

**AFRICAN UNION**

**الاتحاد الأفريقي**

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**REQUEST FOR EXPRESSIONS OF INTEREST (EOI)**

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**CONSULTANCY SERVICE - MEDICAL EXPERT**

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**PROCUREMENT NUMBER: AUC/MHSD/C/002**



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**SECTION I: LETTER OF INVITATION**

29<sup>th</sup> May 2024

Dear Applicants,

**Call for Expression of Interest for consultancy service - Medical expert**

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](mailto:Tender@africa-union.org) Cc [hawib@africa-union.org](mailto: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 **14<sup>th</sup> 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




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## SECTION II: TERMS OF REFERENCE

### CONSULTANCY SERVICE - MEDICAL EXPERT

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#### 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:

- To develop and oversee the implementation of Standard Operating Procedures for the effective performance of the Radiology, Pharmacy and Laboratory Units.
- Develop plans, direct programs and other activities related to the overall management of the laboratory to help in achieving objectives and maintaining quality standards in accordance with the principles of efficiency and effectiveness.
- Monitor and evaluate laboratory, pharmacy and Radiology performance and provide the necessary supports for proper patient care; and ensure laboratory quality service delivery.
- To provide medical consultation backup support when necessary, including medical emergency activities at the clinical unit.

#### 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.

<b>Job Title:</b>	<b>Medical expert - Consultant</b>
<b>Department:</b>	<b>Medical and Health Services Directorate</b>
<b>Supervisor:</b>	<b>Director of Medical and Health Services</b>
<b>Duty Station:</b>	<b>African Union Commission, Addis Ababa, Ethiopia.</b>

#### 4. MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of the Director of Medical and Health Services, the Medical Expert will be responsible for the day to day clinical and related activities of the Medical and Health Services Directorate as follows:

- Implement the execution of the Standard Operating Procedures for the effective performance of the Radiology, Pharmacy and Laboratory Units and support the Director MHS in the management of the Medical Support Services Division and ensure their effective performance as per organization's Performance Management policy and system;
- Designs strategies and policies consistent with the Directorate's goal in order to address the pertinent issues in the relevant area;
- Contributes to the development of the Directorate business continuity plan and ensure implementation at Division level;
- Develop a Risk Register establish the Risk Owners and their mitigation factors and appropriate solution strategies;
- Designs and plans policy programs to achieve the strategies;
- Develops new and reviews activities as components of the strategies and policies;
- Addresses problems arising from current approaches to relevant areas;
- Assist in the engagement of stakeholders within Members States and RECs in designing and implementing strategies;
- Represents the organisation and explain its position at meetings and conferences;
- Assist in the mobilisation of funds from Partners and Donors to use to execute strategies and activities;
- Contributes to the preparation of periodic financial and budget execution reports and monitor budget execution at Division level;
- Creates an inspiring work environment to enable staff development and professional progression.
- Responsible to manage and assure the overall efficiency and scheduled performance of the Radiology, Pharmacy and Laboratory Units.
- Provide advanced problem solving, troubleshooting, interpretation, consultation, verification of specimen quality and test results.



- Plan and conduct meetings of managers and physicians as well as staff to ensure compliance with established practices, to implement new policies and develop a communication strategy with the view to keep employees abreast of current changes and standards; represent the laboratory in interactions with other units and the overall system.
- Identify the need for on-the-job training and continuing education for technical and support staffs, and coordinate plans and implementation programs with HR
- Submit semiannual and quarterly performance report to the management evaluating how well the Laboratory is fulfilling its periodical plan implementation.
- Responsible to evaluate the periodical performance of laboratory management members, and directs the rest of the staff evaluation program to be performed accordingly.
- Responsible to receive and maintain accreditation and to represent the laboratory before its constituency
- Responsible to oversee that the Laboratory fulfills its agreement with outside client organizations
- Prepare budget all expenditures within the budget and contribute in managing major administrative and financial issues
- Participate in training of trainees in laboratory related issues
- Carry out other duties as deem necessary for accomplishing duties and responsibilities listed above.
- Train or mentor any other laboratory personnel who is working with him/ her
- Monitor Quality Control, Quality Assurance, Safety and Inspection Control practices to assure compliance with internal and external regulations.

## 5. EDUCATIONAL QUALIFICATIONS:

MD or MBBS or equivalent degree, with a clinical specialization in **Pathology, Clinical Chemistry, Hematology (Fellowship of the Pathology or equivalent in Radiology or Pharmacy)**

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

## 6. WORK EXPERIENCE:

At least 10 years of work experience in a Laboratory Medicine and pathology, including at least five (5) years as a specialist in a government hospital or in private practice.

Must currently be working in a Laboratory role and performing routine and complex Medicine procedures in Laboratory, and Radiology, Pharmacy.

Must be licensed to practice medicine as Pathologist, Radiologist or Pharmacist. 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 added advantage.



## 7. OTHER RELEVANT SKILLS:

- i. Must have excellent and updated Pathology, Radiology, and Pharmacy skills.
- ii. Must be familiar with international and regional guidelines for Pharmacy, Laboratory and Radiology
- 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 medical 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,

## 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 1<sup>st</sup> 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.