

AFRICAN UNION

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REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

CONSULTANCY SERVICE - FAMILY MEDICINE PHYSICIAN

PROCUREMENT NUMBER: AUC/MHSD/C/002



SECTION I: LETTER OF INVITATION

29th May 2024

Dear Applicants,

Call for Expression of Interest for consultancy service - Family Medicine Physician

1. 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.
2. The AUC now invites interested and eligible consultants to submit their CVs for the assignment as per attached Terms of Reference (TOR). AUC policy requires consultants to provide professional, objective, and impartial advice, and at all times hold the Client's interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own interests.
3. The consultant will be selected under the Fixed Budget selection method where the Consultant who has submitted the highest ranked technical proposal within the set pass mark and within the budget will be selected for award of contract. The consultant will be paid a total amount of US Dollars 69,000 (Sixty-nine Thousand).
4. CVs must be submitted by e-mail to Tender@africa-union.org Cc hawib@africa-union.org
5. The title of the Procurement and procurement number must appear as subject of e-mail submissions.
6. The Deadline for submission is **14th June 2024 at 15:00 hours Addis Ababa Time**. Late applications will not be considered.
7. This call for Requests for Expressions of Interest comprises the following:
 - Section I – This Letter of Invitation
 - Section II - Terms of Reference



SECTION II: TERMS OF REFERENCE

CONSULTANCY SERVICE - MEDICAL EXPERT

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: Family Medicine Physician - 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 Family Medicine Physician will be responsible for the day to day clinical and related activities of the Medical and Health Services Directorate as follows:

- i. Manage complex health issues and provide comprehensive medical services for MHSD clients and members of their family, regardless of age or sex.
- ii. Bring a broad range of expertise to medicine and provide high quality, patient centered general and specialized family Medicine Services to MHSD clients including consultations, routine and emergency care, travel medicine services, immunizations, health education, STD screenings, vision/hearing, women's health, family planning, prenatal services, nutrition etc.
- iii. Perform preventive and curative interventions in Obstetrics and Gynecology, Pediatrics, General Surgery, ENT, Eye, Dental Health, Mental Health and General medicine.
- iv. Provide immediate medical care in emergency situations for the Clients in the above category and perform common surgical procedures in our Operating Theatre.
- v. Perform coordination of care, manage and oversee treatment plans regularly on all admitted patients.
- vi. Perform bedside procedures like abdominal ultrasonography, liver aspiration/biopsy, thoraco and abdomino centesis, lumbar puncture etc., where necessary.
- vii. Maintain an up-to-date registry of specialists in other hospitals or clinics who can help resolve the patient's specific complaint and conditions, arrange their transfer to such specialists, when necessary, follow up on their management and report back to the Head of Division, Clinical Services.
- viii. Work on a 24-hour Medical coverage roster on a shift basis for day time, night time, weekend and public holidays. Provide daily report at the end of each working day/shift to the Director, MHSD and Head of Division, Clinical Services.
- ix. Actively participate in the AU Medical Board in determining the necessity for medical evacuations, prepare the clinical information and present same to the Medical Board for clearance. Play an active role in the management of the evacuation process, monitor the progress of the evacuees and facilitate their return.



- x. Participate in continuing medical education programs for Medical Staff, training and mentoring of clinical attachés and Interns.
- xi. Participate in the development and delivery of health promotion, disease prevention and occupational Health and Safety programs of the Directorate (including HIV and AIDS in the workplace).
- xii. Keep abreast with developments/ innovations in emergency and Family Medicine and share such information periodically with Medical staff.
- xiii. Participate in the activities of the Division including preparing SOPs, patient information and education leaflets, and fact sheets.
- xiv. Continuously evaluate service provision for clients and make recommendations for improvements where necessary.
- xv. Participate and provide expertise in medical coverage for AU Summits, AU Field Missions and outreach to AU Regional Offices as needed.
- xvi. Actively participate in upgrading the AU Medical and Health Services Directorate with respect to equipment, diagnostic technologies and Continuous Medical Education for Medical Staff.
- xvii. Quantify and forecast requirements of medical supplies and equipment for procurement and submit on time to the supervisor.
- xviii. Performing any other duties that may be assigned by the Director, MHSD or the immediate supervisor.

5. EDUCATIONAL QUALIFICATIONS:

MD or MBBS or equivalent degree, with a clinical specialization in **Family Medicine (Fellowship of the Regional College of Physicians or equivalent) OR MMED or Masters or PhD in Family Medicine.**

Additional qualification in any of the sub specialties in Family Medicine will be an advantage.



6. WORK EXPERIENCE:

At least 8 years of work experience in a clinical role, including at least five (5) years as a specialist in Family Medicine in a government hospital or in private practice.

Must currently be working in a clinical role and performing routine and complex Family Medicine procedures like Ultrasonography, Endoscopy and surgeries.

Must be licensed to practice medicine as Family Medicine Specialist in his/her home country or country of residence, as at the time of application.

Experience in private practice or work in an International Organization will be an advantage.

7. OTHER RELEVANT SKILLS:

- i. Must have excellent and updated clinical and surgical skills.
- ii. Must be familiar with international and regional guidelines for managing routine and emergency medical and surgical conditions.
- iii. Must be conscientious in paying attention to detail, observing deadlines and achieving results.
- iv. Must have good planning, organizational, time management skills and must be familiar with conducting clinical audits.
- v. Must be computer literate, be familiar with the Integrated Medical Record System software (IMRS) or Hospital Information System (HIS), and able to use various continuous medical education tools including internet-based ones like telemedicine.
- vi. Must have ability to communicate scientific information to clients/ patients and medical staff using appropriate language and medium.
- vii. Able to communicate with and work effectively as part of a team in a complex, multi-cultural, multi ethnic environment to achieve Unit goals.
- viii. Must have a friendly demeanor, empathy and be able to communicate well with medical staff, clients and care givers politely.
- ix. Should also have excellent hand-eye coordination, problem solving skills, and critical thinking.
- x. Must be able to work effectively under pressure and maintain confidentiality at all times.



- 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)

Minimum technical score is 70 points (pass mark).

9. PAYMENT ARRANGEMENTS:

The consultant is expected to work every working day and will be paid at the end of each month on submission of an activity report validated by the MHSD Director.

10. REMUNERATION:

The consultancy fee shall be a fixed budget lumpsum amount of USD 69,000.00 and payment will be based on monthly payment and deliverables.

11. DURATION OF THE ASSIGNMENT:

The consultancy shall be conducted for the period of six (06) months renewable if required and starting from 1st July 2024.

12. RESPONSE TO THE CALL

Interested applicants are requested to submit the following documents for AUC's consideration:

- Detailed Curriculum Vitae of the Consultants
- Relevant professional work experience related to the assignment.
- Contact details of at least three organizations previously worked for background and check reference purposes.