



# World Organisation for Animal Health

Founded as OIE

Call for Expression of Interest	
<b>Title</b>	Gender assessment of Veterinary Services in South-East Asia (2023)
<b>Internal reference</b>	SRR-SEA/CFEOI2022/9
<b>Type of contract</b>	Consultancy contract
<b>Location</b>	Home-based (with likely field missions)
<b>Starting date</b>	16 January 2023
<b>Expected working days</b>	32 days
<b>Expected duration</b>	January-April 2023 (4 months)
<b>CFEOI launching date</b>	21 December 2022
<b>Submission deadline</b>	05 January 2023



## 1. CONTEXT

### 1.1 BACKGROUND

The 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 Member and is present on all continents through 13 Representations or Bureaus in total. WOAH’s Sub-Regional Representation for South-East Asia (SRR-SEA) is based in Bangkok (Thailand).

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 recognized by the World Trade Organization as reference international sanitary rules ([Home - WOAH - World Organisation for Animal Health](#)).

WOAH’s 7th Strategic Plan (2021-2025)<sup>1</sup> mentions gender as a ‘value’ of the organisation. The organisation as a whole is moving forward to better take this important topic into account. In 2021, WOAH set up an internal Gender Task Force to examine how gender intersects with WOAH’s strategy, projects, programmes and activities. In SEA, this topic had already been identified as of interest in the past years. In 2015, thanks to funding from the Australian government, the WOAH SRR-SEA commissioned a Gender assessment of Veterinary Services in SEA which was finalised in December 2015. It is to be noted that another consultancy work is currently ongoing at WOAH to ensure robust monitoring and evaluation, including gender-specific consideration for a project implemented in Togo and Senegal in West Africa.

### 1.2 PURPOSE

The purpose of this study is to assess the current situation and future trends of gender in the Veterinary Services of SEA (both public and private sectors, including veterinarians and veterinary paraprofessionals-VPPs).

Taking into account the methodology, conclusions and recommendations of the study in 2015, the new study will provide a full gender analysis and identify existing gender issues, assess the evolution of the situation since 2015 and provide new recommendations to be implemented with an overall objective to promote gender equality in Veterinary Services, either by WOAH (in support of its Members) or by WOAH Members and stakeholders at national level within the veterinary domain. Links and exchanges with the consultancy work currently led by WOAH in West Africa will be established to feed and learn from the different exercises.

The study will be undertaken with the financial support of the Australian Government Department of Foreign Affairs and Trade, Indo-Pacific Centre for Health Security (DFAT/IPHSC) under the “Australia-WOAH One Health Partnership” project.

## 2. DUTIES AND RESPONSIBILITIES

### 2.1 OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

The objectives will be as follows:

- Objective 1: Collect relevant data, including and demographic trends, to understand the current gender situation in the Veterinary Services of SEA (including literature review, potential questionnaires, interviews or focus group discussions).
- Objective 2: Analyse data and develop a comprehensive study report which provides recommendations to better take into account gender in Veterinary Services of SEA.

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<sup>1</sup> <https://www.woah.org/app/uploads/2021/08/a-88sg-14.pdf>



- Objective 3: Support wide dissemination of the study (including drafting a ready-to-use article, developing a PowerPoint presentation and oral presentations at events) and raise awareness on the importance of gender as relates to Veterinary Services.

## 2.2 EXPECTED OUTPUTS AND DELIVERABLES

The final study report is expected to:

- Be written in English;
- Include figures, data, graphs, tables and illustrations which support the content;
- Be approximately 25 pages long with the following structure;
  - Executive Summary;
  - Introduction and context;
  - Discussion;
  - Conclusions and recommendations;
  - Unlimited annexes including references (not included in the 25 pages).

Other final deliverables include a ready-to-use article, a PowerPoint presentation and presentations of the conclusions of the study to stakeholders.

<b>Deliverables</b>	<b>Deadline (prov.)</b>	<b>Days of work (prov.)</b>
<b>Inception</b>		
Develop an updated project work plan and calendar	17 January 2023	0,5
Inception meeting with WOAHA	23 January 2023	0,5
<b>Collection of data and relevant information</b>		
Review of existing literature, data and information, including 2015 report	27 January 2023	3
Identify a list of relevant stakeholders/experts and methodology to collect information from them (questionnaire, interviews, focus group discussions)	30 January 2023	1
Draft a questionnaire to be submitted to relevant stakeholders	27 January 2023	2
Draft interview questions for conduction of interviews	01 February 2023	2
Conduct questionnaire interviews to specific relevant stakeholders (possible field visits)	24 February 2023	10
<b>Analysis of the data and drafting of the study report</b>		
Perform data analysis	03 March 2023	3
Develop tables, graph and illustrations relevant to present the information	08 March 2023	1
Draft and submit a first draft of the study to WOAHA and relevant stakeholders for comments and inputs	22 March 2023	3
Finalise the study with clear recommendations after collating comments from relevant stakeholders and WOAHA	05 April 2023	2
<b>Dissemination of the conclusions of the study</b>		
Draft a synthetic article on the conclusions and recommendations that WOAHA could publish	06 April 2023	1
Develop a PowerPoint presentation which presents the study, its conclusions and recommendations	07 April 2023	1
Finalise the article and PowerPoint presentation after collating comments from WOAHA	17 April 2023	0,5



