Regional Disease Surveillance Systems Enhancement (REDISSE) Project

TERMS OF REFERENCE

Recruitment of an Executing Agency (Consultant) to Set Up 47 Centres for Epidemiology Surveillance (CES) in the ECOWAS Countries

September 2016

BACKGROUND
The West African Health Organisation (WAHO) by its founding Protocol has been vested with the political mandate to provide regional coordination in the area of health, by the ECOWAS Heads of State and Government. The main mission is to provide the highest level of health care services to the people of the sub region through the harmonisation of Member State policies, pooling of resources, and cooperation between Member States and third countries with a view to collectively and strategically finding solutions to the health challenges of the sub region.

The recent Ebola Virus Disease (EVD) epidemic in West Africa, particularly the worst-hit countries of Guinea, Liberia and Sierra Leone, and the outbreak of new and re-emerging diseases in recent years has revealed the fragility of the epidemiology surveillance and response systems of sub-Saharan African countries as well as the vulnerability of its socio-economic fabric. To forestall the occurrence of new epidemic phenomena and other public health emergencies or provide an appropriate response in the event of an occurrence, ECOWAS countries and WAHO, with the financial support of the World Bank, have established the REDISSE project aimed at strengthening the surveillance and response systems of ECOWAS countries by (i) strengthening national and regional inter-sector capacities for joint surveillance of diseases and preparedness to tackle epidemics in West Africa, addressing the weaknesses of human and animal health systems which hamper effective disease surveillance and response; and (ii) in the event of an emergency, providing immediate and effective response. The REDISSE project takes over from the catalytic WARDS project due to end on 30 June 2017. It is designed to be a five-year project (October 2016 to October 2022) that will cover all the 15 countries of the ECOWAS. However its first phase, scheduled to commence in October 2016, will cover Guinea, Sierra Leone and Senegal.

The project, during its first phase between October 2016 and December 2017, will undertake to set up forty-seven (47) Centres for Epidemiology Surveillance in two ECOWAS countries, in addition to the 60 already installed in 10 ECOWAS countries under the WARDS project. These centres are to be functional and efficient units in the health districts, primarily responsible for the collection, processing, and analysis of epidemiology statistical data. The primary focus will be to train male and female technicians working in the field of epidemiology surveillance, and in laboratories in health districts of countries in the ECOWAS region. This approach is ultimately aimed at enhancing the surveillance of the epidemiology profile of each country covered, and ensuring timely notification in the event of an epidemic or public health emergency.

WAHO is looking to employ a consultant to set up the 47 CES in two ECOWAS countries before the end of the year 2017.
1. Objectives

1. Set up 47 new CES in two ECOWAS Countries;
2. Start up operations of the 47 CES; and
3. Establish a network of the 47 CES.

2. Tasks

2.1. Intervention Framework

To efficiently coordinate the planned activities, the Consultant will work in close collaboration with WAHO, the other executing agencies, partners involved in the project, country directors of Epidemiology Surveillance as well as epidemiology and public health training institutes of the two countries. In this way, the Consultant will help to achieve component 1 and component 4 of the project.

2.2. Preparatory Phase

At the start of the project, the Consultant will study all the reference documentation available with WAHO. He will conduct joint feasibility missions with WAHO to the two countries in order to identify the districts that will host the CES as well as the CES Officials (R/CES) to be trained. The Consultant will also collaborate with the Executing Agency responsible for building the capacities of the 47 laboratory technicians, to establish the Country Coordinating Team (CCT) in each of the two countries. The CCT is to coordinate the project at country level, and will among other things, assist in the revision of the training modules and subsequent translation into French, English and Portuguese; the planning of activities to be carried out; and supervision of the CES, all in consultation with WAHO and its partners.

2.3. Implementation Phase

The Consultant will see to the setting up of the 47 new CES in the two countries by training the R/CES, equipping the CES with IT and training materials (the procurement of 47 full desktop computers, 47 printer-scanners, 47 inverters, 47 stabilizers, trainer manuals and trainee manuals), also equipping the coordinating offices of the two countries (the procurement of two vehicles for supervision, four full desktop computers, four laptops, two colour printer-scanners, eight inverters, eight stabilizers, two photocopiers, two video projectors and two projection screens); and the networking of laboratories. The training will be conducted in collaboration with the national authorities, through a training/refresher course for national trainers. Supervision of persons trained "in a work setting" will be conducted.

The main activities:

2.3.1. Setting up 47 New CES in 2 countries

The setting up of new CES requires the identification and selection of Health Districts and CES Officials (R/CES) in collaboration with the Ministry of Health of each country, using
criteria set out in WARDS Project Assessment Document (PAD) and REDISSE Project Implementation Manual (PIM).

2.3.2. **Training 04 national trainers in the 2 countries**

With the mainstreaming of the project’s programmes in national disease surveillance activities, the approach of training through the national trainers will constitute a pre requisite to developing the capacities of technicians (paramedics) appointed as R/CES. Two (02) trainers will be trained per country (4 trainers in all), to train the R/CES identified.

2.3.3. **Training 47 R/CES in the 2 countries**

Subsequent to the country trainers' training, the Consultant will ensure the 47 R/CES in the two countries are trained. This training will hold in two intensive sessions of three weeks each. Participants will be assessed at the start and at the end of the training.

