



CALL FOR EXPRESSION OF INTEREST

Vacancy title	Facilitator Conferences of the OIE Regional Commissions
Type of contract	Consultancy contract
Location	Remote working
Starting date	32 nd Conference of the OIE Regional Commission for Asia the Far East and Oceania 16 th Conference of the OIE Regional Commission for the Middle East
Expected working days	Maximum 6 days distributed in 8 weeks for each Conference
Expected duration	8 weeks for each Conference (26 July – 20 September 2021 for Asia and 4 October – 29 November 2021 for Middle East)
Application deadline	5/07/2021 – 9. a.m. Paris time

1. CONTEXT

1.1 BACKGROUND

The World Organisation for Animal Health (OIE) is the intergovernmental organisation responsible for improving animal health worldwide. The standards it develops for the trade of live animals and products of animal origin are recognised by the World Trade Organization as reference international sanitary rules ([Home - OIE - World Organisation for Animal Health](#)).

The OIE, then known as the « Office international des épizooties », was created on 25 January 1924. Its headquarters are based in Paris. It comprises 182 Members and is present on all continents through 13 Representations or Bureaus in total.

1.2 PURPOSE

The OIE has set up five Regional Commissions ([OIE Regional Commissions](#)) to express specific problems facing its Members in the different regions of the world. The OIE Regional Activities Department (RAD) contributes, among others, to the effective governance of the Organisation by supporting the work of those Regional Commissions, strengthening their relations, and ensuring the delivery of their Regional Conferences which are held every two years in a country of the region concerned ([ToRs and Internal Rules of the Regional Commissions and the Regional Conferences](#)). These Conferences are considered, along with the General Session, as OIE statutory events which bring together the OIE Members of the Region, OIE Representatives, the representatives of international and regional organisations as well as selected experts to discuss about key topics previously determined by the region. Part of the OIE Delegate's obligations is to attend these Conferences.

The purpose of the Conferences of the OIE Regional Commissions is to examine animal health, animal welfare and animal production food safety issues within the Region. These Conferences are the best occasion for Delegates to be part of the discussions on topics of priority regional interest and to express their needs and concerns directly to the Director General, the staff from the OIE and the key experts invited. These Conferences are aimed at ensuring that all regional contributions and needs are considered by the OIE. It also allows exchanges with key representatives from international and regional organisations involved in animal and veterinary public health activities in the region.



The agenda of these conferences is always developed in collaboration with the Members of the Bureau of the OIE Regional Commission to ensure that regional needs are well addressed.

The Members of the Bureau of the Regional Commission, mainly the President and the Vice-president play a key role during the meeting taking care of several presentations and normally chairing different sessions from the agenda (in face-to-face meetings).

A short report with the main conclusions from the region on the different topics discussed during the virtual Conference will be drafted, as usual, by the OIE staff and will be validated by all the Delegates after the meeting.

The services are divided into two (2) lots, as follow:

Lot n°1: The 32nd Conference of the OIE Regional Commission for Asia the Far East and Oceania will take place most probably the second week of September 2021. The Thirty-Six Members of the OIE Regional Commission for Asia the Far East and Oceania will be invited to participate in this Conference. International and regional organisations involved in animal and veterinary public health activities in the region will be also invited to participate as observers. The Conference will be also announced through diplomatic channels to the Ministers of Foreign Affairs and the Ministers in charge of OIE activities of each of the 36 Members of the Regional Commission. The OIE Director General will participate accompanied by the relevant staff from the OIE Headquarters, managers, and staff from the OIE Regional Representation for Asia and the Pacific and the OIE Sub Regional Representation for South-East Asia will also participate.

The Conference of the OIE Regional Commission for Asia the Far East and Oceania will be organised in a virtual format (two sessions of 3 hours each). Normally, a Regional Conference lasts 4 entire days so it will be quite challenging to keep the institutional/formal side with a virtual meeting of 6H00 in total. The meeting will be open to Delegates and regional partners.

Lot n° 2: The 16th Conference of the OIE Regional Commission for Middle East will take place in November 2021. The Twenty Members of the OIE Regional Commission for the Middle East will be invited to participate in this Conference. International and regional organisations involved in animal and veterinary public health activities in the region will be also invited to participate as observers. The Conference will be also announced through diplomatic channels to the Ministers of Foreign Affairs and the Ministers in charge of OIE activities of each of the 20 Members of the Regional Commission. The OIE Director General will participate accompanied by the relevant staff from the OIE Headquarters, managers, and staff from the OIE Regional Representation for the Middle East and the OIE Sub Regional Representations in Abu Dhabi will also participate.

The Conference of the OIE Regional Commission for the Middle East will be organised in a virtual format (two sessions of 3 hours each). Normally, a Regional Conference lasts 4 entire days so it will be quite challenging to keep the institutional/formal side with a virtual meeting of 6H00 in total. The meeting will be open to Delegates and regional partners.

