Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Launching of ASEAN One Health Network (AOHN) and ASEAN One Health Joint Plan of Action (ASEAN OH JPA) alongside with Webinar Series on Public Health Emergency

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0. List of abbreviations

ASEAN	Association of Southeast Asian Nations
AMS	ASEAN Member States
PHE	Public Health Emergency
ACPHEED	ASEAN Centre for Public Health Emergencies and Emerging Diseases
AMR	Antimicrobial Resistance
DC	Development Cooperation
One Health	Human health, Animal health, and Environmental health
AOHN	ASEAN One Health Network
ASEAN OH-JPA	ASEAN One Health Joint Plan of Action
ToR	Terms of Reference

1. Context

Background

The preceding "Strengthening Regional Initiatives in ASEAN on COVID-19 Response and 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).

During COVID-19 pandemic, different countries responded to the pandemic crisis differently depending on various factors such as the capacity of public health systems and the initial government containment measures. In strengthening AMS capacity to respond and prepare for future pandemics, a knowledge exchange platform (e.g. webinar) is vital as it can facilitate information sharing, enable timely updates, foster resource mobilization, and enhance effective communication. Based on knowledge exchange discussions, policy briefs can also be produced to stimulate future capacity building, and collaboration among AMS and key experts.

Furthermore, noting the devastating and multidimensional impacts of COVID-19 as well as other emerging and re-emerging infectious diseases including zoonoses, antimicrobial resistance (AMR), there is growing impact and other challenges related to climate change on human lives and livelihoods, and the need to strengthen health systems to be resilient and responsive. The webinar will be addressing One Health – human health, animal health and environmental health - as overarching approach.

Indonesia's chairmanship of ASEAN in 2023 highlights the importance of One Helalth Approach through the endorsement of the ASEAN Leaders' Declaration on One Health Initiative at the 42nd Summit. The ASEAN Member states are committed to unify and streamline multisectoral and multilateral collaborations under the framework of One Health through the formation of the ASEAN One Health Network (AOHN) and the development of ASEAN One Health Joint Plan of Action (ASEAN OH-JPA). Through a series of consultative meetings, the ToR for AOHN and document for the ASEAN OH-JPA have been developed and notated at the 43rd Summit in Jakarta, 5 September 2023.

Following the notation of the ToR of the AOHN and the ASEAN OH-JPA document, there is the need to officially launch the ASEAN One Health Network and start its work, including in implementing the ASEAN OH-JPA. The ASEAN OH-JPA will provide a framework to guide sustainable One Health implementation in the region which will be coordinated by the ASEAN One Health Network. It is expected that the development, operationalization, and implementation of the AOHN and OH-JPA will strengthen ASEAN abilities in mitigating biological threats, particularly in strengthening the capacity to prepare and respond to outbreaks and emerging infectious diseases.

In light of this initiative, we propose to **launch the ASEAN One Health Network (AOHN) and ASEAN One Health Joint Plan of Action (ASEAN OH JPA) alongside with Webinar Series on Public Health Emergency and the development of Policy Briefs** that will be shared with relevant ASEAN sectors working on public health emergency and beyond with a specific focus on adopting a One Health approach. This initiative will support to the ASEAN Protocol on Cross

Border Contact Tracing and Rapid Outbreak Investigation, and ASEAN Health Protocol for Pandemic Preventive Measures in Public Places (to be identified), and to provide a dynamic platform for experts and stakeholders to engage in meaningful discussions, fostering collaboration and knowledge exchange which demonstrates our commitment to acknowledge the interconnectedness of human, animal, and environmental health, paving the way for a more robust response.

Objective

To fulfil the Project support to AMS, the contractor will provide the support to:

1. To launch ASEAN One Health Network (AOHN) and the ASEAN OH-JPA. The development, operationalization, and implementation of the AOHN and OH-JPA will strengthen ASEAN abilities in mitigating biological threats, particularly in strengthening the capacity to prepare and respond to outbreaks and emerging infectious diseases.

2. To fulfil the Project support to AMS to produce Webinar Series and Policy Briefs on Public Health Emergency based on the priority topics focusing on One Health approach, the consultancy contract with expertise to provide the support to produce webinars series and policy briefs based on the discussion of AMS and key experts on pandemic prevention, preparedness and response is needed.

