



## **CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT**

### **WELLNESS COACH - CONSULTANT**

**Reference No: AUC/MHSD/C/002**

#### **1. BACKGROUND:**

The African Union, established as a unique Pan African continental body, is charged with the responsibility of spear-heading 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 a new world-wide partnership. Its headquarters is located in Addis Ababa, Ethiopia.

The Medical and Health Services Directorate (MHSD) is one of the Directorates of the African Union Commission (AUC), under the Cabinet of the Deputy Chairperson. It provides medical care to AUC staff members and their Dependents; the AU Member State diplomatic Corps and their Dependents; and Delegates and Partners attending official AU missions, conferences, meetings and summit. The Directorate also oversees medical coverage plans and insurances for the AUC, AU Organs, AU Regional and Representational Offices.

In achieving its mandate, the Directorate invites expression of interest from the following category of medical professionals who are citizens of AU Member States and are interested in working on a part time basis at the AU Medical and Health Services Directorate.

#### **2. OBJECTIVE OF THE ASSIGNMENT:**

As the main objective of the Medical and Health Services Directorate is to provide health care to the growing number of clients, the Directorate has expanded its services to include numerous specialized services, specialty clinics as well as a 24/7 medical coverage. Therefore, the objective of this assignment is to equip these services and clinics with the needed medical, health and related professionals.

### **3. PLACE OF ASSIGNMENT:**

The assignment will be at the African Union Medical and Health Services Directorate at the AUC HQ in Addis Ababa, Ethiopia. The assignment will be carried out under the responsibility, supervision and coordination of the Director of Medical and Health Services. The Consultant will report to the Director of Medical and Health Services.

**Job Title:** Wellness Coach - Consultant  
**Department:** Medical and Health Services Directorate  
**Supervisor:** Director of Medical and Health Services  
**Duty Station:** African Union Commission, Addis Ababa, Ethiopia.

### **4. MAJOR DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Director of Medical and Health Services, the Wellness Coach will be responsible for the day to day duties at the Medical and Health Services Directorate as follows:

- i. Provide guidance and support to patients/ clients looking to improve their physical, emotional, and mental health.
- ii. Appropriately triage and conduct health screenings for clients, develop individualized program plans that caters to each client's specific needs (dietary restrictions, health issues, and overall health and wellness goals).
- iii. Work closely with MHSD Physicians and other medical professionals to determine the health, wellness and other needs of patients/ clients and based on these, work with the clients to identify their unique characteristics and create personalized plans to help them achieve the desired outcomes.
- iv. Guide clients to gain an understanding of their current state of health, wellness and well-being, assist them through the process of discovering the solutions. Inspire clients, keep them engaged and motivated, and lead them by example.
- v. Display high level of optimism at all times and motivate clients of different age groups, ethnicity, religion, culture and sex for positive change.
- vi. Provide guidance, education, resources, feedback, support, and motivation that is needed to enable the patients/ clients to make positive lifestyle changes and achieve agreed health and wellness goals.
- vii. Assist clients to develop the knowledge, skills, and confidence to manage their own health and wellbeing.

- viii. Connect and engage with clients using different platforms (virtually and physically) as needed, provide coaching sessions on individualized plans and groups with similar goals guiding them towards achieving their various goals.
- ix. Assess various parameters of the clients (Laboratory, Cardiac, Respiratory, vital signs etc) prior to initial consultations and/or follow-up visits.
- x. Document all visits, provide follow-ups, track progress and results, notify the managing clinician of client's progress, make adjustment to plans when necessary and facilitate medication refill requests and inquiries from pharmacies.
- xi. Receive client's inquiries and phone calls, send reminders and provide appointment follow-ups for them.
- xii. Liaise with the different stakeholders like staff Association, HRM, African Embassies to organize and schedule various activities (Treks, Zumba dance, fun games etc) to encourage MHSD clients to maintain a healthy lifestyle.
- xiii. Conduct education classes, group coaching programs, conferences, seminars, workshops, and training focused on holistic health to raise awareness and promote healthy lifestyle among the AU Community.
- xiv. Initialize and manage an AU-wide corporate wellness program, and write wellness educational content for the AU Community.
- xv. Actively participate in the commemoration of the Africa Healthy Lifestyle Day.
- xvi. Stay up-to-date on evidence-based practices, new health guidelines, wellness trends and regularly share such new information with medical staff and the AU Community.
- xvii. Actively participate in the development and delivery of health promotion, disease prevention and occupational Health and Safety programs of the Directorate.
- xviii. Participate in continuing medical education programs for Medical Staff, train and teach Interns, medical personnel and clinical attachés at the MHSD.
- xix. Provide report at the end of each working day to the Director, MHSD and the immediate supervisor.
- xx. Perform any other duties that may be assigned by the Director MHSD or the immediate supervisor.

