



World Organisation for Animal Health

Founded as OIE

Call for Expression of Interest

Title	Consultant to support WOA's IMS development
Internal reference	PRD/CFEOI2023/1
Type of contract	Consultancy contract
Location	Home-based, with travel to Paris, France (if required)
Starting date	1 July 2023
New starting date	7 July 2023
Expected working days	84 days
Expected duration	21 months
CFEOI launching date	18 May 2023
Submission deadline	02 June 2023
New submission deadline	20 June 2023

IMPORTANT

The following information highlighted has been changed:

- The starting date (page 1)

- The submission deadline (page 1)



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

WOAH’s Preparedness and Resilience Department (PRD) 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 such as the Food and Agriculture Organization of the United Nations (FAO), the World Health Organization (WHO), the International Criminal Police Organization (INTERPOL) and others to develop effective approaches for emergency management.

The need to be well prepared to manage risks from all kinds of hazards, which may be of accidental or deliberate natures, is becoming increasingly important for national and international entities. The drivers and root-causes of some emergencies are trending upwards, meaning emergencies requiring the engagement of WOAH and its Members are generally expected to increase in frequency, severity, and complexity. Evidence of this can be seen over the last number of years, for example the increased frequency of major disease events including emerging infectious diseases (e.g. SARS, pandemic H1N1, MERS, SARS-CoV-2) and major transboundary disease outbreaks (e.g. ASF and HPAI), and extreme weather-related events (wildfires, floods, droughts). These events have exposed gaps and vulnerabilities in the emergency preparedness and response of the national and international communities.

Applying the principles of emergency management, which is the process of risk analysis and reduction, readiness and response, and recovery and learning, can help fill these gaps. Emergency preparedness and response is most effective when coordinated through established emergency management systems. To maximise coordination, effectiveness, and efficiency, the command-and-control functions for emergency management can be centralised in an incident management system (IMS).

1.2. PURPOSE

During the COVID-19 pandemic, WOAH established a makeshift IMS to coordinate the organisation’s technical and scientific response. This experience, the findings of two [COVID-19 After Action Reviews](#) (undertaken by WOAH during and after the pandemic), and the recent coordination of an institutional response to ASF outbreaks in the Dominican Republic, identified the need for the organisation to develop a robust and sustainable IMS. Furthermore, WOAH was mandated by its Membership following the adoption of Resolution 28¹ of the 89th General Assembly of WOAH Delegates to develop an IMS to cover the principles, structures and processes that can be used for all-hazards.

To address this need, the Project *Fortifying Institutional Resilience against Biological Threats* was launched in 2022 with financial support from the Weapons Threat Reduction Program of Global Affairs Canada. Through this Project, WOAH will develop an organisation-wide sustainable emergency management system (i.e. IMS) allowing it to respond to events of all-hazards, including those linked to deliberate or accidental releases of biological pathogens, in an agile and efficient manner, incorporating the technical response to an emergency and ensuring business continuity during the disruptive event.

¹ <https://www.woah.org/app/uploads/2022/08/a-89sg-final-report-2022.pdf>



The IMS will align with and respect WOA's mandate, expectations of Members and role of other organisations, whilst integrating a health-security function.

This activity began with expert consultation in March 2023 to develop high-level recommendations for WOA's IMS. Following this, a procurement process for a service provider who will develop the IMS will be launched by the end of 2023. This service provider will review WOA's current emergency management mechanisms, core function processes, networks, and analyse lessons identified from past emergencies. The IMS should be delivered by the end of 2024 so that WOA staff can be trained on the system by the first trimester of 2025. The steps of the service provider developing the IMS may include:

- A review of past emergency management experience of WOA as an analysis of WOA's mandate and core functions through stakeholder consultation.
- Develop a first draft of the IMS framework.
- Develop and deliver training on IMS and validate through a WOA internal simulation exercise.
- Finalise the IMS based upon outputs of the simulation exercise.

The Project will be managed by the Project Team in the WOA Preparedness and Resilience Department.

To this end, as part of this consultation, WOA is looking for a consultant to :

- Assist WOA with the development of the formalised procedure (Call for tender/Negotiated procedure/Competitive dialogue used when the budget exceed 100 000EUR – see Annexes 3 and 4) for the service provider for the IMS,
- Support WOA in the formalised procedure process between WOA and the bidders for the contract
- Provide technical review of the IMS deliverables as necessary.

It should be noted that the consultant selected for this consultation will not be able to tender for the future formalized procedure.

2. TRANCHES

The contract includes one (1) firm tranche and two (2) conditional tranches. The Firm and Conditional Tranches must be costed by the Tenderers.

WOA will decide in its sole discretion to implement the Conditional Tranche while Tenderers are committed to the execution of the Firm and Conditional Tranches.

3. DUTIES AND RESPONSIBILITIES

3.1. OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

WOA needs the assistance of a consultant to follow the development of WOA's internal IMS, bringing their emergency management, project management and procurement expertise. The consultant will use the outputs of the WOA ad hoc Group on Veterinary Emergencies (Incident Management Systems) as a basis for their assignment. Specifically the consultant will:

Firm tranche :

- Participate in the development of the full set of documents for the future formalized procedure incorporating the recommendations of the ad hoc group, and advise on the work plan and timetable for the contract. It also involves sourcing, i.e. carrying out consultations or market



research, seeking advice or informing economic operators of the project and requirements, and drawing up a budget estimate for the future formalized procedure.

- Support WOAHA during the procurement process will include
 - Assist WOAHA in answering technical questions from bidders.

