

CALL FOR EXPRESSION OF INTEREST

Title	Consultant to support GFTADs regional strategy development and implementation of TADs activities in Asia and the Pacific region
Internal Reference	RR-AP/CFEOI2022/2
Type of contract	Consultancy
Location	Remote – expected to be available during Japanese work hours and frequently available for AM work hours in France (eg 11am – 8pm Japan) with some flexibility.
Starting date	As soon as possible, after signing the contract
Expected working days by quarter	Minimum days: Without minimum Maximum days: 30 days
Expected working days for 12 months	Minimum days: Without minimum Maximum days: 104 days
Expected duration	12 months (with possible renewal <u>maximum of 36 months</u>)
CFEOI launching date	7 February 2022
Earlier submission deadline	21 February 2022
Extension: New submission deadline	7 March 2022

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 headquarter is based in Paris. It comprises 182 Member and is present on all continents through 13 Representations or Bureaus in total.

1.2 PURPOSE

The Global Framework for the Progressive Control of Transboundary Animal Diseases (GF-TADs) is a joint FAO/OIE initiative that combines the strengths of both organisations in translating the GF-TADs objectives on the ground.

In the Asia-Pacific region, the mechanism aims to;

- empower regional members
- foster alliances in the fight against transboundary animal diseases
- coordinate capacity building activities

- assist in the establishment of networks and programmes for targeted control of TADs considered to be a priority in the region
- contribute to the strengthening of national disease reporting structures and mechanisms to fulfil international animal health monitoring functions effectively.

The OIE regional representation for Asia and the Pacific acts as the regional secretariat for GFTADs for Asia and the Pacific and has an important role in coordinating with members, partner organisations and other stakeholders working on transboundary animal diseases.

The consultant will contribute to the development of regional strategies and policies under GFTADs and more broadly contribute to coordination and implementation of transboundary animal disease activities as part of a team working across multiple organisations in Asia and the Pacific region. He/she will also contribute to development and delivery of new OIE initiatives related to transboundary animal diseases.

2. DUTIES AND RESPONSIBILITIES

2.1 OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

Contribute to the development and implementation of regional strategies under GFTADs

- Drafting technical and strategic documents relating to regional disease priorities, regional governance mechanism and on specific topics in collaboration with subject matter experts.
- Assist with facilitation of meetings and workshop with regional members and partners to agree on priority diseases, set work plans and develop strategies at national, sub-regional and regional level.
- Provide support to regional GFTADs governing bodies.
- Provide input from Asia-Pacific perspective to global strategy development for specific diseases and GFTADs governance.
- Provide input into development and maintenance of monitoring and evaluation frameworks
- Assist with the follow up of the defined work plans among relevant partners

Technical input to OIE activities

- Contribute to development of capacity building, information sharing and training materials for regional or sub-regional workshops in collaboration with HQ's relevant Department and Units, RRAP and technical experts and adapt the content and delivery of such materials to virtual online delivery as may be required due to pandemic travel restrictions on face-to-face meetings;
- Assist with proposals for new initiatives and activities aimed to prevent and control transboundary animal diseases in Asia-Pacific.
- Manage implementation of select projects on transboundary animal diseases in Asia-Pacific.
- Assist with coordination and facilitation of various expert network meetings.
- Support OIE experts to develop technical recommendations and deliver activities in line with regional and global priorities for TADs.

Contribute to programme communication

- Organise and support face-to-face and/or virtual international workshops, meetings, and conferences relevant to TADs;
- Represent the OIE or GFTADs at external meetings as relevant;
- Contribute to development of communication and awareness materials for members on relevant TADs.
- Contribute to drafting papers, articles and other relevant informative technical and communication material for wider audiences.
- Contribute to reporting of various activities for partners, donors and internal processes.

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

2.2 EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/ Activities	Deadlines (tentative)	Consultant days of work (person-days)
Quarter 1 & 2		
Contribute to development of regional GFTADs strategy for Asia and the Pacific	31 May 2022	10
Contribute to logistical and technical preparation and implementation of meetings, workshops and trainings on African swine fever and Avian diseases	31 May 2022	10
Contribute to preparation and reporting on technical items relating to TADs and GFTADs for the OIE General session	31 May 2022	5
Contribute to logistical and technical preparation and implementation of the Regional Steering Committee meeting of GFTADs for Asia and the Pacific	30 June 2022	9
Contribute to the preparation and finalisation of the report of the regional steering committee meeting of GFTADs for Asia and the Pacific	31 July 2022	6
Contribute to logistical and technical preparation and implementation of meetings, workshops and trainings on foot and mouth disease, peste des petites ruminant, lumpy skin disease and other emerging diseases.	31 August 2022	10
Quarterly report and work record: 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 & 31 August	2
Quarter 3-4		
Consultant is assigned to work on various deliverables: such as concept notes, mission reports, and analysis reports on specific topics, which will be identified within the scope of the above 2.1.	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 30 person-days by quarter period and 104 person-days in 12 months.



2. Once the quarterly tasks are 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 to the OIE RRAP the task order signed.

3. DURATION OF THE CONTRACT

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

This contract may be renewed up to twice, 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.

4. QUALIFICATIONS AND EXPERIENCE

Required qualifications

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

Required technical skills and experience

- Technical knowledge of the animal health and production sector in Asia and the Pacific region;
- Experience in writing public policy at national level or high level strategic documents for regional/international organisations;
- Ability to work in English at a high level, including excellent oral and written communication skills;
- Good working knowledge of Microsoft Office, in particular Word, Excel and PowerPoint; Excellent writing skills and ability to summarise complex technical discussions into clear and concise reports;

Desirable knowledge and technical skills

- Experience in science communication
- Understanding of regional animal value chains across Asia and the Pacific
- Previous experience working on transboundary diseases.
- Previous experience in reporting and monitoring and evaluation

Required interpersonal skills

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

5. WORK ARRANGEMENTS

5.1 ORGANISATION OF THE WORK

The work will be conducted remotely. This post requires flexibility to travel internationally, particularly in the region.



Regular meetings with OIE staff will be arranged using zoom or MS Team.

The deliverables should be submitted to OIE RRAP.

5.2 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.

The numbers of consultancy days of work cannot exceed 30 person-days by quarter period and 104 person-days in 12 months.

6. STRUCTURE OF THE RESPONSE

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

- Maximum 2-page 'Expression of Interest' that provides:
 - Cover letter;
 - Professional profile (expertise, past similar experience, language skills etc.);
 - Annex 1 "Financial offer";
 - Annex 2 "Declaration of integrity" duly completed and signed;
- Maximum 4-page CV with information on related experience
- Optional: Two (2) work samples demonstrating experience in developing policy or strategic documents;
- Contact details of up to 3 academic/professional referees.

7. 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 their expertise and experience relevant to the tender.

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

8. 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. For more information check our Privacy Policy: <https://www.oie.int/en/privacy-policy>".

Should you have any questions, please contact Dr Caitlin Holley (c.holley@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 (Names and addresses of individuals are redacted).

9. 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