

**AFRICAN UNION**

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**CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT**

**Project Name: AFRICA CDC COVID-19 RESPONSE SUPPORTED BY ROBERT KOCH INSTITUTE, GERMANY**

**ASSIGNMENT TITLE: Monitoring and Evaluation Consultant for Africa Centres for Disease Control and Prevention (Africa CDC)**

**APP Reference #: [AUC/ACDC/C/022](#)**

## **1. BACKGROUND**

Officially launched in Addis Ababa, Ethiopia, in 2017 as a specialized technical institution of the African Union, the Africa Centres for Disease Control and Prevention (Africa CDC) is Africa's first continent-wide public health agency. Africa CDC envisions a safer, healthier, integrated, and stronger Africa, where the Member States can effectively respond to outbreaks of infectious diseases and other public health threats. The agency's mission is to strengthen Africa's public health institutions' capabilities to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programs.

In seeking to achieve this objective, A grant agreement was signed between the Africa Centres of Disease Control and Prevention (Africa CDC) and the Robert Koch Institute (RKI) to establish Africa CDC monitoring, evaluation, and learning (MEL) system for public health emergencies and apply it for the current COVID-19 pandemic response. The purpose of the grant is to support Africa CDC in building MEL capabilities. The objectives of the project include: (i) to design MEL framework and plan to guide the performance evaluation of emergency response activities; (ii) to build the capacity of Africa CDC in MEL; (iii) to develop monitoring, evaluation, and knowledge management platform. Africa CDC will use the data for organizational learning, program improvement, and prioritizing the most cost-effective interventions.

Africa CDC has eight strategic initiatives that facilitate the implementation of the Africa Joint Continental Strategy for COVID-19, endorsed by African Ministers of Health on 22nd February 2020 in Addis Ababa, Ethiopia, and approved by the Bureau of the Assembly of the African Union Heads of State and Government on 26th March 2020 with an aim to prevent severe illness and death from COVID-19 infection in African Union Member States and minimize social disruption and the economic consequences of COVID-19 to respond to the COVID-19 Pandemic.

Africa CDC is committed to collect, analyze and report on data regarding the impact of its intervention and initiatives in the African Member States. Africa CDC intends to

build the infrastructure of a sound MEL system in its HQ and Regional Collaborating Centers (RCCs). In this regard, Africa CDC seeks to acquire consultancy services of Monitoring, Evaluation, and Learning (MEL) individual consultants to develop, review, and implement the overall Monitoring, Evaluation, and Learning (MEL) activity for COVID-19 Response.

## **2. OBJECTIVE OF THE CONSULTANCY**

To measure the impact of COVID-19 response activities carried out by the Africa Union Commission, Africa CDC and partners to improve interventions; and ensure proper corrective action is timely taken.

### **Specific objectives:**

- a) Enhance the evidence-based decision making process in Africa CDC.
- b) Develop the capacity of Africa CDC in Monitoring, Evaluation and Learning.
- c) Ensure the timely implementation of the corrective action.

## **3. SCOPE OF WORK**

Below are specific tasks the Consultant must complete

- a) Conduct ongoing reviews of the implementation of M&E systems within the HQ and selected RCCs.
- b) Collects, compiles and analyses data from reports submitted by RCCs
- c) Reviews M&E findings and best practices and disseminates information to stakeholders to facilitate evidence-based planning, learning and informed decision-making.
- d) Provide technical assistance on the implementation of M&E systems for the management and monitoring of programs/ projects within member states.
- e) Contributes to the implementation of performance monitoring and evaluation strategies at RCC and member states.
- f) Prepares periodic and/or ad-hoc reports on matters related to the monitoring and evaluation of COVID-19 programs and projects
- g) Integrate information shared from the RCCs to provide a continental- wide impact case of Africa CDC COVID-19 response

## **4. KEY DELIVERABLES**

The following will be the key deliverables:

- a) Inception report including the work plan, **10%** of the fee shall be paid after acceptance and approval of inception report and work plan.
- b) Monthly monitoring and evaluation progress reports outlining the progress reports which highlights the work done towards the implementation of the M&E strategy in HQ and RCCs, **8%** of the fee, for a duration of 9 months, shall be paid once the monthly progress reports are accepted and approved.
- c) Final report that includes the impact evaluation of implementing an M&E system in Africa CDC **10%** fee shall be paid once the report is accepted and approved.