Conditional tranche 1 :

- Evaluate and score proposals to select the service provider.
- Participate in exchanges with the various bidders, particularly during the various meetings that will take place during the consultation process
- Draft request for regularization and clarifications

Conditional tranche 2 :

- Review and provide input into the contract of the successful service provider.
- Provide technical review on the deliverables of the IMS service provider until the end of the IMS service provider contract to ensure they are delivered on time, of sufficient quality, meet the needs of WOAHA, and in line with the recommendations of the expert group.

3.2. WOAHA RESPONSIBILITIES

The WOAHA Project Staff will be responsible for:

- Acting as point of contact between the IMS consultant, WOAHA procurement department, the WOAHA ad hoc Group on Veterinary Emergencies, the bidders and the IMS service provider.
- Writing the first draft of the formalised procedure for the IMS service provider and circulate for review by the IMS consultant and the WOAHA ad hoc Group on Veterinary Emergencies.
- Proceed with the publication of the documents of the future consultation and the dissemination media
- Responding to questions from tenderers with the assistance of the consultant.
- The opening of the tenders received in the presence of the consultant
- Supervise the consultant in the evaluation and selection of the service provider and approve the evaluation and selection
- Approval of the requests for regularisation, clarifications drafted by the consultant
- Supervise and organise the various meetings with the various tenderers that will take place during the consultation process
- Writing the first draft of the IMS service provider contract and circulating it for review by the IMS consultant.



3.3. EXPECTED OUTPUTS AND DELIVERABLES

All deliverables of this call will be produced in English and distributed as follows:

Tranches	Deliverables	Deadline (prov.)	Days of work (prov.)	
1. Preparation of documents for IMS service provider				
Firm Tranche	1.1. Sourcing i.e. carrying out consultations or market research, seeking advice or informing economic operators of the project and requirements	9 July 2023	1 day	
	1.2. Provide an estimated cost range for the development of an IMS for WOAH	9 July 2023	2 days	
	1.3. Inputs on first draft of formalised procedure	16 July 2023	3 days	
	1.4. Review final draft of formalised procedure	30 July 2023	1 day	
	2. Selection of service provider			
	2.1. Assist in WOAH in answering technical questions from bidders	As needed	20 days	
Conditional tranche 1	2.2. Produce an evaluation report which evaluates and scores tenderers	December 2023	2 days	
	2.3. Participate in exchanges with the various tenderers, particularly during the various meetings that will take place during the consultation process	As needed	As needed	
	2.4. Drafting of regularization and clarifications requests	As needed	As needed	
Conditional tranche 2	2.5. Review and provide input into the contract of the successful service provider	January 2023	1 day	
	3. Technical input on deliverables from selected service provider			
		Reviewed all deliverables from the IMS service provider as they are produced	March 2025	54 days

The activation of the conditional tranches (1 and/or 2) will depend on the outcome of the formalized procedure, i.e. the submission of tenders or the unsuccessful outcome of the consultation.

3.4. PROCUREMENT BUDGET

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

The financial offer (firm tranche and conditional tranche) must not exceed: EUR 55000

WOAH will pay for and organise flights and daily allowances to WOAH headquarters in Paris (France), if necessary, in accordance with WOAH 's internal rules.

4. QUALIFICATIONS AND EXPERIENCE

Tenderers wishing to apply should have at least the following skills and experience :

Specific skills :

Previous experience :

- Experience working for either national Veterinary Services, the private sector, emergency services, law enforcement or non-governmental organisation in contingency planning and emergency response (minimum of 5 years).
- Experience in managing projects to deliver results within a specific timeframe.



- Experience in procurement procedures and selection of service providers based on proposals.

Technical, interpersonal, linguistic general skills, etc.

- Understand the principles of different Incident Management Systems, particularly for organisations.
- Knowledge of national and international frameworks for animal health emergency management/disaster response.
- Knowledge of WOA's role and mandate in animal health emergencies.
- 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.
- Excellent organisation skills and ability to meet specific deadlines.

5. WORK ARRANGEMENTS

5.1. ORGANISATION OF THE WORK

The consultant will be home-based except for travel to Paris (France) and communication will be by email, with video conference meetings.

Deliverables will be sent by email to WOA's point contact : Dr Daniel Donachie for review and approval.

Communication and deliverables will be in English.

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:

- 20% of the contract value will be paid upon the launch of the formalised procedure of the IMS service provider.
- 30% of the contract value will be paid upon the selection of the IMS service provider.
- 20% of the contract value will be paid upon review of the first draft of the IMS provided by the IMS service provider in September 2024.
- 30% of the contract value will be paid upon review of the final IMS product developed by the service provider in March 2025.

WOAH will cover the cost of travel (economy return and WOA's per diems) of the Consultant to the workshop.

6. STRUCTURE OF THE RESPONSE

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

- CV (maximum 2 pages with information on academic qualifications and related experience)
- Cover letter (maximum 2 pages) demonstrating an understanding of the topic and the project
- Methodology describing the approach to selecting potential bidders and managing the project to ensure timely delivery (maximum 3 pages)
- Names and contact details of two referees



- Annex 1 “Financial offer” duly completed and signed;
- Annex 2 “Declaration of integrity” duly completed and signed;

7. EVALUATION OF PROPOSALS AND AWARD OF THE CONTRACT

WOAH 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 topic and the project (30%)
 - Methodology proposed (20%)
- **Criteria 2: financial criteria (20%)**
 - Global cost (100 %)

8. RESPONSE PROCEDURE

8.1. 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.

8.2. 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

8.3. 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.

8.4. 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 WOAHA.

8.5. Bid submission

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

WOAHA, 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](#)



Should you have any questions, please contact Dr Daniel Donachie 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.

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

Annex 3: Memorandum NS/2014/9 – Relating to Procurement procedures

Annex 4 : Decision 2022-9 – Relating to the implementation of negotiated procedure and competitive dialogue