Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Enhancing Regional Disease Control Management within ASEAN through Capacity Building for Cross-Border Contact Tracing and Rapid Outbreak Investigation

Project number/ cost centre:

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0. List of abbreviations

ACPHEED	ASEAN Centre for Public Health Emergencies and Emerging Diseases
AMS	ASEAN Member States
ASEAN	Association of Southeast Asian Nations
AVB	General Terms and Conditions of Contract for supplying services and work
DC	Development Cooperation
EOC	Emergency Operation Centre
IHR	International Health Regulations
PHE	Public Health Emergency
PHEIC	Public Health Emergencies of International Concern
POE	Point of Entry
TTX	Table-Top Exercise
ToRs	Terms of reference

1. Context

Background

The preceding "Strengthening Regional Initiatives in ASEAN on COVID-19 Response and other Public Health Emergencies" project (during 2020 – 2022) identified several gaps in ASEAN core competencies in responding to public health emergencies. This individual measure "Strengthening ASEAN Resilience through Capacity Building of Core Competencies in Public Health Emergency (PHE) Project" will therefore continue to support ASEAN and ASEAN Member States (AMS) in strengthening their capacity to respond and prepare for future pandemics, especially in regard to the implementation of the ASEAN Work Programme 2021 – 2025 of the ASEAN Health Cluster 2 "Responding to all hazards and emerging threats" as well as the operationalization of the newly established ASEAN Centre for Public Health Emergencies and Emerging Diseases (ACPHEED).

One of the main gaps to be addressed is the continued support of capacity building in terms of the established systems and competencies related to contact tracing to prevent and break a chain transmission in communicable diseases control. Among many other priority topics, the knowledge and abilities for Cross-Border Contact Tracing and Rapid Outbreak Investigation through capacity building is important to address regional disease control management, particularly relating to Point of Entry (POE) for professionals in AMS who carry out intensive informal communication with the Focal Points at the AMS level (National ASEAN Focal Points) working in the field of emergency preparedness and response, public health, and related sectors, specifically the ASEAN Focal Points of existing regional network, such as the ASEAN Emergency Operation Centre (EOC) Network, The ASEAN Centre for Public Health Emergencies and Emerging Diseases (ACPHEED), and related functions.

To bridge the lack of effective communication mechanism among relevant border authorities among AMS and the lack of good quality information, ASEAN has established a cross-border public health response protocol for contact tracing and rapid outbreak investigation among AMS to prevent and mitigate possible COVID-19 and other similar cases in the future.

The Project, therefore, continues to support the capacity building to address those capacity gaps to strengthen the capacity of AMS on Regional Preparedness and Response to Public Health Emergencies and enhance regional disease control management within ASEAN in line with the implementation of the ASEAN Work Programme 2021 – 2025 under the ASEAN Health Cluster 2, Health Priority no. 9 on Regional Preparedness and Response to Public Health Emergencies by providing capacity building through the **conduct of on-site table-top exercise (TTX) based on the ASEAN Protocols on Cross Border Contact Tracing and Rapid Outbreak Investigation.**

Objective

To fulfil the Project support to AMS for capacity building through the conduct of on-site table-top exercise (TTX) based on the ASEAN Protocols on Cross Border Contact Tracing and Rapid Outbreak Investigation, the consultancy contract with expert who has extensive experience in international health, specifically on public health emergency management is needed.

The objective of this consultancy services is to (1) develop the learning materials for the table-top exercise (TTX) based on the ASEAN Protocols on Cross Border Contact Tracing and Rapid Outbreak Investigation, (2) to conduct on-site TTX discussion-based session for AMS participants as a means to finalise the TTX for future regional capacity building, and (3) to submit final report and recommendation for further training development.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Develop the learning materials for the table-top exercise (TTX) based on the ASEAN Protocols on Cross Border Contact Tracing and Rapid Outbreak Investigation considering the diverse cultures, languages, and public health system within the ASEAN region and align with the International Health Regulations (IHR) 2005.
- Plan, organise, and facilitate the conduct on-site TTX discussion-based session for AMS participants as a means to finalise the TTX ensuring the effectiveness of TTX for future regional capacity building. The training venue will be in Indonesia.
- Submit the final report and recommendation for further training development relating to ASEAN regional preparedness and response to public health emergencies.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones	**Deadline**
1. Develop the learning materials for the table-top exercise (TTX) based on the ASEAN Protocols on Cross Border Contact Tracing and Rapid Outbreak Investigation considering the diverse cultures, languages, and public health system within the ASEAN region and align with the International Health Regulations (IHR) 2005. The materials will be finalised during the conduct of on-site TTX for submission to ASEAN for further scaling out in the region. The topics can be included: • Contact Tracing • Cross-border Information Sharing • Rapid Outbreak Respond Investigation and Management • Outbreak Early Detection System • Outbreak Preparedness	6 May 2024
2. Plan, organise, and facilitate the conduct on-site TTX discussion-based session for AMS participants to finalise the TTX ensuring the effectiveness of TTX for future regional capacity building. The importance of real case studies/scenario in the previous outbreaks and successful cases management during the pandemic through the table-top exercise will be emphasised.	10 May 2024
3. Submit the final report and recommendation for further training development relating to ASEAN regional preparedness and response to public health emergencies.	30 June 2024