## **5. EDUCATIONAL QUALIFICATIONS:**

Bachelor's degree in Public Health, Health Education, Psychology, Nutrition, Nursing or a related health field.

Documented training in Behavioral Change Communication, Psychology, Counseling, Fitness, Women's Health, Nutrition/Dietetics, Psychotherapy, Health and Wellness is essential.

Wellness Coach certification and CPR certificate is essential.

## **6. WORK EXPERIENCE:**

5 years of work experience as a Health professional in a healthcare facility. At least 2 years of which must be in health, wellness, fitness and/or nutrition.

Must have experience in working with diverse individuals in a healthcare setting.

Should currently be working as a Health/ Wellness Coach.

Experience working in an International Organization will be an advantage.

## **7. OTHER RELEVANT SKILLS:**

- i. Must possess solid knowledge of weight management, stress reduction, nutrition and dealing with difficult clients.
- ii. Must be passionate about fitness, nutrition, teaching and counseling.
- iii. Must be computer literate, be familiar with the Integrated Medical Records System software (IMRS) or Hospital Information System (HIS).
- iv. Must be comfortable with using various technologies like Telehealth, Fitness trackers, social media and online platforms like Zoom etc.in his/her work.
- v. Must have proficient motivational interviewing skills, active listening, exceptional presentation, verbal and written communication skills.
- vi. Must have excellent interpersonal skills, ability to work as part of a Team, motivate colleagues and work in a multicultural, multi ethnic environment.
- vii. Must have good communication skills with clients, patients and their families and colleagues. She/ He should be able to get along well with people and instill confidence in the clients.
- viii. Should display high level of professionalism, ethical behavior, confidentiality, attention to detail, good decision making and judgment, problem solving skills, effective reasoning and critical thinking abilities.
- ix. Should exhibit patience and empathy in his/her work.
- x. Maintain effective working relationships with others, utilizing tact, courtesy, and diplomacy and must be able to work well under pressure.
- xi. Proficiency in one or more of the AU working languages, fluency in another AU language is an added advantage.

## **8. EVALUATION AND QUALIFICATION CRITERIA:**

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

- a) Certified copies of Academic Qualification and relevant professional training (35 points);
- b) Strength of relevant experience related to the Assignment (60 points)
- c) Language (5 points)

## **9. PAYMENT ARRANGEMENTS:**

All Consultants are called for duty on need basis and payment is effected at the end of every month for the days/hours worked.

## **10. REMUNERATION: Non-negotiable Fixed Rate of USD 40/shift worked**

## **11. DURATION OF THE ASSIGNMENT:**

Successful applicants will be issued with a 2 years framework contract and will be contacted for assignment as and when a need arise. Applicants should express their readiness to work night shift, week-ends and public holidays if the assignment so require.

Application must be sent to email: [tender@africa-union.org](mailto:tender@africa-union.org) in a written form to the address below not later than 1500 hours local time, 15 March 2024

African Union Commission,  
Head of Procurement Travel and Store Division  
Building C, 3rd floor  
P.O.Box 3243, Roosevelt Street  
Addis Ababa, Ethiopia  
Tel: +251 (0) 11 551 7700 – Ext 4305  
Fax: +251 (0) 11 551 0442; +251 11-551-0430  
E-mail: [tender@africa-union.org](mailto:tender@africa-union.org)  
(Consultant should send the proposal to both emails)

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.