

(CONSULTING SERVICES– INDIVIDUAL CONSULTANTCY)

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

**Terms of Reference (ToR) for Baseline assessment for the implementation of
cross-border surveillance in AU member states and development of a technical
operational guide /plan for the cross-border/ Point of Entry (PoE) Surveillance**

Ref. No: ET-AUC-485983-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. Background

Officially launched in Addis Ababa, Ethiopia, in 2017 as a specialized technical institution of the African Union, the Africa Centres for Disease Control and Prevention (Africa CDC) is Africa's first continent-wide public health agency. Africa CDC envisions a safer, healthier, integrated, and stronger Africa, where the African Union Member States (AU MS) can effectively respond to outbreaks of infectious diseases and other public health threats. The agency's mission is to strengthen the capabilities of Africa's public health institutions and systems to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide surveillance, laboratory, disease control and prevention, preparedness and response, and research programs. To achieve its mission, the Africa CDC works in all geographic regions of the African continent, and it has instituted technical divisions to focus on five priority areas, namely Surveillance and Disease Intelligence, Laboratory Systems and Networks, Disease Control and Prevention, Preparedness and Response, and Public Health Institutes and Research

Africa CDC has developed a [strategic framework](#) that aims at strengthening cross-border surveillance, coordination, and information sharing for better preparedness and response to public health threats among AU MS. This framework provides recommendations on proposed interventions that MS should adopt and implement to strengthen cross-border surveillance and timely information and data sharing. It contributes to improved health of the mobile population and communities along the entire international borders and around PoE by mitigating and preventing cross-border public health threats among the AU MS.

As part of the implementation of this strategic framework among AU MS, Africa CDC seeks to recruit a consultant to conduct a baseline assessment to identify the existing cross-border surveillance systems and information sharing mechanisms in AU MS;

map existing technical resources and institutional capabilities, identify gaps and priorities for implementation of cross border surveillance strategies. A total of fifteen (15) countries will be selected for the assessment basing on the following criteria: epidemiological risk, regional representativeness & relevance, core capacities for points of entry surveillance and operational feasibility. The outputs of this consultancy will help identify targeted intervention areas for Africa CDC in providing the necessary support for AU Member States.

2. Objectives of the assignment

Africa CDC wishes to conduct baseline assessment and analysis of existing cross border surveillance systems to understand how data is collected, analyzed and how resulting information is shared among AU Member States. The assessment will also serve to identify gaps, priorities and make recommendations for improving cross border surveillance in line with the continental strategy. The findings will be used to develop an implementation plan for cross-border surveillance and information sharing in Africa.

Specific objectives :

1. Conduct a baseline assessment in fifteen(15) selected AU MS to identify the status of existing cross-border surveillance systems including technical resources/documents, data collection tools, and information sharing mechanisms with neighboring countries, regional entities and partners.
2. Identify gaps, priorities and make context specific recommendations for improved cross border surveillance in line with the continental strategic framework
3. Develop an operational plan for cross border surveillance based on the assessment findings
4. Develop a tool kit of resources and tools for implementing cross border surveillance including documentation of lessons and good practices.

3. Scope of work and methodology

The consultant is mandated to propose a methodology that will be reviewed and updated based on feedback from the corresponding staff of the Africa CDC and to the satisfaction of the institution's standards. The consultant will be expected to conduct a baseline assessment in AU member states to identify the status and existing cross-border surveillance systems and information sharing mechanisms among AU MS, identify gaps, priorities and make recommendations for implementation of focused cross border surveillance strategies in AU Member States. A Delphi approach will be used to conduct the assessment coupled with online surveys, desk reviews, virtual and in-person stakeholder interviews. Regional networks will be leveraged and selected site visits conducted where feasible. The assessment will involve a series of activities including development of the assessment tool, data collection and analysis, stakeholder consultations among others. The key findings will provide understanding of the gaps, priorities and be used to recommend a customized operational plan for cross border surveillance and information sharing in Africa.

The following are specific tasks the consultant must complete:

- **Baseline assessment tool:** The consultant shall develop and deploy an assessment tool to collect specific indicators for measuring the situation of existing cross-border surveillance systems and information mechanisms in AU member states. The Integrated Disease Surveillance and Response (IDSR) framework will be leveraged for development of the assessment tool. The assessment will also identify existing digital or mobile surveillance tools used by AU Member States to enhance real time and efficient data collection and reporting.
- **Data collection:** The data will be collected through various methods including desk review, and key informant interviews to understand the existing cross border surveillance systems and information sharing mechanisms on the continent. A review of existing documents including existing bilateral and multilateral legal frameworks, agreements and policies for information sharing among AU Member states will be done. The consultant will further conduct in depth case study on selected MS to identify gaps, priorities and recommendations for the implementation of the strategic framework for cross border surveillance and information sharing in Africa.
- **Stakeholder consultation workshops:** The consultant shall conduct stakeholder mapping and comprehensive analysis (on who's doing what, where, when and how), and hold stakeholders' workshops. Key stakeholders from AU MS, Regional Economic Communities (RECs) such as EAC, ECOWAS, IGAD, SADC, IOC, ECSAH and other cross-border coordination bodies and partners such as IOM, WHO, IFRC, etc shall be consulted to understand priorities, challenges and provide recommendations for sustainable implementation of the strategic framework. Furthermore, consultation with these external stakeholders already working on cross-border surveillance-related activities will be key to avoid duplication of effort.
- **Data analysis and report writing:** The consultant shall synthesize and analyse all the data collected. A disaggregated analysis by geographic region or border type (land/air/sea), and level of risk (e.g., refugee corridors, informal PoEs, etc.) to inform targeted and actionable recommendations. The consultant will compile a comprehensive report with clear actionable recommendations that will guide the development of the operational plan for the implementation the Africa CDC strategic framework for cross border surveillance and information sharing in Africa.
- **Development of the operational plan to address the identified gaps in information sharing:** Basing on the recommendations from the baseline assessment the consultant shall develop an operational plan for the roll out and implementation of the continental strategic framework for strengthening cross border surveillance and information sharing in Africa. The operational plan will include a roadmap for policy harmonization and capacity development in alignment with national public health emergency preparedness plans and regional strategies.