Nota bene i: Tenderers may bid for one or all lots.

Nota bene ii: Tenderers are required to bid on each lot separately in case they are selected for one lot only.

2. DUTIES AND RESPONSIBILITIES

2.1 OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

The OIE role is limited to define the content of the Conference's programme in collaboration with the Regional Commission, send the invitations to the Conference, follows on participants registrations and particular requested support, collecting and distributing the working material for the Conference, setting up the Zoom invitations for the preparatory meetings as well as for the Conference, and managing technical issues with Zoom, however, the Facilitator must have experience in managing Zoom meetings.

The Facilitator is responsible of:

- 1) Facilitating the Conference, including the use of supplementary tools, if needed, to maintain the institutional nature of the event while ensuring to keep the audience interested and actively involved on the topics discussed, despite the virtual format.
- 2) Ensuring respecting the time which is essential considering the busy agenda and the short time available.
- 3) In coordination with RAD, revising the programme of the Conference, already developed by the Region, and define different interactive activities (activities in plenary to be animated by him/her or in breakout room sessions to be animated by different facilitators) to be done after each presentation to facilitate the discussions and ensure that participants are able to express their needs and concerns, despite the very short time available for discussions.
- 4) Define and work directly with different interactive tools for the interactive activities (some to be used by him/her other to be used by the facilitators of the breakout rooms).
- 5) Provide RAD with the interactive activities in a table with clear details on the interactive tool to be used and instructions for participants and group facilitators.
- 6) Guiding and controlling breakout sessions as well as plenary sessions.
- 7) Developing guidelines for group facilitators and organise preparatory meetings with them to clearly explain the dynamic (including the use of the selected interactive tools) and the facilitators' role.
- 8) Developing guidelines for speakers and organise preparatory meetings with them, for them to be well prepared and understand the objective of the Conference and the importance of time management.
- 9) Work in close collaboration with RAD to ensure an efficiently and smoothly run of the Conference, and
- 10) organise a wrap up meeting with the organisers to discuss the lessons learnt from the virtual Conference and define some good practices.

2.2 EXPECTED OUTPUTS AND DELIVERABLES

2.2.1 Lot n°1: Preparation of the Conference dynamic and facilitation of the event

Deliverables	Deadline (prov.)	Days of work (prov.)
Revise the programme of the Conference, already developed by the Region (in coordination with RAD) and provide feedback	29/07	1/2
Define the different interactive activities to be implemented to guide/facilitate the discussions and inform RAD	5/08	1
Develop guidelines for group facilitators and provide them to RAD	10/08	1/2
Develop guidelines for speakers and provide them to RAD	10/08	1/2
Provide RAD with a table clearly detailing the interactive activities to be done and the interactive tools to be used, including instructions for participants and facilitators (organise a meeting with RAD to present the proposed dynamic)	13/08	1/2
Organise a preparatory meeting with the speakers (one or more if needed), for them to be prepared and understand the objective of the Conference and the importance of time management	Date(s) to be defined with RAD and the region	1/2
Organise a preparatory meeting with the group facilitators (one or more if needed) to well explain the dynamic (including the use of the selected interactive tools) and their role	Date(s) to be defined with RAD and the region	1/2
Organise a preparatory meeting (one or more if needed) with all the organisers from the OIE HQ and the region to revise the whole Conference dynamic and make sure everybody is clear about the Conference development	Date(s) to be defined with RAD and the region	1/2
Facilitate two days of the Conference (3H Conference each day)	Exact dates to be confirmed (most probably the second week of September)	1
Organise a wrap up meeting with the organisers to discuss about the lessons learnt from the virtual Conference and define some good practices	Date to be defined after the Conference	1/2

2.2.2 Lot n°2: Preparation of the Conference dynamic and facilitation of the event

Deliverables	Deadline (prov.)	Days of work (prov.)
Revise the programme of the Conference, already developed by the Region (in coordination with RAD) and provide feedback	7/10	1/2
Define the different interactive activities to be implemented to guide/facilitate the discussions and inform RAD	14/10	1
Develop guidelines for group facilitators and provide them to RAD	19/10	1/2
Develop guidelines for speakers and provide them to RAD	19/10	1/2
Provide RAD with a table clearly detailing the interactive activities to be done and the interactive tools to be used, including instructions for participants and facilitators (organise a meeting with RAD to present the proposed dynamic)	21/10	1/2
Organise a preparatory meeting with the speakers (one or more if needed), for them to be prepared and understand the objective of the Conference and the importance of time management	Date(s) to be defined with RAD and the region	1/2
Organise a preparatory meeting with the group facilitators (one or more if needed) to well explain the dynamic (including the use of the selected interactive tools) and their role	Date(s) to be defined with RAD and the region	1/2
Organise a preparatory meeting (one or more if needed) with all the organisers from the OIE HQ and the region to revise the whole Conference dynamic and make sure everybody is clear about the Conference development	Date(s) to be defined with RAD and the region	1/2
Facilitate two days of the Conference (3H Conference each day)	Exact dates to be confirmed (November 2021)	1
Organise a wrap up meeting with the organisers to discuss about the lessons learnt from the virtual Conference and define some good practices	Date to be defined after the Conference	1/2