Period of assignment: from 30 April 2024 until 30 June 2024.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Epidemiology, Public Health, Public Health Management, Health Policy, Health Sciences, or any other related fields
- Language (2.1.2): C1-level language proficiency in English. Working knowledge of Indonesian is preferable. Good command of English and ability to structure complex topics in simple, straightforward, and systematic manner.
- General professional experience (2.1.3): Minimum 10 years of professional experience in the Public Health sector.
- Specific professional experience (2.1.4): Minimum 7 years in Previous experience working in the ASEAN region on Public Health Emergency (PHE) and/or in international organization on public health emergencies of international concern (PHEIC)
- Leadership/management experience (2.1.5): Minimum 7 years of management / leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): Minimum 7 years of experience in projects in ASEAN of which 2 years in projects in Indonesia.
- Development cooperation (DC) experience (2.1.7): Minimum 5 years of experience in DC projects
- Other (2.1.8): Demonstrated capability of analysis, report-writing, and facilitating workshops

Short-term expert pool with minimum 2, maximum 5 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 6 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

To support Team Leader in all aspects for the following activities:

- Develop the learning materials for the table-top exercise (TTX) based on the ASEAN Protocols on Cross Border Contact Tracing and Rapid Outbreak Investigation considering the diverse cultures, languages, and public health system within the ASEAN region and align with the International Health Regulations (IHR) 2005.
- Plan, organise, and facilitate the conduct on-site TTX discussion-based session for AMS participants as a means to finalise the TTX ensuring the effectiveness of TTX for future regional capacity building. The training venue will be in Indonesia.
- Submit the final report and recommendation for further training development relating to ASEAN regional preparedness and response to public health emergencies.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 2 to 5 experts with university qualification (German 'Diplom'/Master) in Epidemiology, Public Health, Public Health Management, Health Policy, Health Sciences, or any other related fields
- Language (2.6.2): 2 to 5 experts with B2-level language proficiency in English. Preferable working language in Indonesian.
- General professional experience (2.6.3): 2 to 5 experts with minimum 3 years of professional experience in the Public Health sector.
- Specific professional experience (2.6.4): 2 to 5 experts with minimum 3 years of professional experience in Previous experience working in the ASEAN region on Public Health Emergency (PHE) and/or in international organization on public health emergencies of international concern (PHEIC).
- Regional experience (2.6.5): 2 to 5 experts with minimum 3 years of experience in ASEAN, 2 to 5 experts with minimum 2 years of experience in Indonesia.
- Development cooperation (DC) experience (2.6.6): Minimum 2 years of experience in DC projects
- Other (2.6.7): Demonstrated capability of analysis, report-writing, and facilitating workshops

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel and travel expenses

GIZ travel regulation shall be applied for travel expenses.

All business travel must be agreed in advance by the officer responsible for the project.

Specification of inputs:

Fee days	Number of experts	Number of days per experts	Total	Comments
Team Leader	1	50	50	against timesheet
Short-term expert pool	5	6	30	against timesheet
Travel Expenses	**Quantity**	**Price**	**Total**	**Comments**
Fixed travel budget	6	IDR 10.000.000	IDR 60.000.000	Maximum travel cost to training site in Indonesia. Reimbursement against evidence

6. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The complete concept (Chapter 3) must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. It must be legible (font size 11 or larger), clearly formulated and must be drawn up in English. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format standard for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs must be submitted in English.

Please calculate your financial bid based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, or budgets in full. The number of days, trips and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.