



World Organisation for Animal Health

Founded as OIE

Call for Expression of Interest	
Title	Facilitator for Workshop on Interview Technique for Suspicious Biological Events (including joint investigations)
Internal reference	PRD/CFEOI2022/6
Type of contract	Consultancy contract / service agreement
Location	Home-based with travel to Paris, France
Starting date	15 January 2022
Expected working days	33 (for the firm tranche)
Expected duration	15 January 2022 to May 2023 (4.5 months)
CFEOI launching date	7 December 2022
NEW submission deadline	5 January 2023



1. CONTEXT

1.1. BACKGROUND

World Organisation for Animal Health (WOAH) whose statutory name is “Office International des Epizooties”, was created on the 25th of January 1924. Its headquarters is based in Paris. It comprises 182 Members and is present on all continents through 13 Representations or Bureaus in total.

WOAH is an intergovernmental organisation subject to public international law. It is responsible for improving animal health worldwide. 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 ([Home - WOAH - World Organisation for Animal Health](#)).

WOAH Preparedness and Resilience Department supports international efforts to prevent animal health events (naturally, deliberately, or accidentally occurring) from becoming animal health or public health disasters. This involves working with Members and international partners including the Food and Agriculture Organization of the United Nations (FAO), the World Health Organization (WHO) and the International Criminal Police Organization (INTERPOL) to develop effective approaches for emergency management.

In this context, Law Enforcement are a key partner for Veterinary Services to work with in preparing for and managing emergencies at national and international level, as well as in other areas of crime prevention directly impacting on animal health and welfare. WOAH, FAO and INTERPOL aim to build long-lasting cooperation between Law Enforcement and Veterinary Services at the national, regional and international level based on common interests, goals, and transferable skills.

1.2. PURPOSE

WOAH-FAO-INTERPOL “Building Resilience against Agro-Terrorism and Agro-Crime” Project

The “Building Resilience against Agro-Terrorism and Agro-Crime” project, launched in October 2018, is jointly implemented by WOAH, FAO and INTERPOL with financial support from the Weapons Threat Reduction Program of Global Affairs Canada. The objective of the project is to strengthen multi-sectoral capacity to manage animal health emergencies by fostering cooperation at regional and international level and building capacity through training and exercising. The project focuses on emergencies which result from agro-terrorism or agro-crime, whilst aiming to build resilience against all types of animal health emergencies.

The project consists of four phases: an assessment phase to understand the global context for emergency management for events arising from agro-crime and agro-terrorism, a preparation phase to refine and deploy capacity building tools and guidance that address the animal health-security interface, a training and exercising phase to build capacity to prepare and respond to emergencies and to test progress made through a large international simulation exercise (“Exercise Phoenix”), and a coordination phase to ensure communication and presentation of the project outputs and rally support from the international community for emergency management activities at national, regional and international level. The project activities are focused on building capacity in three target regions: North Africa, the Middle East and South East Asia, however outputs of the project will be relevant to all WOAH Member Countries.

Workshop on Interview Technique for Suspicious Biological Events (including joint investigation)

Obtaining the correct information is crucial for the investigation of any biological event, whether it is natural, accidental, or criminal. Asking the correct questions and recording the information accurately is vital to the success of any epidemiological or criminal investigation. Where possible during the investigation of suspicious biological event, where a deliberate release of a pathogen is suspected, it is beneficial if Law Enforcement and Veterinary Services can work together and ensure joint interviews are conducted with the people identified to be questioned. If a joint interview is not possible, it is



important that both Law Enforcement and Veterinary Services have knowledge of what information is important to the other sector to aid in their respective functions which increases efficiency of investigations through the exchange of fit-for-purpose information. Fundamentally, ascertaining the correct information is essential for Veterinary Services and Law Enforcement to determine if the biological event must be treated as a potential criminal or terrorist event.

WOAH proposes to host a physical workshop in Paris, France at WOA HQ to share experiences of interview technique for epidemiological and criminal investigations of suspicious biological events which will be used to develop high-level guidelines to support Veterinary Services and Law Enforcement to conduct interviews as a part of a joint investigation. This workshop will build on the outputs of a [Bridging Epidemiology and Forensics Workshop](#) held in March 2018 (supported by Global Affairs Canada) and the proposed guidelines would complement and follow on from the [WOAH Guidelines for the Investigation of Suspicious Biological Events](#). The workshop will be held in English only and involve approximately 30 experts from Veterinary Services, Public Health, Law Enforcement from WOA Members and international organisations.