4. Key deliverables

- Detailed baseline report showing existing cross-border surveillance systems and information sharing mechanisms across AU MS, gaps, priorities and recommendations for improved cross border surveillance
- An implementation plan for cross border surveillance including a roadmap for policy harmonization and capacity development
- A tool kit of resources mapped and data collection/information sharing tools
- Documentation of lessons learnt and good practices

DELIVERABLES	PAYMENT
<ul style="list-style-type: none">• Inception report with work plan and clear timelines outlining the steps and methodology to be used in developing the baseline assessment.• Design, develop, and deploy baseline assessment tool to MS for data collection	20%
Produce a comprehensive report on the results from the baseline assessment including MS consultations, MS capacities, need assessments, and stakeholders mapping.	30%
An implementation plan for cross-border surveillance and information sharing highlighting the flagship programs.	30%
Submission of a tool kit of resources mapped and data collection/information sharing tools, documentation of lessons learnt and good practices	20%

The consultant will be expected to work closely with Africa CDC staff and AU MS, stakeholders over the consultancy service duration **Six (6) months** after the signing of the contract. The consultancy service's accomplishment will be the successful completion of the data collection and analysis, submission, and approval of all reports by the Africa CDC. In order to track progress, interim reports of specific work areas will be expected to be shared with Africa CDC during monthly meetings.

5. Consultancy fee

The individual consultant will be paid a fixed total amount of USD 42,600 on successful completion of the assignment. This cost includes all the Consultant's fees, reimbursable expenses, such as air ticket to and from Africa CDC HQ etc as well as any tax obligation that may be imposed on the Consultant. Fees payable does not include costs associated with assignment-related travels, different coordination/organization of project-related activities and events and workshops as these costs will be met by Africa CDC. This is a lump sum contract, and payment will be made after the successful completion of the assignment against each deliverable stated in (4) above.

6. Reporting, management, support, and data ownership

The Consultant will report directly to the Head of Surveillance and Diseases Intelligence Division. The consultant shall produce a brief weekly report in English and submit it to Africa CDC and present progress bi-weekly (in online meetings). All

outputs, including the raw data and draft documents, analyses, and final documents and products, will belong to Africa CDC.

7. Qualifications and experience of consultant

Education

- A Minimum of a University Master's degree in Public Health, Health Sciences, Epidemiology, Veterinary Preventive Medicine, Strategic Planning or another relevant field with at least 4 years of relevant experience. Or A bachelor's degree in any of the above fields with at least 8 years of relevant experience.

Experience

- At least 8 years of work experience in global health: Experience in the area of cross-border surveillance and disease surveillance is desirable.
- Experience in developing tools for stakeholder engagement and country assessments and facilitating strategic planning processes
- Experience in the development of public health training curriculum
- Experience in working with international organizations such as WHO, UN agencies, AUC, etc., is desirable.
- Computer literacy in the use of office applications (e.g., MS Office software packages; MS Word, Excel, PowerPoint, or equivalent).
- Strong research, scientific writing, and communication skills.
- Demonstrated project planning and management skills for organizing, coordinating, and executing projects from conception through implementation.
- Excellent diplomatic, representational, interpersonal, and communication skills and ability to interact with stakeholders and decision-makers in technical and other professional settings.

Language

- Excellent collective oral and written communication skills in any of the official AU languages.

8. Evaluation and qualification criteria

Technical Evaluation

1. Education, Qualification, and Relevant Training – 20
2. Experience of the consultant relevance to the assignment and number of years – 80

9.Required Documentations

- a) Cover letter with statement of understanding of the TOR.
- b) A detailed and updated curriculum vitae (CV), and indicating nationality, age and gender.
- c) Two written references

10.Services and Facilities to be provided by Africa CDC

The individual consultant will be supervised by the Head of SDI, Africa CDC for the purpose of delivering the above outputs within the agreed time frame. This consultancy will be based in Addis Ababa at the Africa CDC Headquarters. The consultant must comply with the African Union rules and procedures related to security and code of conduct.

Africa CDC will cover the cost of travel including economy-class air tickets and other necessary expenses when travel is required according to the AU rules and regulations. Africa CDC will provide the consultant the following document and facilities:

- a) The Africa CDC will identify and assign technical staff to support the implementation process.
- b) Africa CDC will provide the necessary documentation and information required for the assignment.
- c) Maintain regular follow-up of the activities done by the consultants, review and comment on the submitted deliverables and work done.
- d) Assist in organizing consultative meetings with Member States and other stakeholders

11. Invitation

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” July 2016, revised March 2025 (“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 30th June 2025.

Africa CDC,

Africa Centres for Diseases Control and Prevention,
Supply Chain Division
Administration Directorate
Lafto Square, Haile Garment, Addis Ababa, Ethiopia
Africa CDC Office, Dr. John Nkengasong,
4th floor, Room No. 408
E-mails: tender@africacdc.org and Selamg@africacdc.org