The training will be for the duration of one year, which will include the period of supervision "in a work setting".

2.4. **Formative Supervision**

From the beginning of the first training session, the consultant must undertake a six-month supervision of all the CES in order to assess the knowledge acquired, performance level, and identify difficulties encountered. This supervision will also serve as an opportunity for the consultant to strengthen the capacities of R/CES on aspects of the training not well grasped and/or put into practice, while trying to help the latter find ways to resolve certain difficulties encountered, by discussing with the District Medical Officer. There will be a report on each supervisory mission per country, which will be shared with WAHO.

2.5. **CLOSURE PHASE**

Upon conclusion of the training/supervision of all CES concerned in the project, the Consultant will organise a regional meeting under the auspices of WAHO, for the purpose of establishing the network of CES.

3. **Expected results**

- Two Country Coordinating Teams (CCTs) are established in the two countries, in collaboration with the Consultant responsible for strengthening the capacities of the 47 Officials of Centres for Epidemiology Surveillance (R/CES);

- A feasibility report on the set up of the 47 new CES in the two countries is prepared;

- Training modules in the three official languages (French, English, and Portuguese) are produced;

- Four (04) national trainers are trained/ retrained in Epidemiology Surveillance and Applied IT (Epi Info Module), in the two countries;

- Forty-seven (47) R/CES are trained in the newly set up CES;
- Forty-seven (47) new CES are operational.

- Reports on the six-month supervision of the 47 CES are prepared and shared with WAHO.

4. **Reports**

The consultant will provide:

- An initial feasibility report on the establishment of the 47 CES and the setting up of the two country coordinating teams;

- A subsequent report on the production of training modules in three languages and the training of four country trainers in Epidemiology Surveillance and Applied IT (Epi Info Module) in the two countries;

- A third report covering the first session of training of 47 R/CES and a first supervision report; and

- A final report on the second session of training of 47 R/CES and the second supervision report.

**NB:** The work equipment must be supplied before commencement of the trainings.

5. **Duration and Date**

The Consultant's mission shall be conducted over a period of one (01) year, and concluded before 31 December 2017.

6. **Consultant's Profile**

**Consultant's Profile:** Consultants interested in this notice and possessing qualifications and experience in the field of Epidemiology Surveillance Training and/or the setup of Centres for Epidemiology Surveillance, are invited to express their interest.

7. **The Team:**

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<thead>
<tr>
<th>Position</th>
<th>PROFILE</th>
<th>Minimum experience</th>
<th>Relevant experience</th>
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<tbody>
<tr>
<td>Director of Operations</td>
<td>Project Manager</td>
<td>12 years</td>
<td>Must have conducted at least one similar mission in setting up Centres for Epidemiology</td>
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<tr>
<td>Position</td>
<td>Experience</td>
<td>Requirements</td>
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<tr>
<td>Projects Officer, Monitoring-Evaluation</td>
<td>10 years</td>
<td>Must have conducted at least one similar mission in setting up Centres for Epidemiology Surveillance and/or providing training in epidemiology surveillance. Fluent in English and French. Working knowledge of Portuguese is an added advantage.</td>
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<td>Projects Officer, Monitoring-Evaluation</td>
<td>10 years</td>
<td>Must have conducted at least one similar mission in setting up Centres for Epidemiology Surveillance and/or providing training in epidemiology surveillance. Fluent in English and French. Working knowledge of Portuguese is an added advantage.</td>
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<tr>
<td>Head of Country Office</td>
<td>07 years</td>
<td>Must have conducted at least one similar mission in setting up Centres for Epidemiology Surveillance and/or providing training in epidemiology surveillance. Fluent in English and French. Working knowledge of Portuguese is an added advantage.</td>
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<tr>
<td>Country training officer Monitoring-Evaluation</td>
<td>5 years</td>
<td>Must have conducted at least one similar mission in setting up Centres for Epidemiology Surveillance and/or providing training in epidemiology surveillance. Fluent in English and French. Working knowledge of Portuguese is an added advantage.</td>
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8. Modalities for participation:

A notice of expression of interest **restricted to corporate entities**. Consultants interested in this notice and possessing qualifications and experience in the field of Epidemiology Surveillance Training and/or the setup of Centres for Epidemiology Surveillance, are invited to express their interest. Applicants must provide information certifying that they possess the requisite qualifications and relevant experience for the execution of the services.


The quality cost-based selection method will be used. The request for proposals, which will be sent to the consultants short-listed, will require that they submit both a technical bid and a financial bid. The technical bid of no more than 30 pages will be presented in three sections: a summary of the ToR; the content of the training modules and the methodology for setting up the 47 CES; and finally a detailed calendar of activities. As for the financial bid, it will present detailed costs of all the aspects of activity involved in setting up a CES and the unit cost per CES. WAHO intends to pay for this service. The recruited Consultant will be paid for based on reports submitted as mentioned in item 4 above.

Additional information may be obtained during work days and hours: between **08h00 and 16h00 (GMT) from Monday through Friday**, from the resource person at WAHO, at the address below:

**Mrs. Lalaissa AMOUKOU**
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