2. DUTIES AND RESPONSIBILITIES

2.1 OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

WOAH will need a Consultant's services to lead the preparation, delivery and reporting of this workshop as well as to lead the development of the draft guidance as a result of the workshop's facilitated expert discussions. The specific tasks of the Consultant are described below.

Preparation of the workshop

The Consultant is responsible for the following:

- Working with WOA to agree SMART objectives and scope of the workshop.
- Ensure the design of the workshop meets the agreed objectives and scope.
- Drafting the workshop agenda.
- Draft an external concept note for use by participants.
- Set up preparation calls with the WOA contact point.

Delivery of the Workshop

The Consultant is responsible for:

- Workshop facilitation and ensuring the workshop achieves its agreed objectives and delivers expected outcomes.
- Monitoring times of sessions as well as leading break-out sessions.
- Use of supplementary tools, if necessary, to aid the facilitation of the workshop.
- Capturing contributions from participants such as through using supplementary tools like questionnaires, online collaboration platforms, group work documentation.

WOAH will support the Consultant in capturing outputs for the final report and the guidance.

Reporting of the Workshop and Guidance Development

The Consultant is responsible for:

- Drafting a digestible workshop report (maximum 12 pages) that can be shared with key stakeholders (WOAH Members, donors, participants and the wider biological threat reduction



community such as the Global Partnership Against the Spread of Weapons and Materials of Mass Destruction.

- Use the workshop outputs to develop draft guidance (maximum 8 pages excluding annexes) on interview technique for investigation of suspicious biological events which can be used by both Veterinary Services and Law Enforcement to aid joint investigations.
- Adjust the guidance based on the feedback received through expert review.

WOAH will review the workshop report and guidance and arrange for formatting and graphic design. WOAHA will also assist in facilitating the review of the guidance by workshop experts.

2.2 EXPECTED OUTPUTS AND DELIVERABLES

2.2.1 Firm tranche

No	Deliverables	Deadline (prov.)	Days of work (prov.)
1	Prepare draft agenda, background materials to be shared with participants	As required	10
2	Travel and delivery of workshop	27-31 March 2023	8
3	Workshop report developed and submitted	28 April 2023	5
4	Draft guidelines developed and submitted	31 May 2023	10

2.2.2 Conditional tranche

Should time and budget permit, the scope of work may be extended to support the dissemination of the guidance such as through a webinar or presentations to the biological threat reduction community. However, the implementation of this conditional tranche of work will depend on a decision by WOAHA which will be notified to the Consultant under conditions set out in the Contract.

Depending on the number of working days agreed by WOAHA and the Consultant, WOAHA will send to the consultant a purchase order. The consultant should complete the financial offer (annex 1) with a daily rate.

1.3 Procurement budget

Bidders are invited to propose the financial offer they deem most economically appropriate.

The financial offer (firm tranche) must not exceed: **EUR 25,000**

WOAHA will pay for and organise the flights and per diem, as per WOAHA internal rules, to WOAHA HQ in Paris, France for the workshop.

3. QUALIFICATIONS AND EXPERIENCE

The minimum requirements for this consultancy include:

- At least 10 years' experience working for either national Veterinary Services, the private sector, emergency services, law enforcement or non-governmental organisation in the area of epidemiological or criminal investigations.
- Proven experience in joint investigation of animal or human disease outbreaks with other stakeholders.
- Demonstrated experience facilitating multi-agency workshops.



- Design, delivery and reporting of simulation exercises.
- Good knowledge of Microsoft Office, in particular Word and Excel.
- Good knowledge of digital tools for online collaboration.
- Excellent writing skills and ability to summarise complex technical discussions into clear and concise reports.
- Fluency in written and spoken English.
- Ability to work independently with minimal supervision.
- Excellent organisation skills and ability to meet specific deadlines.

1. WORK ARRANGEMENTS

ORGANISATION OF THE WORK

This is a home-based assignment with the exception of the travel to and facilitation of the workshop. The Consultant will have regular meetings with Dr Daniel Donachie, WOAHA Project Coordinator through an agreed online meeting platform. Deliverables should be sent directly to Dr Donachie for review and approval.

