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INDIVIDUAL CONSULTANT

CONSULTANCY SERVICES FOR CONSULTANCY SERVICES FOR THE DEVELOPEMENT OF A OPERATIONAL GUIDELINE MANUAL FOR THE AFRICA CDC

Reference No.: **AUC/SAD/168**

1. Background

Taking into account the health challenges faced by the African continent and the necessity for an accountability framework for health security to protect citizens of Africa and beyond, the AU Heads of States and Governments established the Africa Centres for Disease Control and Prevention (Africa CDC) through the **Assembly Decision /AU/Dec.554 (XXIV)**, at the AU Summit in January 2015 at Addis Ababa, Ethiopia. The Africa CDC officially launched on 31st January 2017, aims to support African countries in their efforts to effectively respond to public health emergencies through capacity building and technical assistance to address complex health challenges the countries may experience.

Response to public health emergency and any disease of unknown origin must be swift and decisive, often within or less than 24 hours. It follows that they must have ready equipment, reagents, and vaccines among others required for response in emergency situations. Lessons learnt during the EVD outbreak including delayed response & deployment, lack of stock piles for diseases emergencies within the Member States and Continent, lack of availability of emergency rosters and volunteers have formed the core capacities of the Africa CDC. So far in 2016 alone, the African Continent has experience more than 15 disease outbreak including yellow fever, Cholera, dengue and other infections. These continuous outbreaks call for emergency response to detect and disrupt the chain of transmission and prevent spread to neighbouring countries. The Africa CDC and its Regional Collaborating Centres (RCCs) work together with Members States to strengthen epidemic preparedness, surveillance and response systems and also establish an early warning mechanism for rapid response in outbreaks events and humanitarian emergencies in Africa.

Considering that this characteristic and area of operation is specific and unique to the Africa CDC, how can we make the current administrative, financial and procurement rules of the AUC to facilitate the rapid response required by the Africa CDC? What are the changes required? Is it possible to develop an administrative and procurement guidelines/manual suitable for the smooth functioning of the Africa CDC without violating or derogating the extant Financial Rules and Regulations and the recently revised Procurement Manual of the

AU? It is imperative that the Commission facilitates the operation of Africa CDC in order to deliver on its mandate in emergency response and preparedness, as the activities of the Africa CDC is set to expand exponentially in 2017 onwards.

2. OBJECTIVE OF THE CONSULTANCY

The main objective of the consultancy is to develop a Operational Manual that simplifies, formalizes and standardizes Africa CDC's administrative and operational procedures for procurement of goods and services, training, and consultancies (as applicable); financial management (planning, budgeting, accounting and recording, internal controls, reporting and auditing); disbursements; monitoring and evaluation; progress reporting and relations with stakeholders (including outlining the main roles and responsibilities of the stakeholders).

Based on the outcome of the retreat held in Zanzibar in December 2016, the Consultant will collaborate with relevant departments within the AUC to develop operational manual for the Africa CDC

3. SCOPE OF THE ASSIGNMENT:

- 3.1 The main objective of the consultancy is to develop Operational Manual that simplifies, formalizes and standardizes Africa CDC's administrative and operational procedures for Budget Preparation and Execution, Financial Management, Procurement, Travel, Inventory Management, Fixed Asset management, Human Resources Management, Records Management, Information Technology, Internal Controls, Risk Management, Knowledge Management, Communications and Emergency Management
- 3.2 The manual is expected to detail procedures, including specific methods, where applicable, to be adopted on a day to day basis by the Africa CDC and during Emergency with respect to the above mentioned activities and functions (in paragraph 3.1 above).
- 3.3 With due care and regard to internal controls, rules and procedures of AUC the manual is expected to detail responsibilities, stages and lead times in the context of the foregoing institutional arrangements. The manual shall thus also help in the process of monitoring and overseeing the implementation of activities.
- 3.4 Chapters covering specialized areas like procurement, financial reporting and external audit should clearly elaborate on methods and standards. Chapters on Financial reporting should outline the Financial Reporting Standards used, financial reporting chronology of activities (with timelines), basis of accounting (AU's Financial Rules and Procuedures) and content of financial statements etc. whereas the external audit chapters should outline type of audit, qualities of the auditors/ audit firms, standards of auditing to be applied and external audit deliverables, with time frames.
- 3.5 Institutional linkages should be clearly spelt out, with a clear articulation of roles and responsibility of the Africa CDC. The supporting and/or oversight roles of beneficiary institution technical specialists, technical committee/s and the Governing body should be

clearly stated, with sufficient detail on linkage modalities.

4. Consultant Activities:

Working for the Africa CDC, the consultant is expected to:

4.1 Review relevant documentation including the African Union Commission Rules, Procedures, and Statutes & Manuals; Africa CDC Statutes,

4.2 Meet with key stakeholders including Directorate of Finance, Directorate of Administration, Directorate of Strategic Policy Planning and Resource Mobilization, Office of the Legal Counsel, Directorate of Peace and Security, Directorate of Social affairs, Directorate of Political affairs, Directorate of Medical and Health Directorate., to ensure all key issues have been addressed and adequately incorporated; Prepare an inception report in accordance with the terms of the consultancy agreement.

4.3 Hold discussions with stakeholders on the draft Operational Manual to obtain feedback on the clarity, feasibility, and completeness of the proposed procedures.

4.4 Finalize the draft Operational Manual based on stakeholder consultations.

4.5 Provide training to relevant personnel about the use of the manual.

5. Key Deliverables and schedule

Activities		August				September			
		1	2	3	4	1	2	3	4
1	Inception Report outlining the understanding of the assignment								
2	Draft Operational manual for the Africa CDC								
3	Presentation on the Operational Manual to the Africa CDC and other stakeholders, after incorporating comments on the draft								
4	A final Operational Manual which incorporate comments from the presentation								

6. Reporting and Communication:

6.1 The consultant will report to the Director of Africa CDC, and is expected to work independently in developing & Operational Manual.

7. Qualifications and Experience:

7.1 Education

- Master's degree or higher in a Public health with project planning, business administration - or any other related field

7.2 Experience

- Proven experience and track records in developing Operation Manual
- Proven experience and track records in developing strategic documents in health areas
- Experience working on the African continent, preferably including experience with or exposure to the African Union.

The African Union Commission now invites eligible **Individual Consultants** to indicate their interest in providing the Services. Interested candidate must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services.

Consulting firms may propose individual consultant, but only the experience and qualifications of individual shall be used in the selection process, and that his or her corporate experience shall not be taken into account, and the contract would be signed with the proposed individual.

VIII. EVALUATION CRITERIA

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

- a) General Education Qualification and Relevant Training (20 points);
- b) Experience Related to the Assignment (25 points);
- c) Technical approach and methodology (40 points)
- d) Work plan (10 points)
- e) Language (5 points);

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

- a) Technical Proposal not exceeding 8 pages on:
 - understanding and interpretation of the TOR
 - methodology to be used in undertaking the assignment
 - time and activity schedule
- b) Financial proposal not exceeding 1 page
 - Consultant's daily rate in US\$
 - Other costs e.g. travel
 - Total cost
- c) Personal Capacity Statement
 - Relevant experience related to the assignment (include samples of two most recent similar works and/or references for the same)
 - Contacts of at least 3 organizations previously worked for
 - Curriculum Vitae of the Consultant (s)

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Local Time.

RESPONSE TO THE CALL

Proposal must be delivered in a written form to the address below not later than 1500 hours local time, 9th August 2017

African Union Commission,

Head of Procurement Travel and Store Division

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