants, review and comment on the submitted deliverables and work done.
- d) Assist in communicating with relevant departments of the AUC for document and information collection.
- e) Provision of office room and internet facility during visit to Africa CDC facilities.
- f) Cover the cost of travel including economy- class air tickets and other necessary expenses according to the AU rules and regulations while the consultant visits Addis Ababa, Ethiopia for an agreed duration.