



| Call for Consultant | |
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| Title | Consultancy to identify barriers to disease notification in terrestrial and aquatic animals in Asia-Pacific: Strategies for overcoming challenges. |
| Internal reference | JP/CC2024/1 |
| Type of contract | Consultancy contract |
| Location | Home-based |
| Starting date | 8/07/2024 |
| Expected working days | 50 days |
| Expected duration | 3 ½ months |
| Call launch date | 23/05/2024 |
| Submission deadline | 24/06/2024 |

1. CONTEXT

1.1 BACKGROUND

The World Organisation for Animal Health (WOAH) whose statutory name is “Office International des Epizooties”, was created on the 25 January 1924. Its headquarters is based in Paris. It comprises 183 Members and is present on all continents through 13 Representations or Bureaus in total.

WOAH 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 - WOA - World Organisation for Animal Health](#)).

1.2 PURPOSE

The purpose of the work assignment aligned with the WOA Seventh Strategic Plan (2020-2025), is to identify key barriers to disease notification for both terrestrial and aquatic animals with a focus on Asia and the Pacific region. These identified barriers will serve as the foundation for developing strategies and recommendations for WOA and its Members.

The report from the work assignment aims to furnish valuable insights that will inform future capacity-building efforts, bolster the WOA reporting system, and notably enhance transparency in disease reporting across Asia and the Pacific region.

2. DUTIES AND RESPONSIBILITIES

2.1 OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

The objectives of the work assignment are to:

- 1) Identify and analyse key barriers to disease notification.
- 2) Develop strategies and recommendations to overcome the identified barriers.

The consultant’s roles will be:

- 1) Design the methodology for the study, covering the objectives.
- 2) Describe the study design and tools, including field data generation approaches.
- 3) Conduct the study and analysing the collected information.
- 4) Produce a draft report of the study.
- 5) Liaising closely with WOA core group for assistance where necessary throughout the study.
- 6) Coordinating necessary consultations with WOA Delegates and relevant focal points from a list of selected Members and incorporating their feedback into the study.

The WOA core group, comprising relevant technical officers from WOA Regional Representation for Asia and Pacific (RRAP) and WOA Sub-regional Representation for Southeast Asia (SRR SEA), supported by Data Integration Department and World Animal Health Information and Analysis Department (WAHIAD) at WOA headquarters. The core group will assist the consultant by providing necessary information for the study. They may also facilitate communication between the consultant and identified countries and territories (i.e., WOA Delegates and National Focal Points).

All data derived from the consultancy work are intellectual properties of WOA, and the consultant must provide all results, including partial ones, to WOA upon request at any

time. Bidders should note that all deliverables, including draft and final work products, will be considered "works made for hire" exclusively for WOA, and the awarded bidder will assign all rights, title, and interest in such deliverables to WOA. WOA may use or pursue all deliverables without restriction or additional compensation.

2.2 EXPECTED OUTPUTS AND DELIVERABLES

The progress of the study will be regularly monitored in accordance with the workplan presented during the inception meeting. The consultant will receive support from the WOA core group.

The final study report is expected to meet the following criteria:

- 1) It must be written in English.
- 2) It should incorporate figures, data, graphs, tables, and illustrations that complement and enhance the content.
- 3) The report is anticipated to be approximately 25 - 30 pages long, structured as follows:
 - a) Executive summary
 - b) Introduction and context
 - c) Results to address the objectives
 - d) Discussion
 - e) Conclusions and recommendations
- 4) Additionally, the report may include unlimited annexes, including references, which are not counted towards the 25–30-page limit.

Deliverables of the work assignment

| Deliverables | Deadline (prov.) | Days of work (prov.) |
|--|------------------|----------------------|
| Inception | | |
| Develop a work plan and timeline (i.e., calendar) | 15/07/2024 | 1 |
| Identify/define a methodology for the study (e.g., interview, focus group discussions, etc.) | 19/07/2024 | 3 |
| Foreplan <ol style="list-style-type: none"> 1. <u>Target</u> population of the study –identified countries and territories 2. Define <u>demographic profiles</u> of the study recipients (note, such as Chief Veterinary Officers or equivalent senior national veterinary officials, WOA Delegates and national focal points, and relevant stakeholders responsible for disease surveillance and reporting) 3. <u>Introduction & information</u>: representative of WOA at regional level in Asia and the Pacific region will be responsible for sending letters or emails to the targeted countries. These communications will serve to provide detailed information about the study, including its objectives, anticipated outputs, the significance of their participation, and the identity of the consultant involved. 4. <u>Coordination</u>: the consultant will reach out to Delegates from the identified countries and territories via email and/or telephone to make logistical arrangements. | 31/07/2024 | 7 |

