

CALL FOR EXPRESSION OF INTEREST

Consultancy title	Expert for legal research and support
Internal reference	CBD/CFEOI2021/1
Type of contract	Consultancy Contract
Location	Home-based
Starting date	23 August 2021
Expected working days	185 days
Expected duration	10 months
Submission deadline	30 July 2021

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 recognized by the World Trade Organization as reference international sanitary rules (<http://www.oie.int/fr/>).

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

A key pillar of the OIE's mandate is to support to the capacity building for the national Veterinary Services of OIE Members. This is accomplished mainly through Members' participation in the Performance of Veterinary Services (PVS) Pathway, the OIE's flagship capacity-building platform for strengthening Veterinary Services. Included in the PVS Pathway, as a form of targeted support to OIE Members, is the Veterinary Legislation Support Programme (VLSP) designed to identify gaps in existing veterinary legislation and to assist Members in developing new legislation to ensure a strong legal basis for Veterinary Services to carry out their responsibilities.

1.2 PURPOSE

The overall purpose of this consultancy is to provide legal and administrative support for a range of OIE activities involving veterinary legislation. The three key activities of the consultant will be:

- 1) a review and analysis of legislation from the 13 countries in the OIE Southeast Asia sub-region related to animal disease control and the role/mandate of the Veterinary Services in combatting animal diseases, including zoonotic and transboundary animal diseases,
- 2) administrative and legal support to the OIE Veterinary Legislation Support Programme (VLSP), and to projects and initiatives in this field,
- 3) administrative and legal support to a project funded by the Antimicrobial Resistance (AMR) Multi-Partner Trust Fund (MPTF) to develop and pilot a *Tripartite (FAO-OIE-WHO) One Health Assessment Tool for AMR-relevant Legislation*.



1.3 OIE THRESHOLD

In accordance with the internal rules of the OIE, call for expression of interest's procedure applies to procurement contracts whose total value is less than EUR 100 000.

Accordingly any financial offer equal or exceeding this threshold (EUR 100 000) will be rejected.

1.4 BUDGET

The OIE chooses not to communicate the estimated budget for this call for expression of interest. Bidders are invited to propose the financial offer they deem most economically appropriate.

2. DUTIES AND RESPONSIBILITIES

2.1 OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

The services are divided into a unique lot :

is the assignment will consist of the review of legislation in Southeast Asia, which is an activity initiated by the OIE Sub-Regional Representation for South-East Asia (SRR-SEA) in Bangkok, the support for the VLSP activities, and the efforts to develop a *One Health Assessment Tool for AMR-relevant Legislation* , managed by the Capacity Building Department at OIE Headquarters in Paris. The overall scope of the work is closely related to the targeted support on Veterinary Legislation offered by the OIE in the framework of the PVS Programme and the review of the legislation will prepare the floor to address customised VLSP services in the Region. The tasks and responsibilities for this consultancy are as follows:

Scope of legislation review

This work involves the review and analysis of legislation related to animal disease control and the role/mandate of the Veterinary Services in combatting animal diseases, including zoonotic and transboundary animal diseases, from the countries within the OIE South-East Asia sub-region, including Brunei, Cambodia, East Timor, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam, and Papua New Guinea.

Scope of supporting the VLSP

This work, conducted in collaboration with the VLSP Programme Coordinator, involves administrative and legal support to ongoing and new activities within the VLSP. The VLSP consists of two stages: i) the Veterinary Legislation Identification Mission, aimed at reviewing existing veterinary legislation and developing recommendations to modernise such legislation in a country and ii) the Veterinary Legislation Agreement, aimed at supporting the country in developing specific new laws and regulations to modernise the veterinary legislation.

Scope of supporting a project to develop and pilot a *Tripartite One Health Assessment Tool for AMR-relevant Legislation* ("the Tool")

This work, conducted in collaboration with the VLSP Programme Coordinator and the FAO and WHO project team, involves administrative and legal support to the two-year Multi-Partner Trust Fund project, the objective of which is to develop and pilot a *Tripartite* (FAO-OIE-WHO) *One Health Assessment Tool for AMR-relevant Legislation*. The work notably includes the review of the animal health component of the draft Tool and administrative support for the organisation of a multi-country workshop.

