



## CALL FOR EXPRESSION OF INTEREST

<b>Title</b>	Consultant to support PVS and veterinary workforce development activities in Asia and the Pacific region
<b>Internal reference</b>	RR-AP/CFEOI2022/1
<b>Type of contract</b>	Consultancy
<b>Location</b>	Remote
<b>Starting date</b>	1 March 2022 (or starting date of the contract if later)
<b>Expected working days by quarter</b>	Minimum days: Without minimum Maximum days: 40 days
<b>Expected working days for 12 months</b>	Minimum days: Without minimum Maximum days: 120 days
<b>Expected duration</b>	12 months (with possible renewal, maximum of 36 months)
<b>CFEOI launching date</b>	7 February 2022
<b>Earlier Submission deadline</b>	21 February 2022
<b>Extension:New submission deadline</b>	<b>28 February 2022</b>

### 1. CONTEXT

### 2. 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 (<https://www.oie.int/en/home/>).

The OIE, then known as the « Office international des épizooties », was created on the 25th of January, 1924. Its headquarter is based in Paris. It comprises 182 Members and is present on all continents through 13 Representations or Bureaus in total. OIE Regional Representation for Asia and the Pacific is located in Tokyo, Japan (<https://rr-asia.oie.int/en/>).

### 3. PURPOSE

National Veterinary Services (VS) play critical roles in protecting animal health and welfare, and share responsibilities on issues for which a multi-sectoral One Health approach is required, such as zoonosis prevention and control, antimicrobial resistance (AMR), wildlife health and global health security, and for which they must ensure personnel with appropriate competencies are in place. An effective VS requires an adequate number of properly trained personnel representing different categories and skill levels, and systematic workforce assessments can identify gaps in the numbers and categories of personnel required in the country.



Many OIE Members in Asia and the Pacific region face challenges in ensuring that an adequate enabling environment is in place in order for veterinarians and veterinary paraprofessionals (VPPs) to work to their optimal capacity, including establishment of their required qualifications and prerogatives, appropriate legislation, regulation, coordination and communication among stakeholders, and educational provision.

The OIE continues to support the strengthening of the VS, Veterinary Education Establishments (VEEs), Veterinary Legislation and Veterinary Statutory Bodies (VSBs) globally and regionally through its global programme, the Performance of Veterinary Services (PVS) Pathway, which provides a staged approach using tools and methods to evaluate, plan, cost and support the improvement of VS, through PVS Evaluation and Gap Analysis missions, and more targeted initiatives like VEE and VSB Twinning projects and the Veterinary Legislation Support Programme (VLSP), as well as development of guidelines, and organising regional conferences and workshops. (<https://www.oie.int/en/what-we-offer/improving-veterinary-services/pvs-pathway/>).

The consultant will contribute to the sustainable strengthening of Veterinary Services (VS) in Asia and the Pacific region by supporting the implementation of the PVS Pathway programme and its mission to ensure independent evaluations of VS and tailored capacity-building, in view of improving countries' compliance with OIE standards. He/she will also contribute to development and delivery of new OIE initiatives related to veterinary workforce development and VPP integration. The majority of the missions and related activities will be in South Asia and the Pacific.

#### **4. DUTIES AND RESPONSIBILITIES**

#### **5. OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK**

The consultant will report to the OIE Regional Representative for Asia and the Pacific and work in close collaboration with OIE RRAP staff as well as in coordination with staff in OIE HQ Capacity Building Department (CBD).

#### **Contribute to the organisation of PVS Pathway missions, veterinary workforce development workshops and related activities**

- Contribute to logistical and technical preparation of missions and workshops in selected countries;
- Support implementation of PVS Pathway missions and veterinary workforce development workshops, in liaison with countries' OIE Delegates and relevant staff in OIE RRAP and CBD;
- Support follow-up with countries after missions and workshops, including activities related to veterinary workforce assessment and planning;
- Collaborate with project partners to facilitate smooth implementation of the activities and update on information on the progress of the activity implementation and their outcome/impact;

#### **Provide technical inputs to OIE activities**

- Contribute to development of training and facilitation materials for country workshops in collaboration with RRAP, CBD and PVS/VPP Experts
- Adapt the content and delivery of such materials to virtual (remote) delivery as may be required due to pandemic travel restrictions on face-to-face meetings;
- Use available data to develop country profiles relative to PVS and workforce activities in relevant countries;

#### **Contribute to programme communication**

- Contribute to drafting papers, articles and other relevant informative technical and communication material to promote the programme's objectives;
- Represent the OIE at external meetings as relevant.

**Perform other duties as may be assigned by the Regional Representative within the agreed time commitment.**

## 6. EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/ Activities	Deadlines (tentative)	Consultant days of work (person-days)
<b>Quarter 1</b>		
Contribute to development of training and facilitation materials for country workshops in collaboration with RRAP, CBD and PVS/VPP Experts	31 May 2022	10
Contribute to logistical and technical preparation and implementation of missions and workshops in at least one country	31 May 2022	10
Use available data to develop country profiles relative to PVS and workforce activities in relevant countries	31 May 2022	9
<b>Quarterly report and work record:</b> after each quarter, the Consultant will prepare a report detailing his/her activities, achievements, and challenges and submit with the work record	31 May 2022	1
<b>Quarter 2-4</b>		
Consultant is assigned to work <b>on various deliverables:</b> such as concept notes, mission reports, and analysis reports on specific topics, which will be identified within the scope of the above 2.1.	Q2: 31 August 2022 Q3: 30 November 2022 Q4: 28 February 2023	To be provided based on updated list of tasks

At the starting date of the contract and each quarter, specific activities will be discussed and agreed by both the OIE RRAP and the Consultant on a three-monthly basis to guide the Consultant in the performance of assigned tasks and submission of relevant deliverables:

1. At the starting date of the contract and every one month prior to the commencement of the quarter, the OIE RRAP and the Consultant will discuss on the assigned tasks for the next quarter and the numbers of working days needed, **The number of consultancy days of work cannot exceed 40 person-days by quarter and 120 person-days in 12 months.**
2. Once, the quarterly task agreed by both the OIE RRAP and the Consultant, the OIE RRAP will send to the Consultant a task order listing all the tasks for the quarter,
3. The Consultant will send the deliverables to the OIE RRAP the task order signed.

