

## **(CONSULTING SERVICES– INDIVIDUAL CONSULTANT)**

### **AFRICA CENTRES FOR DISEASE CONTROL SUPPORT PROGRAM TO COMBAT CURRENT AND FUTURE PUBLIC HEALTH THREATS PROJECT (P178633) – IDA-E1110**

#### **TERMS OF REFERENCE**

#### **Consultancy Services to Support development of M&E policy, M&E plan & frameworks, data collection, analysis & reporting guidelines and standards**

**Ref: No. ET-AUC-354805-CS-INDV**

The African Union has received financing from the World Bank for the " Africa Centres for Disease Control Support Program to Combat Current and Future Public Health Threats Project".

**Development Objective of the Project:** Enhance the capacity of Africa Centres for Disease Control and Prevention (Africa CDC) to support AU Member States in preventing, detecting, and responding to current and future public health threats.

#### **1.0 INTRODUCTION**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia. The African Union's Agenda 2063: The Africa We Want" strategy for the development of the continent, details several key public health concerns that justified the establishment of Africa CDC: a) Increased potential for new or re-emerging pathogens to turn into pandemics as a result of increasing, rapid population growth (estimated population 280 million in 1960 and 12 billion in 2016) and movement across Africa; b) Existing endemic and emerging infectious diseases, including antimicrobial resistance; c) Increasing incidence of non-communicable diseases and injuries; d) High maternal mortality rates, and e) Threats posed by environmental toxins.

The Africa Centre for Disease Control and Prevention (Africa CDC) is Africa's first continent-wide public health agency officially launched in Addis Ababa, Ethiopia, on January 31, 2017. The agency envisions a safer, healthier, integrated and stronger Africa, where Member States are capable of effectively responding to outbreaks of infectious

diseases and other public health threats. The 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 order to achieve this mission, Africa CDC works in all geographic regions of Africa continent and has instituted five technical divisions to focus on the following priority areas: **1. Surveillance and disease intelligence; 2. Preparedness and response; 3. Laboratory systems and networks; 4. Disease Control and Prevention; and 5. Public health Institutes and research.**

Africa CDC is committed to collect, analyze and report on data regarding the impact of its intervention and initiatives in the African Member States. The agency there intends to strengthen its MEAL infrastructure for a sound integration use at HQ, Regional Collaborating Centers (RCCs) and across Member States. In this regard, Africa CDC seeks the services of an individual M&E Consultant to help review and establish a monitoring, evaluation, accountability and learning (MEAL) system for public health emergencies including existing pandemic responses.

## **2.0 Objective of the Consultancy**

The overall objective of the consultancy is to design a Monitoring, Evaluation, Accountability, and Learning (MEAL) framework for Africa CDC. The MEAL framework will provide a systematic approach to track and measure the organization's performance towards achieving its strategic objectives and goals. The consultant will work closely with Africa CDC staff to ensure that the MEAL framework is tailored to the organization's specific needs and requirements. The MEAL framework will enable Africa CDC to track its performance, identify areas for improvement, and make evidence-based decisions.

## **3.0 Scope of work/Tasks**

The scope of work will include but not limited to:

- a) Reviewing Africa CDC's strategic plan, policies, and procedures to understand the organization's goals and objectives.
- b) Reviewing the existing M&E tools/products.
- c) Develop an overarching logic model/Theory of change that outlines the inputs, activities, outputs, and outcomes of Africa CDC's programs and interventions.
- d) Develop a performance measurement framework that outlines the performance indicators for Africa CDC's programs and activities.
- e) Develop data collection and management standard operating procedures that will be used to guide collection, management, and analysis of data.
- f) Develop a reporting framework that outlines the types of reports that will be produced, the frequency of reporting and the responsible individuals/divisions.

- g) Develop an evaluation framework that outlines the methods for evaluating Africa CDC's programs and activities.
- h) Develop an accountability framework that outlines the mechanisms for ensuring accountability and transparency in Africa CDC's programs and activities.
- i) Develop a learning plan that outlines the mechanisms for learning and knowledge management in Africa CDC's programs and activities.
- j) Align the MEAL framework with the AUC planning and budget guidelines and timelines.
- k) Produce a comprehensive MEAL framework to guide the performance of Africa CDC's health strategies, programs, policies and any other interventions including emergency response activities across the continent.
- l) Build the capacity of Africa CDC staff to use the MEAL framework effectively.
- m) Lead in Africa CDC stakeholders' engagement meetings relating to MEAL Framework development and implementation.
- n) Ensure that the MEAL framework complies with international standards and best practices in monitoring, evaluation, accountability, and learning.
- o) Provide recommendations for improving the MEAL framework and its implementation over time.
- p) Ensure that the MEAL framework is tailored to Africa CDC's specific needs and requirements.
- q) Perform any other tasks assignment by the assignment Team Leader.