3. QUALIFICATIONS AND EXPERIENCE

Required qualifications

- At least 5 years of experience in the design, facilitation, and preparation of similar events with international organisations, institutional structures, public services.
- Experience in an international environment with use of virtual tools

Additional qualification and experience (asset)

- Good knowledge in the major aspects that relate to animal health in the region as well as the Veterinary Services.
- Good knowledge and background on public and/or veterinary health.
- Deep understanding of the political context and cultural differences in the related regions.
- Deep knowledge of International and Regional Organisations structure and systems.

Skills

- Advanced preparation
- Active listening
- Asking questions
- Timekeeping
- Establishing a psychologically comfortable environment for sharing
- Creating focus amongst the group
- Unbiased objectivity
- Managing the group decision process

The consultant should demonstrate the skills and expertise listed below, and adhere to the highest standards and code of ethics expected by the OIE:

- Experience in the design, facilitation, and preparation of similar events
- Prior experience using Zoom
- Excellent command of English both written and oral
- Excellent oral skills, including the ability to present complex issues and ideas in communicable forms
- Innovative, creative, and strong interpersonal and cross-cultural communication skills.

4. WORK ARRANGEMENTS

4.1 ORGANISATION OF THE WORK

All the activities taking place under this contract will be undertaken virtually. The consultant will report to the OIE Regional Activities Department. All documents should be written in English.

4.2. PAYMENT SCHEDULE

The total price will be paid at the end of the Conference.

Payment throughout the Contract will be made upon receipt of the corresponding undisputed invoice, which should be raised after validation of the deliverable. The OIE will proceed to the payment of undisputed invoices within 45 days of their reception by bank transfer.

5. STRUCTURE OF THE RESPONSE

While it is understood that the methodology, approach, and timeline will be finalised between the OIE and the chosen consultant and constitute an important deliverable of the project once started, responses to the call for expression of interest should cover the following elements to provide sufficient background to the evaluation of the offers and ensure homogenous assessment.

- A short CV with reference to relevant experience
- Cover letter (maximum 250 characters, "Times New Roman" font, size 11pt)
- Proposals for conference dynamic and facilitation
- Financial offer (annex 1 to be completed and returned as financial offer)



6. EVALUATION OF PROPOSALS AND AWARD OF THE CONTRACT

The OIE will proceed to an evaluation of all final proposals according to the criteria described below:

Criteria 1: Technical criteria (80%)

- Expertise (30%)
- Demonstrated understanding of the context (20%)
- Relevance and quality of the proposed methodology (30%)

Tenderers with offer score exceeding 10/20 will be requested to participate to an oral presentation of its organisation, expertise, and experience relevant to the tender. This presentation will allow us to review the analysis of the technical criteria.

The oral presentation format will be the following:

- Self-Introduction: 10'
- Methodology proposed 10'
- Questions and answers: 30'.

Criteria 2: Financial criteria (20%)

- Daily rate (30%)
- Global cost (70%)

7. RESPONSE PROCEDURE

The OIE places high value on a multicultural and positive work environment and seeks gender and geographical balance in its international consultants. The OIE welcomes applications of all qualified candidates, irrespective of their ethnic origin, gender, opinions, or beliefs.

If you are interested in the consultancy, please complete your application online by 5 July 2021 at 9 a.m. Paris time at the latest by clicking on the link below.

The OIE, as a data controller, will process the personal data you provide in the application form for the purposes of identifying a suitable consultant to support its work. The data collected will be processed internally for the aforementioned purposes and it shall be kept for 5 years. You have rights to access and rectify your personal data, as well as to request erasure and obtain data portability under certain circumstances. You may withdraw your consent to the processing of your data at any time by contacting n.monsalve@oie.int. To exercise these rights or if you have any questions about the processing of your data, you can contact our data protection officer at dpo@oie.int. For more information check our Privacy Policy: <https://www.oie.int/en/privacy-policy/>.

8. ANNEXES

ANNEX 1 A. (to be returned as financial offer of the lot n°1)

ANNEX 1 B. (to be returned as financial offer of the lot n°2)

[APPLY HERE](#)

Should you have any questions, please contact n.monsalve@oie.int.