## 7. DURATION OF THE CONTRACT

The Contract is expected to be performed during a period of 12 months.

This contract may be renewed up to two times, the total period (with the renewal if any) of the contract will not exceed 3 years.



The OIE to its sole discretion will decide to renew the contract. If the renewal is decided the OIE must inform the Consultant 4 months before the end of the contract.

## **8. QUALIFICATIONS AND EXPERIENCE**

### **Required qualifications**

- Bachelor's Degree in veterinary sciences or relevant field, and advanced graduate degree (Master's level) *or equivalent work experience*, in public health, social science, international affairs, law, agriculture or a DVM or equivalent degree in veterinary sciences;
- At least 5 years of professional experience in project or programme management at national or regional Level, with an animal health or veterinary public health dimension.

### **Required knowledge and technical skills**

- Technical knowledge of the animal health sector in Asia and the Pacific region;
- Ability to work in English at a high level, including excellent oral and written communication skills;
- Excellent writing skills and ability to summarise complex technical discussions into clear and concise reports;
- Good working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, etc.), digital platforms such as Zoom, MS Teams, online file management processes, videoconference and webinar platforms, software to implement surveys and polls, and relevant IT resources for managing workflow and virtual collaboration through meetings, workshops, webinars, etc.

### **Desirable knowledge and technical skills**

- Technical knowledge of procedures for the OIE PVS Pathway;
- Understanding of veterinary workforce assessment and planning;
- Understanding of enabling environments for veterinary workforce including legislation and education.

### **Required interpersonal skills**

- Excellent communication skills;
- Ability to establish and maintain good working relationships in a multinational and multicultural environment, including through remote interaction;
- Ability to work as a member of a diverse team spread out across different locations;
- Capacity to learn and a self-motivated worker;
- Excellent organisation skills and ability to meet specific deadlines;
- Demonstrated initiative, including ability to think operationally and achieve results;
- Adaptable and flexible.

## **9. WORK ARRANGEMENTS**

### **10. ORGANISATION OF THE WORK**

The work will be conducted remotely. This post requires flexibility to travel internationally, particularly in Asia and the Pacific region, to adjust working schedule as needed.

Regular meetings with OIE staff will be arranged using digital platforms such as Zoom or MS Teams.

*The deliverables should be submitted to OIE RRAP.*

### **11. PAYMENT SCHEDULE**

The following schedule of payments will be finalised in the Contract based on the agreed-upon workplan and set of deliverables:

- Amount based on the number of days worked will be paid quarterly upon submission and validation of quarterly report and work record.



## 12. STRUCTURE OF THE RESPONSE

Interested applicant(s) are invited to submit an Expression of Interest (EOI) including the following:

- Maximum 4-page 'Expression of Interest' that provides information on the:
  - Understanding of the expected duties and responsibilities;
  - Professional profiles (expertise, past similar experience, language skills etc.);
  - Any additional information (e.g., peer reviewed publication related to the topic of the consultancy).
- Annex 1 "Financial offer" duly completed and signed;
- Annex 2 "Declaration of integrity" duly completed and signed;
- Maximum 4-page CV with information on related experience
- Contact details of 3 academic/professional references.

## 13. 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 (50%)
  - Demonstrated understanding of the context (50%)

The three bidders who will receive the best score according to the technical criteria, will be invited to an interview to discuss his/her expertise and experience relevant to the tender and expectations.

- **Criteria 2 : Financial criteria (20%)**
  - Global cost (100%)

## 14. 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 proposals of all qualified candidates, irrespective of their ethnic origin, gender, opinions or beliefs.

If you are interested in this call for expression of interest, please complete your bids online by clicking on the link below.

[APPLY HERE](#)

The OIE, as a data controller, will process the personal data you provide in the bidder for the purposes of identifying a suitable Consultant, to support its work.

The data collected will be processed internally for the aforementioned purposes and for the resulting administrative acts, it shall be kept for the duration of the contract with you and in an intermediate archive for a duration of 10 during the audit period.

You have rights to access and rectify your personal data, as well as to request erasure and obtain data portability under certain circumstances.

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](mailto:dpo@oie.int). For more information check our Privacy Policy: <https://www.oie.int/en/privacy-policy>".

Should you have any questions, please contact Dr Maho Urabe ([m.urabe@oie.int](mailto:m.urabe@oie.int)).



To comply with disclosure requirements and enhance transparency, OIE shall publish on its website the following information about the Contract which shall be concluded with the awarded contractor: (i) the nature of the contract (ii) year of award (iii) name and locality of the Consultant; (iv) the title, purpose of the Consultant; and (v) the amount of this Agreement. OIE will not release or publish information that could reasonably be considered confidential or proprietary.

## **15. ANNEXES**

**Annex 1:** The financial offer to be returned dully completed and signed

**Annex 2:** The declaration of integrity to be returned dully completed and signed