## **5. DURATION OF CONSULTANCY**

The consultancy service duration is twelve (12) months after the starting date of the project. The consultancy service's accomplishment will be the successful completion of the data collection and submission of all reports to Africa CDC.

## **6. APPLICATION SPECIFICATIONS**

Interested consultants should include in their application the following:

- a) Curriculum vitae of the Consultant stating his/her relevant experience and capacity to undertake the work
- b) Proof of experience in Monitoring, Evaluation, and Learning. Additional Experience in Public Health, health sciences research will be an asset.
- c) Contacts of at least two organizations previously worked for and contact persons.

## **7. CONSULTANCY FEE**

The terms of payment of the consultant shall be tied to specific key deliverables and not on monthly basis for example, upon submission of the inception report and work plan, the consultant will be paid a certain percentage to be determined by the organization.

On submission of Bi-Monthly monitoring and evaluation progress reports or upon request from Africa CDC leadership, would also attract a certain percentage of payment once the deliverable has been approved by the immediate supervisor as having met a minimum requirement and so on.

Total fee is US\$ 79,200.00

If there is any travel related to the assignment, AU will cover the cost of Travel ticket and DSA

## **8. Duty Stations**

The consultants will be deployed to Africa CDC HQ.

## **9. Required qualification and experience**

### **Education Qualification**

- a) University Master's Degree in statistics, demographics, public policy, public health, international development, economics, or related field.
- b) University Bachelor's Degree in statistics, demographics, public policy, public health, international development, economics, or related field
- c) A Master's degree and an advanced certificate in M&E, statistics, or economics preferred.

### **Work Experience**

- a) For candidates with Master's degree, a minimum of seven (7) years continuous experience providing monitoring and evaluation systems and other performance measurement support, preferably in the public sector domain;

- b) For Bachelors level candidates, a minimum on ten (10) years continuous experience in providing monitoring and evaluation systems and other performance measurement support, preferably in the public sector domain;
- c) Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages;
- d) A minimum of 3 years practical experience in the M&E of World Bank Financed projects desired. Project related to public health programmes is preferred.
- e) Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/performance monitoring plans.
- f) Experience developing and refining data collection tools.
- g) Experience performing a variety of conceptual analyses required for the formulation, administration and evaluation of projects.
- h) Experience with data quality assessments and oversight.

### **Required Skills and Competencies**

- a) Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies applied to programme implementation.
- b) Ability to facilitate and serve as project liaison for externally-managed evaluations.
- c) Resourceful and skilled at collecting, analyzing and using data to recommend, make and communicate decisions of a technical nature to lay audiences;
- d) Skills in translating technical information into presentations, briefings and report and funding proposals for lay audiences.
- e) Demonstrated ability with regard to computer skills, including excellent word-processing capabilities, proficiency with e-mail and internet applications and experience in using office software applications such as MS Excel, Power Point and Word, and familiarity with electronic data processing systems and ERP such as SAP.
- f) Proven ability to manage databases and proficiency in data management statistical packages
- g) Good report writing skills; excellent oral and written communication skills

### **10. GOVERNANCE AND SUPPORT BY AUC**

- Office accommodation;
- Photocopying, stationery;
- Facilitation of Visa; and
- Internet Access

### **11. EVALUATION CRITERIA**

Technical Proposal Evaluation points		
	General Education, Qualification, and Relevant Training	30

1.		
Experience Related to the Assignment		
1.	Experience relevant to the assignment	70
2.	Total	100

## 12. REQUIRED DOCUMENTATIONS

Interested Consultants are required to submit the following.

- a) Statement about understanding of the assignment and why the desire to work with Africa CDC
- b) A detailed and updated curriculum vitae (CV), and indicating nationality, age and gender.
- c) Two (2) referees with good knowledge of the candidate's past assignment, furnishing full contact details, telephone, fax and e-mail addresses.

### Invitation

The African Union Commission invites eligible **Individual Consultants** to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. A Consultant will be selected in accordance with the Individual Selection method set out in the AU Procurement Manual V.2.0.

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

**The proposal must be delivered in a written form to the address below not later than 15 hours local time, on 23<sup>RD</sup> July 2021.**

**African Union Commission,  
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