Present the conclusions of the report at 3 different events/meetings to be decided by WOAH (one event to be recorded to be reused by WOAH in additional events)	TBC	1,5
<b>Total</b>		<b>32</b>

### 3. QUALIFICATIONS AND EXPERIENCE

Bidders can be one consultant or a team of consultants with expertise in Gender and Animal Health/Production. The Consultant or team of consultants should demonstrate the following skills/qualities and adhere to the highest review standards and code of ethics expected by WOAH and its partners:

#### 3.1 EXPERIENCE AND EXPERTISE

- Technical knowledge and demonstrated experience in gender assessment (required);
- Technical knowledge on review, assessment, and evaluation of social issues (required);
- Proven working experience with the Veterinary Services sector and animal health/production issues (will be an asset);
- Experience in conducting qualitative and quantitative research including surveys, questionnaires, focus group discussions and interviews to collect information (required);
- Proven experience in writing reports, using graphs, tables and other relevant illustrations to support and illustrate ideas (required);
- Working experience in SEA (will be an asset).

#### 3.2 INTERPERSONAL SKILLS

- Demonstrated ability to break down and communicate complex concepts simply with a range of stakeholders;
- A pragmatic and realistic approach to the recommendations to be implemented by Veterinary Services;
- Ability to work in a collaborative manner and communicate clearly in written and oral formats;
- Excellent report drafting skills in English, including the ability to convey complex issues and ideas in simple, plain language.

### 4. WORK ARRANGEMENTS

#### 4.1 ORGANISATION OF THE WORK

The assignment may be undertaken by an individual consultant or by a group of consultants and will be home-based. If travels are needed during the consultancy, WOAH support (according to WOAH consideration and applicable rules) will be provided. **Bidders should not include costs of potential travels in their financial offers.**

The consultant(s) will report to WOAH SRR SEA. All documents shall be written in English.

WOAH SRR-SEA staffs contacts for the Consultant(s) will be: Dr Pennapa Matayompong ([p.matayompong@woah.org](mailto:p.matayompong@woah.org)) and Mr Stéphane Renaudin ([s.renaudin@woah.org](mailto:s.renaudin@woah.org)).

The Consultant(s) and WOAH will discuss and agree on the workplan and way forward to drive the consultancy. WOAH SRR SEA will introduce the consultant(s) to relevant stakeholders and will facilitate, if needed, any required meeting or discussion with stakeholders.



The Consultant(s) should periodically and at each milestone (defined at the start of the consultancy), report to the WOAHSRR SEA the progress on the workplan.

The WOAHSRR SEA team will offer the feedback on the deliverables and validate the work submitted by the consultant(s).

#### **4.1 PAYMENT SCHEDULE**

The payment schedule will be progressive and will be agreed upon depending on the developed work plan. It is proposed that:

- Thirty percent (40%) of the total price will be paid upon the validation by WOAHSRR SEA of the updated project work plan and calendar.
- The balance payment will be issued upon reception and validation of all the final deliverables by WOAHSRR SEA.

### **5. STRUCTURE OF THE RESPONSE**

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

- a CV (maximum 3 pages)
- Technical proposal (maximum 4 pages). The technical proposal shall clearly describe the expertise and experience of the consultant(s), the understanding of the context and objectives of the study, the methodology and the tools to achieve the three objectives described in Section 2.1 including review of existing data and data collection approaches from relevant stakeholders
- One example of study (similar nature of work on gender) conducted
- Annex 1 "Financial offer" duly completed and signed
- Annex 2 "Declaration of integrity" duly completed and signed

### **6. EVALUATION OF PROPOSALS AND AWARD OF THE CONTRACT**

WOAHSRR SEA will proceed to an evaluation of all final proposals according to the criteria described below:

- Criteria 1: technical criteria (70%)
  - Expertise and experience (50%)
  - Demonstrated understanding of the context and methodology proposed (50%)
- Criteria 2: financial criteria (30%)
  - Global cost (100%)

### **7. RESPONSE PROCEDURE**

#### **7.1. Response process**

WOAHSRR SEA reserves the right to introduce non-substantial modifications to the tender documents. In the event that WOAHSRR SEA, 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. WOAHSRR SEA may extend the deadline for submission of bids to all bidders to allow bidders to take into account these changes.



## 7.2. 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

## 7.3. 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 WOAHA at any point during the tender procedure and/or contracting process. Should a tenderer fail to produce reasonable evidence, WOAHA 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 WOAHA's internal rules, the identification of a tenderer by this platform may lead to its exclusion.

## 7.4. Conflicts of Interest

Under no circumstances is a tenderer to contact any person employed by or representing WOAHA 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 WOAHA 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.

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

Should you have any questions, please contact Pennapa Matayompong ([p.matayompong@woah.org](mailto:p.matayompong@woah.org)) and Stéphane Renaudin ([s.renaudin@woah.org](mailto:s.renaudin@woah.org)). Applicants can request the 2015 study mentioned in sections 1.1 and 1.2 during the period of publication of the call if they are interested in reading it before developing their technical proposal.

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.

## 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