

CALL FOR EXPRESSION OF INTEREST

Title	Consultant to support Equine activities in Asia and the Pacific region
Internal Reference	RR-AP/CFEOI2022/5
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	1 May 2022 (or starting date of the contract if later)
Expected working days for 12 months	Maximum days : up to 104 days
Expected duration	12 months (with possible renewal maximum of 24 months.)
CFEOI launching date	13 th May 2022
Submission deadline	28 th May 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 Organisation as reference international sanitary rules (<http://www.oie.int/en/>).

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

There are several OIE-listed equine diseases that are either present in Asia-Pacific or at risk of entering. After the unexpected incursion of African horse sickness to Thailand in March 2020, the importance of regional coordination among relevant public and private sector stakeholders was highlighted.

The Asia-Pacific region has a very diverse range in the types of equids as well as their use and relationship with people. The OIE RRAP is proposing to strengthen the networks among those involved with equine species in Asia and the Pacific to better respond to an equine disease emergency, control equine diseases (including zoonotic) and generally improve the health and welfare of equines in the Asia-Pacific region.

This mechanism will aim to;

- foster alliances to prepare for and respond to equine disease emergencies
- coordinate capacity building activities for equine species
- assist in the establishment of networks and programmes for targeted activities relating to equine species



- assist in the implementation of OIE standards relating to working equids in the Asia-Pacific 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 has an important role in coordinating with members, partner organisations and other stakeholders working on equine matters at the regional and international level.

The consultant will contribute to the development of regional networks, strategies and policies relating to equine species and more broadly contribute to coordination and implementation of equine 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 equine species.

2. DUTIES AND RESPONSIBILITIES

2.1 OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

Development of a regional mechanism for coordination among Members and stakeholders for equine disease emergency preparedness and response

- Drafting technical and strategic documents relating to regional equine disease priorities, regional coordination mechanisms 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 equine priorities, set work plans and develop strategies for the Asia-Pacific region.

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 equine diseases in Asia-Pacific.
- Manage implementation of select projects on equine related topics 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 equine species.

Contribute to programme communication

- Organise and support face-to-face and/or virtual international workshops, meetings, and conferences relevant to equine species;
- Represent the OIE at external meetings as relevant;
- Contribute to development of communication and awareness materials for members on relevant equine topics.
- 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) (TBC)
Quarter 2-3 2022		
Contribute to proposal and development of an OIE Asia Pacific equine network	31 June 2022	10
Contribute to logistical and technical preparation and implementation of meetings and workshops on select equine diseases, emergency preparedness, working equid welfare and other equine specific topics	31 June 2022	10
Work with equine experts, OIE HQ and external stakeholders to develop specific training on selected topics	31 June 2022	5
Conduct surveys with OIE Laboratory focal points to assess diagnostic capabilities related to equine diseases (tests performed, proficiency tests, protocol to send samples to Ref. Lab, etc) Produce a report with the analysis of the outcome of the survey and include recommendations on the way forward	31 August 2022	13
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
TOTAL WORKING DAYS Q 2&3 (2022)		40
Quarter 4 2022		
Conduct a survey to collect information on the protocol and international veterinary certificates for the movement of horses within the Region. In collaboration with the OIE Status Department, assess if the requirements are aligned with the provisions of the <i>Terrestrial Code and Manual</i> .	TBC	To be provided based on updated list of tasks
In collaboration with OIE RRAP and HQ, draft a proposal for health certificates for importation of competition horses	TBC	
Contribute to the implementation of Equine Disease-Free Zones for horse sports events	TBC	
Provide support to OIE HQ for consultation in Asia-Pacific on proposed updates to the terrestrial animal health code and manual on chapters relating to equine species.	TBC	
TOTAL WORKING DAYS Q4 (2022)		(consultancy days of work cannot exceed 30 person-days by quarter)

Quarter 1 2023		
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 Q1 (2023): 31 May 2023	To be provided based on updated list of tasks
TOTAL WORKING DAYS Q1 (2023)		(consultancy days of work cannot exceed 30 person-days by quarter)

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.

2.3 DURATION OF THE CONTRACT

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

This contract may be renewed, the total period (with the renewal if any) of the contract will not exceed 2 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.

3. BUDGET

3.1 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 (renewal period included) equal or exceeding this threshold (EUR 100 000) will be rejected.

3.2 BUDGET OF THE CONTRACT

The contract will have a mixed price as follows:

- Fixed price for Quarter 2&3 (2022): for 40 working days as provided in section 2.2
- Purchase orders

During the contract and the renewal period, the OIE will issue task orders as needed.

The contract will have a minimum and maximum as follows:

Task order	Minimum working days on task orders	Maximum working days on task orders
Quarter	0	30
Renewal (period of one year)	0	104
Total task orders (including renewal years)	0	208

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 an equine industry at national or regional Level, with an animal health, or policy dimension

Required technical skills and experience

- Technical knowledge of the different equine industries in Asia and the Pacific region;
- Experience in working in an equine industry at national level on equine health & welfare or in a regional/international organisation;
- 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
- Experience working in an equine emergency disease response
- Previous experience working on transboundary animal diseases.
- Established personal networks with equine stakeholders in Asia and the Pacific or internationally.

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 organisational 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 equine diseases or equine industry
- 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 Ami Kitagawa (a.kitagawa@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.

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