| Collection of data and relevant information | | |
|---|------------|----|
| Review of relevant literature, data, and information | 9/08/2024 | 4 |
| <p>Data collection</p> <p>1. The consultant will initiate a series of communications with the study recipients using their preferred methods. These methods may include interviews, focus group discussions, or other suitable means of interaction. It's crucial to emphasise that the study recipients are individuals nominated and identified by the respective country and territory to participate in the study.</p> <p>2. The decision on which approach to adopt will be contingent upon the preferences, circumstances, and specific recommendations provided by the consultant. This approach ensures that the chosen method of communication harmonises effectively with the requirements and context of the study recipients, thereby optimising the quality of data collection and engagement.</p> | 11/09/2024 | 20 |
| Analysis of the data | | |
| Organise, clean, and code data as necessary, adhering to the plan developed during the inception phase, and conduct data analysis accordingly. | 27/09/2024 | 9 |
| Draft the study report | | |
| <p>Draft and complete report containing outputs and results of the work assignment based on the two objectives,</p> <p>1. identify and analyse key barriers to disease notification for both terrestrial and aquatic animals, and</p> <p>2. develop strategies and recommendations to overcome the identified barriers.</p> | 4/10/2024 | 4 |
| Dissemination of the conclusions of the study | | |
| A meeting with WOA core group to discuss results of the analysis and recommendations | 9/10/2024 | 1 |
| Draft a synthetic article on the summary report that WOA could publish | 11/10/2024 | 1 |
| Total (days) | | 50 |

3. QUALIFICATIONS AND EXPERIENCE

Qualifications

Qualitative researcher (preferred)

Epidemiologist with veterinary or public health background (desired)

Previous experience

- 1) Surveying experience in qualitative research, particularly through interviews as a data collection methodology (is crucial for obtaining rich, in-depth insights from participants) (required).
- 2) Technical knowledge in disease reporting and analysis (would be an asset/desirable but not compulsory).

- 3) Experience in designing, planning, and implementing impact assessment methodology, socio-economic surveys or studies with multi-stakeholders and in a multi-sectoral environment (preferred).
- 4) Working experience in Asia and the Pacific region in fields related to animal health (preferred).
- 5) Working experience and knowledge on disease notification and/or public health intelligence (preferred).
- 6) Writing skills proven by publication of reports or scientific papers (desired).

Competencies

- 1) Technical skills: good analytical, computational and organisational skills.
- 2) Linguistic skills: excellent communication and writing skills in English (some local languages would be highly appreciated, although not compulsory).
- 3) Interpersonal skills: flexibility, capacity to work on short deadlines and deliver upon schedule and good data management practices (a consultant will ensure that all piece of information handled during the consultancy is treated with highest level of confidentiality and that sensitive information will never be disclosed, as they are remains under WOA's ownership).

The consultant should demonstrate skills/qualities and adhere to the highest review standards and code of ethics expected by WOA and its Partners.

4. WORK ARRANGEMENTS

4.1 ORGANISATION OF THE WORK

This work assignment may require occasional travels to countries and territories relevant to the study. If WOA determines that travels by the consultant are required, air or train tickets (economy class) will be provided by WOA. WOA will also provide a daily subsistence allowance based on the rules applicable at WOA. Bidders should not include costs of potential travels in their financial offers.

The consultant will be authorised to directly contact relevant national contact persons designated by the WOA Delegates while keeping WOA core group in a copy. The consultant is not authorised to contact WOA Delegates or other stakeholders, except under exceptional circumstances and with the explicit prior authorisation of the WOA core group.

4.1 PAYMENT SCHEDULE

The following schedule of payments will be finalised in the contract based on the agreed-upon workplan and set of deliverables:

- 1) Thirty percent (30%) of the total price will be paid upon the validation of the draft methodology of the study,
- 2) Thirty percent (30%) of the total price will be paid upon the validation of the draft report of the study,
- 3) The remaining balance payment will be paid after reception and validation of the final deliverables (i.e., final report, article that WOA could publish, presentation of the results) by WOA.

