



CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

DISEASE PREVENTION AND HEALTH PROMOTION 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: Disease Prevention and Health Promotion 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 Disease Prevention and Health Promotion Consultant (DPHPC) Consultant will be responsible for the day-to-day Infection Prevention and Control activities of the Medical and Health Services Directorate, in the Isolation Center, Vaccination Center, in the AUC compound and in other areas as directed by the immediate supervisor. The DPC Consultant will also oversee disease surveillance and notification. His or Her duties are as follows:

- i. Under the guidance of the Director of Medical and Health Services, the DPHPC Consultant oversees the implementation of Disease Prevention and Health Promotion in all units of the Medical and Health Services Directorate (MHSD) as well as other departments of the AUC.
- ii. Conducts training needs assessment and determine the capacities and understanding of health workers at MHSD on infection prevention and control practices. Proposes IPC trainings and takes lead in building the capacity of staff accordingly.
- iii. Makes procurement plan for IPC materials, PPE's, disinfectants, antiseptics, detergents, furniture needed for the new unit and other commodities for the MHSD.
- iv. Systematically collects and analyses data on pattern of communicable and non-communicable diseases, Infectious diseases at MHSD, interprets data and proposes appropriate actions to prevent disease outbreaks.
- v. Maintains accurate and up to date record and provides periodic summary and alerts the Director, MHSD on any potential disease outbreak.
- vi. Collaborates with reputable institutions such as WHO, Africa CDC, Ethiopian Public Health Institute etc on disease surveillance and notification. Remains up to date on global and local outbreaks of diseases.
- vii. Participates in local and international conferences on DPHP, disease notification and control and steps down knowledge gained from such events.

- viii. Be ready to be deployed at short notice to any place or facility for decontamination and cleaning.
- ix. Be ready to participate in the 24-hour, weekend, public holiday MHSD duty roster.
- x. Perform any other duty assigned by the Director, MHSD.

5. EDUCATIONAL QUALIFICATIONS:

- i. Must have a Degree in Public Health or Epidemiology or Nursing or Medical Laboratory Technology or Environmental Health.
- ii. Master's in Public Health will be an added advantage.
- iii. Must be practicing or undergoing further studies in pursuit of a higher degree.

6. WORK EXPERIENCE:

At least Seven (7) years of experience in relevant field and should be practicing in a clinical setting or undergoing further studies in pursuit of a higher degree.

Experience in conducting assessments, supportive supervision and leading workshops and trainings is required.

Must have experience in data collection, analysis and interpretation as well as usage of common data collection tools such as Kobo Collect, Epi Info, PSS, Excel.

7. OTHER RELEVANT SKILLS:

- i. Must be computer literate and familiar with Hospital Information Systems.
- ii. Able to communicate with and work effectively as part of a team in a complex, multi-cultural, multi ethnic environment to achieve Unit goals.
- iii. Must have a friendly demeanor, empathy and be able to communicate well with medical staff, clients and care givers politely.
- iv. Must be able to work effectively under pressure and maintain confidentiality at all times.
- v. 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)

NB. The shortlisted consultant will be invited for interview

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** in a written form to the address to below not later than 15:00 hours local time, **30 August 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
(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