



RESTRICTED CALL FOR EXPRESSION OF INTEREST

Title	Consultant Editor, Chapter 4.6. of OIE Terrestrial Code
Internal reference	STD/CFEOI2022/1
Type of contract	Consultancy
Location	Home-based
Starting date	Once the contract with the awarded bidder has been signed
Expected working days	15 days
Expected duration	April – September 2022
Consultation date	15 March 2022
Submission deadline	30 March 2022

1. CONTEXT

1.1 BACKGROUND

The World Organisation for Animal Health (OIE) is the intergovernmental organisation responsible for improving animal health worldwide and has a total of 182 Member Countries. Since its establishment in 1924, the OIE's mandate has been to enhance knowledge of the worldwide animal health situation and develop international standards, guidelines and recommendations based on the best available evidence. 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 (<http://www.oie.int/>).

Specifically, trade standards for terrestrial animals and their products are contained in the *Terrestrial Animal Health Code* (the *Terrestrial Code*). Correctly applied, they protect animal health and welfare and veterinary public health during production and trade in animals and animal products. The Terrestrial Animal Health Standards Commission (the Code Commission), comprising six elected members experienced in regulatory veterinary science drawn from all OIE regions, works with internationally renowned specialists to prepare draft texts for new articles of the *Terrestrial Code* and to revise existing articles in light of advances in veterinary science, and address scientific and technical issues raised by Members.

At its September 2019 meeting, the Code Commission had requested that an *ad hoc* Group comprising international experts be convened to revise Chapter 4.6. General hygiene in semen collection and processing centres, in order to ensure that the relevant texts reflect the latest scientific evidence and best practices regarding risk mitigation measures in the collection and processing of semen of bovine, ovine, caprine, swine, equine and cervid. The chapter was last revised in 2010 and is predominantly based on practices for large ruminants. The *ad hoc* Group was also requested to expand the chapter and include provisions to address the collecting and processing of equid and cervid semen.

Between November 2020 to July 2021, and OIE *ad hoc* Group was convened twice, and developed an initial draft text for Chapter 4.6. The report of the *ad hoc* Group may be found here <https://www.oie.int/app/uploads/2021/10/a-ahg-animal-semen-may-jul2021.pdf>.



At its September 2021 meeting, the Code Commission noted and supported the *ad hoc* Group's recommendation to consult species-specific experts for further information regarding entry protocols, accommodation conditions and general hygiene that should be applied during the collection of semen, notably for equids and cervids.

1.2 PURPOSE

The Consultant Editor will support the Code Commission and the OIE Secretariat in further development of draft Chapter 4.6. proposed by the *ad hoc* Group including recommendations specific to each species addressed.

1.3 RESTRICTED CFEOI

Due to the specified work and expertise need this CFEOI is restricted to AHG members that had previously worked on the text.

2. DUTIES AND RESPONSIBILITIES

2.1 OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

The role of the Consultant Editor will be to assist the OIE Secretariat and the Code Commission to ensure that Chapter 4.6. reflects the latest scientific evidence on safe collection and processing of semen of bovine, ovine, caprine, swine, equine and cervid animals. The chapter should also include recommendations applicable to each area and activity carried out within the semen collection centre. The Consultant Editor should collate and synthesise information in the draft text developed by the *ad hoc* Group and develop a new draft of a level of detail and written in a manner that is compatible with other OIE standards.

The Consultant Editor will begin by reviewing the draft text for Chapter 4.6. prepared by the *ad hoc* Group and identify missing elements, for which the Consultant Editor should supplement, involving consultations with other technical experts, as appropriate. In the course of undertaking the work, the Consultant Editor should ensure that proposed provisions in Chapter 4.6. are well substantiated with a rationale, supported by scientific references where applicable.

Specifically, this will include the following:

- Review the revised Chapter 4.6. drafted by the *ad hoc* Group and propose amendments or additions to ensure that it is complete. Key components of the chapter should include:
 - General conditions applicable to semen collection centres
 - Recommendations applicable to livestock accommodation facilities, including recommendations on practices for bovine, ovine, caprine, swine, equine and cervid.
 - Recommendations applicable to the collection of semen, including recommendations on practices for bovine, ovine, caprine, swine, equine and cervid.
 - General principles applicable to semen processing and storage, including recommendations pertaining to the use of antimicrobial agents
- Work with the OIE Secretariat in engaging experts, if considered appropriate to provide technical inputs for Chapter 4.6.
- Review relevant definitions in the Glossary of the *Terrestrial Code* and propose new definitions or modifications to existing ones as necessary



- Propose amendments to Chapter 4.6. and ensure that final draft text of Chapter 4.6. is at a level of detail and written in a manner that is compatible with other OIE standards
- Prepare a summary report, no longer than 6 pages, that justifies the proposed recommendations, including a brief record of other experts' contributions
- Present the final draft text at a meeting organised by the OIE Secretariat

In the course of working on the above, the Consultant Editor is required to liaise with the OIE Secretariat to ensure that recommendations are fit for purpose and in line with objectives.

2.2 EXPECTED OUTPUTS AND DELIVERABLES

The expected deliverables for the objectives of the assignment are as follows. All deliverables must be provided in English. Progress updates will be requested from the consultant on a fortnightly basis, either electronically or through virtual meetings or both.

Deliverables	Deadline (prov.)	Days of work (prov.)
(1) Review draft Chapter 4.6. prepared by the <i>ad hoc</i> Group	June 2022	3
(2) Develop plan to solicit expert opinion on missing elements in Chapter 4.6.		0.5
(3) Seek expert opinion and incorporate into draft Chapter 4.6.		3
(4) Propose amendments to draft Chapter 4.6. and definitions		4
(5) Prepare summary report		4
(6) Present draft Chapter 4.6. at a meeting organised by the OIE Secretariat	September 2022	0.5

2.3 PROCUREMENT BUDGET

The overall budget for this work must not exceed 4,000 euros.

3. QUALIFICATIONS AND EXPERIENCE

The Consultant Editor should demonstrate the following skills/qualities and adhere to the highest review standards and code of ethics expected by OIE and its partners:

- Excellent writing skills and ability to summarise complex technical discussions and information into clear and concise reports and recommendations
- Excellent technical and working knowledge of current practices in animal semen collection and processing
- Excellent command of English, including excellent oral and written communication skills
- Excellent organisation skills and ability to meet specific deadlines
- Previous experience of participating in OIE meetings, review of standards and procedures preferred, but not essential.

4. WORK ARRANGEMENTS

4.1 ORGANISATION OF THE WORK

This is a home-based assignment, with virtual participation in meetings with the OIE Secretariat, relevant experts and the Code Commission.



The Consultant Editor will report to the OIE Standards Department. All documents should be written in English.

4.2 PAYMENT SCHEDULE

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

- 20% of the contract value will be paid after validation by the OIE of the deliverables (1), (2) and (3)
- 60% of the contract value will be paid after validation by the OIE of the deliverables (4) and (5)
- The balance of the contract value will be issued upon reception and validation by the OIE for deliverable (6)

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

Interested suppliers should provide the following information:

- CV (3 pages maximum)
- Proposed work plan and obligation of results
- Financial offer duly completed and signed (annex 1)
- Declaration of Integrity (annex 2), dated and signed

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 (25%)
 - Demonstrated understanding of the context (25%)
 - Command of English, written skills and ability to summarise information into clear and concise reports and recommendations (50%)
- Criteria 2: Financial (15%):
 - Cost (100%)
- Criteria 3 deadline criteria (5%):
 - Ability, depending on proposal, for work to be conducted expediently and meet deadline (100%)

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 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 standards.dept@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.

8. 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