5. STRUCTURE OF THE RESPONSE

Interested consultant is invited to submit a proposal including the following documents:

- 1) CV (not more than 2 pages)
- 2) Cover letter (not more than 300 words)
- 3) Daily rate: between €350 - €600 per working day (negotiable)

- 4) Annex 1 “Financial offer” duly completed and signed.
- 5) Annex 2 “Declaration of integrity” duly completed and signed.

6. 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%)

- a) Expertise (50%)
- b) Demonstrated understanding of the context (20%)
- c) Relevance and quality of the proposed methodology (30%)

Criteria 2: financial criteria (20%)

- a) Global cost (100%)

If needed, WOAHA may contact the 3 best offers for an interview as part of the selection process. The interview will allow WOAHA to review the assessment done, before a final selection will be made.

The oral presentation format will be the following:

- 1) Self-introduction - 5'
- 2) Presentation of the understanding of the context and the proposed methodology - 15'
- 3) Question and answers - 10'

WOAH may request tenderers to provide additional information necessary for the evaluation of their tender; tenderers will be invited to respond in writing. Tenderers will be informed by e-mail of the results of the selection process.

7. RESPONSE PROCEDURE

7.1. Response process

WOAH reserves the right to introduce non-substantial modifications to the tender documents. In the event that WOAHA, either following a request from the consultant or on its own initiative, introduces a modification of the call, all consultants having received the invitation to submit a proposal will be informed. WOAHA shall signal on the call that modifications have been made and may extend the deadline for submission of proposals to allow consultants to take into account these changes.

7.2. Costs of Responses

Consultants are responsible for all costs and expenses, including professional fees, incurred in connection with the preparation and submission and generally their participation in the Call for Consultant procedure.

7.3. Conditions of Participation

Natural and legal persons who have provided a compliant response to the consultation as published may apply.

No more than one proposal may be submitted by a person whether as a natural or legal person.

In participating to this consultation, the consultant warrants by doing so that he/she:

- 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.
- has 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 organisation, money laundering, offences linked to terrorist activities, child labour, human trafficking, creating or being a shell company or any other irregular or illegal activity.
 - has powers of representation, decision-making or control over it have not been guilty of professional misconduct, including misrepresentation.
 - 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 consultant resides.

Consultants undertake to provide documentary evidence related to the items mentioned above upon request by WOAAH at any point during the call for consultancy procedure and/or contracting process. Should a consultant fail to produce reasonable evidence, WOAAH reserves the right to reject the consultant's response, and, in the event, it has already entered into a Contract with the consultant as a result of the process, to terminate such Contract with immediate effect.

The REFINITIV WORLD-CHEK ONE global compliance screening platform will be consulted. In accordance with WOAAH's internal rules, the identification of a consultant by this platform may lead to its exclusion.

7.4. Conflicts of Interest

Under no circumstances is a Consultant to contact any person employed by or representing WOAAH. regarding the call for consultant procedure other than the person(s) mentioned in this document.

In participating to this consultation, a tenderer represents and warrants that the Consultant:

- 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 Consultant and WOAAH as a result of the consultation;
- 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;
- 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 WOAAH.

7.5. Proposal submission

WOAH places high value on a multicultural and positive work environment and seeks gender and geographical balance in its international consultants. WOAAH welcomes proposals of all qualified candidates, irrespective of their ethnic origin, gender, opinions or beliefs.

If you are interested in this call for consultant, please send your proposal to the following email addresses: Jacqueline Lusat (j.lusat@woah.org) and/or Paolo Tizzani (p.tizzani@woah.org).

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. For more information check our [Privacy Policy](#).

Should you have any questions, please contact WOA Regional Representation for Asia and the Pacific (rr.asiapacific@woah.org) by copying in Jacqueline Lusat (j.lusat@woah.org) and Paolo Tizzani (p.tizzani@woah.org)

To comply with disclosure requirements and enhance transparency, WOA shall publish on its [website](#) the following information about the Contract which shall be concluded with the awarded consultant: (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. WOA 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](#)