#### **4.0 Deliverables**

- a) An inception report describing the methodology, work plan and related assignment tools if required; 20% of the total fee
- b) Africa CDC MEAL Framework detailing all required components, reporting structure and implementation strategies in collaboration with all stakeholders from the divisions and RCCs; 40% of the total fee
- c) Dissemination of the MEAL framework to Africa CDC staff
- d) Final Assignment reports including recommendations for consideration by Africa CDC Management in integrating and utilizing framework? 40% of the total fee

#### **5.0 Reporting**

Under the guidance and supervision of the Ag. Head of Management and Administration who has overall M&E oversight role, the Consultant shall be reporting to the M&E Team Lead to ensure effectiveness in development and realization of the anticipated deliverables.

### **6.0 Required Qualification and Experience**

#### **6.1 Education**

- a) Master's Degree or equivalent in International Relations, Political Science, Economics, Business management, Project Management, Monitoring and Evaluation, Statistics, Demographics, Public Policy, Public Health, International development, economics, or related social sciences;
- b) University Bachelor's Degree in International Relations, Political Science, Economics, Business management, Statistics, Demographics, Public Policy, Public Health, International development, economics, or related social sciences.

## **6.2 Work Experience**

- a) For candidates with Master's degree, a minimum of ten (10) years continuous experience providing monitoring and evaluation systems and other performance measurement support, preferably with an international organization in the public health sector.
- b) For Bachelors level candidates, a minimum on ten (15) years continuous experience in providing monitoring and evaluation systems and other performance measurement support, preferably with an international organization in the public health sector.
- c) Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- d) A minimum of 5 years in Project related to public health programmes is required.
- e) Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/performance monitoring plans required.
- 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.

## **6.3 Required Skills and Competencies**

- a) Knowledge of M&E Framework design and implementation for Africa Union or International organization required;
- b) Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies applied to programme implementation.
- c) Ability to facilitate and serve diverse levels of stakeholders, both internally and externally-desired at international level.
- d) Experience in results-based programme development and management
- e) Resourceful and skilled at collecting, analyzing and using data to recommend, make and communicate decisions of a technical nature to lay audiences;

- f) Skills in translating technical information into presentations, briefings and report for lay audiences.
- g) Good report writing skills; excellent oral and written communication skills

### **7.0 Language Requirements**

Proficiency in one of the African Union working languages (Arabic, English, French, Portuguese and Spanish) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

### **8.0 Duration of Consultancy**

The consultancy service duration is six (6) months from the date of contract signature.

### **9.0 Consultancy Fee**

Payment will be fixed amount of USD 49,200 this amount includes all the Consultant's fees, reimbursable expenses, such as air ticket to and from Africa CDC HQ, accommodation in Addis Ababa, and profits as well as any tax obligation that may be imposed on the Consultant. This is a lump sum contract and payment will be against deliverables. If there is any travel related to the assignment, which is from Addis Ababa to any Member States, Africa CDC will cover the cost of the Travel ticket and DSA.

### **10.0 Duty Stations**

The consultants will be deployed to Africa CDC HQ in Addis Ababa, but will likely be required to have consultations with RCCs, and external stakeholders for additional input

### **11.0 Support by Africa CDC**

- a) Office space
- b) Photocopying and stationery
- c) Facilitation of Visa; and
- d) Internet Access
- e) Computer and a Laptop

### **12.0 Evaluation Criteria**

- a) Relevant Education, Qualification, and Training - 25 Marks
- b) Experience relevant to the assignment – 75 Marks

### **13. Required Documentations**

Interested consultants are required to submit the following.

- a) Cover letter
- b) A detailed and updated curriculum vitae (CV) with supporting of documentations

- c) Two (2) referees with good knowledge of the candidate's work, furnishing full contact details, telephone, fax and e-mail addresses.

The African CDC now invites eligible Individual Consultants ("Consultants") to submit their CVs in providing the Services and required documents as listed in the ToR. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Selection method set out in the Procurement Regulations.

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

CVs must be delivered in a written form following the above shortlisting criteria to the emails below before 15:00 Hours Local Time on 06 October 2023.

African CDC,  
Attn: Supply Chain Management Division  
Administration Directorate  
Africa CDC Office Building, Tower A2, Floor 7<sup>th</sup>, Room Number 712.  
Haile Garment Area, Lafto Square.  
Addis Ababa, Ethiopia  
E-mails: [africacdctender@africa-union.org](mailto:africacdctender@africa-union.org) and [zemenua@africa-union.org](mailto:zemenua@africa-union.org) and [selamq@africa-union.org](mailto:selamq@africa-union.org)

Please send your submission to the three emails indicated above