PAYMENT SCHEDULE

Payment will be issued by WOAHA upon validation of the deliverables and upon receipt of an invoice:

- Fifty percent (50%) of the contract value will be paid upon delivery of the workshop.
- Fifty percent (50%) of the contract value will be paid upon reception and validation of the workshop report and guidance.

WOAHA will cover the cost of travel (economy return and WOAHA per diems) of the Consultant to the workshop.

2. STRUCTURE OF THE RESPONSE

Interested bidder(s) are invited to submit a bid including the following:

- CV (maximum 4 pages with information on academic qualifications and related experience)
- Sample of consultant's previous work (e.g. workshop report and agenda), redacted if necessary
- Concept note describing the understanding of the context and the need for the workshop (maximum 2 pages)
- Annex 1 "Financial offer" duly completed and signed;
- Annex 2 "Declaration of integrity" duly completed and signed;

3. EVALUATION OF PROPOSALS AND AWARD OF THE CONTRACT

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



4. RESPONSE PROCEDURE

4.1. Response process

WOAH reserves the right to introduce non-substantial modifications to the tender documents. In the event that WOAH, either following a request from a tenderer or on its own initiative, introduces a modification of the tender documents, all tenderers having received the invitation to tender and indicated an intention to respond will be informed simultaneously. WOAH may extend the deadline for submission of bids to all bidders to allow bidders to take into account these changes.

4.2. Costs of Responses

Bidders are responsible for all costs and expenses, including professional fees, incurred in connection with the preparation and submission of responses to, and generally their participation in, the tender procedure

4.3. Conditions of Participation

Natural and legal persons as well as consortia (either officially established or constituted specifically for this consultation) who have provided a compliant response to the consultation as published may apply.

No more than one tender may be submitted by a person whether as a natural or legal person or member of a consortium. If a person submits more than one response, all responses in which they participate will be excluded from the selection process.

In participating to this consultation, a tenderer represents and warrants by doing so that:

- is not bankrupt or under mandatory liquidation, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, is not the subject of proceedings concerning its business activities, or is not in any similar situation arising from a procedure provided for in national legislation or regulations;
- it or a person having powers of representation, decision-making or control over it or a member of an administrative, a management or a supervisory body has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering, offences linked to terrorist activities, child labour, human trafficking, creating or being a shell company or any other irregular or illegal activity ;
- it or persons having powers of representation, decision-making or control over it have not been guilty of professional misconduct, including misrepresentation.
- it is in compliance with all its obligations relating to the payment of social security contributions and of taxes in accordance with the national legislation or regulations of the country in which the Tenderer is established;

Bidders undertake to provide documentary evidence related to the items mentioned above upon request by WOAH at any point during the tender procedure and/or contracting process. Should a tenderer fail to produce reasonable evidence, WOAH reserves the right to reject the tenderer's response and, in the event it has already entered into a Contract with the tenderer as a result of the tender process, to terminate such Contract with immediate effect.

The REFINITIV WORLD-CHEK ONE global compliance screening platform will be consulted. In accordance with WOAH's internal rules, the identification of a tenderer by this platform may lead to its exclusion.

4.4. Conflicts of Interest

Under no circumstances is a tenderer to contact any person employed by or representing WOAH. regarding the tender procedure other than the person(s) mentioned in this document.

In participating to this consultation, a tenderer represents and warrants that:



- It does not have any conflict of interest arising from economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest in connection with any Contract that may be entered into between the tenderer and WOAH as a result of the consultation;
- It will inform, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- No offer of any type whatsoever from which an advantage can be derived under the Contract has been or will be made;
- It has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the Contract;
- It has not and will not make any misrepresentation, either knowingly or negligently, in supplying any of the information requested by WOAH.

4.5. Bid submission

WOAH places high value on a multicultural and positive work environment and seeks gender and geographical balance in its international consultants. WOAH 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](#)

WOAH, 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@woah.org. For more information check our [Privacy Policy - WOAH - World Organisation for Animal Health](#).

Should you have any questions, please contact Dr Daniel Donachie at d.donachie@woah.org.

To comply with disclosure requirements and enhance transparency, WOAH 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. WOAH will not release or publish information that could reasonably be considered confidential or proprietary.

5. ANNEXES

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

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