The objective of this consultancy services is (1) to plan and organize the launch event of ASEAN One Health Network (AOHN) and the ASEAN OH-JPA and conduct the ASEAN Webinar Series as knowledge exchange based on selected topic (to be identified), (2) to produce the policy briefs based on the discussion of AMS and key experts during the webinar series, and (3) submit final reports with recommendations for future capacity building.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Plan and organize the launch event of ASEAN One Health Network (AOHN) and the ASEAN OH-JPA and conduct the ASEAN Webinar Series as knowledge exchange based on selected topic (to be identified) in close consultation with the Health Division of the ASEAN Secretariat (HD-ASEC) and Ministry of Health (MOH) Indonesia,
- Produce up-to 2 (two) policy briefs up to 2 based on the discussion of AMS and key experts during the webinar series,
- Submit final reports with recommendations for future capacity building.

Remarks:

- The contractor is required to explain its approach for coordination with the GIZ project and the ASEAN Secretariat.
- Sound coordination with HD-ASEC and MOH Indonesia is required as the contractor will be responsible for identifying key experts or resource persons within the region or other countries outside of ASEAN and their invitation throughout the assignment to present expert opinion, share evidence-based information, share experience and other salient updates about a specific topic relevant to the selected topic (to be identified).
- The presentation and sharing of the invited key expert or resource person will be the basis of the discussion and exchange of views among the panel members. The result of the discussions will be produced as policy briefs.

- The main facilitator of the panel meeting will be the contractor who will assist the designated person to be the Chair of the Panel (to be identified in close consultation with HD-ASEC and MOH Indonesia).

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

Milestones	Deadline
1. Plan and organize the launch event of ASEAN One Health Network (AOHN) and the ASEAN OH-JPA and conduct the ASEAN Webinar Series as knowledge exchange based on selected topic (to be identified) - Inception meeting - Implementation concept - Finalised work plan	2 May 2024
2. Conduct and organize the launch event of ASEAN One Health Network (AOHN) and the ASEAN OH-JPA and facilitate up to 2 webinars based on selected topic (to be identified) - Based on the discussion during the webinars, produce the summary of discussions/report for each of the webinar session	9 May 2024
3. Submit final reports with recommendations for future capacity building.	21 June 2024

(exact dates are subject to further discussions with GIZ/ASEC/MOH Indonesia)

Period of assignment: from 2 May 2024 until 21 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

Further requirements (1.7)

The tenderer should also provide at least 3 samples of successful webinar productions or similar projects and sample of policy briefs documents.

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

<u>Tasks of the team leader</u>

- 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 communication, public health, public policy, or any other related fields
- Language (2.1.2): C1-level language proficiency in English. Good command of English and ability to structure complex topics in simple, straightforward, and systematic manner.
- General professional experience (2.1.3): Minimum 8 years of professional experience in the public communication, international organisation, and government relations sector
- Specific professional experience (2.1.4): Minimum 5 years in previous experience working in conducting and facilitating multi-stakeholder meetings/events, planning and executing live events/webinars for government institution, developing policy briefs and related documents
- Leadership/management experience (2.1.5): Minimum 5 years of management/ leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): Minimum 5 years of substantial experience in projects and communication in the ASEAN region as well as understanding the regional integration architecture. Knowledge of the ASEAN Health Sector is desirable.
- 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:

- Plan and organize the launch event of ASEAN One Health Network (AOHN) and the ASEAN OH-JPA and conduct the ASEAN Webinar Series as knowledge exchange based on selected topic (to be identified) in close consultation with the Health Division of the ASEAN Secretariat (HD-ASEC) and Ministry of Health (MOH) Indonesia,
- Produce up-to 2 (two) policy briefs up to 2 based on the discussion of AMS and key experts during the webinar series,
- Submit final reports with recommendations for future capacity building.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 2 to 5 experts with university qualification (German 'Diplom'/Master) in communication, public health, public policy, or any other related fields
- Language (2.6.2): 2 to 5 experts with B2-level language proficiency in English. Good command of English and ability to structure complex topics in simple, straightforward, and systematic manner
- General professional experience (2.6.3): 2 to 5 experts with minimum 3 years of professional experience in the public communication, international organisation, and government relations sector

- Specific professional experience (2.6.4): 2 to 5 experts with minimum 3 years of professional experience in conducting and facilitating multi-stakeholder meetings/events, planning and executing live events/webinars for government institution, developing policy briefs and related documents
- Regional experience (2.6.5): 2 to 5 experts with minimum 3 years of substantial experience in projects and communication in the ASEAN region as well as understanding the regional integration architecture. Knowledge of the ASEAN Health Sector is desirable.
- 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 for 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). It must be legible (font size 11 or larger) and 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 also 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.