2.2 EXPECTED OUTPUTS AND DELIVERABLES

2.2.1. Firm tranche

Deliverables	Deadline (prov.)	Days of work (prov.)
1) Gather legislation via a survey of country OIE Delegates or relevant government liaisons from the above nations in the South-East Asia sub-region that pertains to animal disease control, including Animal Health Acts, Public Service Acts, Wildlife Acts, Public Health Acts, Ministry of Agriculture set up Acts, as well as the secondary legislation and regulations the nations use for implementing these Acts.	November 1 2021	10
2) Coordinate and facilitate the translation of the legislation (where necessary) into either English or French.	November 30 2021	3
3) In collaboration with the OIE SRR-SEA and OIE Veterinary Legislation experts, design a survey and develop the criteria to analyse the legislation and review for gaps and competency of the legislation to address animal disease emergencies, including the mandate of the Veterinary Services. The criteria should take into consideration relevant standards and guidelines set by the OIE and FAO for the control of animal diseases, including in wildlife. Develop the database to collect the information gathered.	November 30 2021	10
4) Review each country's legislation against the survey criteria and develop and tabulate a summary of findings for each country.	February 1 2022	36
5) Analyse the results and produce a summary report of the findings with recommendations	April 30 2022	36
6) Orientation of consultant to OIE procedures and processes around the assignment.	August 23 through September 8 2021	13
7) Review and/or finalisation of VLSP expert reports and follow up for VLSP activities in at least seven countries.	Ongoing through June 15 2022	12
8) A Veterinary Legislation Identification Mission is initiated in at least one country.	Ongoing through June 15 2022	10
9) Formal VLSP Agreements are developed for at least three countries.	Ongoing through June 15 2022	8
10) Respond with appropriate communication/correspondence in consultation with the VLSP Programme Coordinator following any OIE Member requests for new VLSP activities.	As needed	3

11) Participate in AMR-relevant meetings with OIE, FAO, WHO. Prepare OIE contribution to progress reports to donor (MPTF). Organise the recruitment of translation services to translate the Tool into French and Spanish.	Ongoing through April 30 2022	10
12) Periodic review of the animal health component of the Tool.	December 2021	10
13) Support the organisation (by FAO) of: - 1 or 2 pilot national missions/workshops (incl. recruitment of VLSP experts and review of corresponding reports) and of - the 1 st multi-country workshop (virtual).	Ongoing through April 30 2022	8
14) Provide administrative support to the design, development and delivery of the 2 nd multi-country workshop (field or virtual) to be hosted by OIE and managed by the South-East Asia sub-regional office	Ongoing through June 15 2022	16
TOTAL		185

*In compliance with the timeline set.

2.2.2. Conditional tranche

Should time and budget permit, the scope of work may be extended to support a potential upsurge in requests for VLSP identification missions or Agreements based on the relaxation of travel restrictions around Covid 19 and the ongoing, active promotion by OIE of VLSP services through regional and national workshops on the importance of legislation relative to veterinary workforce development; However, the implementation of this conditional tranche of work will depend on a decision by the OIE which will be notified to the Consultant under conditions set out in the Contract.

Should this conditional tranche be carried out, the OIE would expect the selected consultant, in consultation with the VLSP Programme Coordinator, to respond to new requests with appropriate communication/correspondence and facilitate the implementation of any mission activities that result.

3. QUALIFICATIONS AND EXPERIENCE

Qualifications

A professional law degree is required

Previous experience

The applicant should have previous professional experience working in the context of the Performance of Veterinary Services Pathway and the Veterinary Legislation Support Programme and have at least one year's experience in the review and analysis of veterinary legislation, data management and report writing.

Competencies

Proficiency in the use of Microsoft Word and Excel and in database management

Fluency in English and French (excellence in English is a strong asset)

Ability to be highly organised, work independently and to meet strict deadlines



Keen sense of observation, attention to detail and accuracy

Capacity to work with multiple team members in a multi-cultural environment

Strong communication, data and information collection, analysis and interpretation, editorial and reporting skills

Organisation of the Work

The consultant can be home-based with reliable internet and international communication capability. For the work involved in the scope of legislation review, the consultant will report to the OIE Sub-Regional Representative for South-East Asia in the OIE Bangkok office. For the work involved in the other scope, the consultant will report to the Head of the Capacity Building Department at OIE Headquarters in Paris. For all work the consultant will be supported by the VLSP Programme Coordinator in the Capacity Building Department. While the work is primarily home-based, the consultant should be willing to travel to Paris and/or Bangkok for consultations if required by the OIE. In such cases, travel expenses and per diem payments would be covered by OIE. Any such travel would be subject to prevailing Covid-19 travel restrictions.

3.1 PAYMENT SCHEDULE

Payments will be scheduled on a monthly basis, upon receipt of the corresponding undisputed invoice, which should be raised after validation of each deliverable. The OIE will proceed to the payment of undisputed invoices within 45 days of their reception by bank transfer or cheque.

The invoice should indicate, the activities carried out and the number of working days.

4. STRUCTURE OF THE RESPONSE

The interested consultant's response should include:

- CV
- Cover letter (max 1 page and a half)
- Financial offer duly completed and signed (annex 1)
- Declaration of integrity duly completed and signed (annex 2)

5. 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: Experience and Competence (80% of total)
 - Relevant experience (30%)
 - Expected competencies (50%)
 - Fluency in English and French (20%)
- Criteria 2: financial criteria: 20% of total
 - Global cost (100%)

6. 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 proposal of all qualified consultant, irrespective of their ethnic origin, gender, opinions or beliefs.



If you are interested in the consultancy, please complete your proposal online by *30 July 2021* 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 d.sherman@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/>.

7. ANNEXES

- Annex 1 Financial Offer,
- Annex 2 Declaration of integrity

[APPLY HERE](#)

Should you have any questions, please contact d.sherman@oie.int