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| **AFRICAN UNION** |  | **UNION AFRICAINE** |
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| **Addis Ababa, ETHIOPIA P. O. Box 3243 Telephone: 011-551 7700**  **Website: www. au.int** | | |

**(CONSULTING SERVICES– INDIVIDUAL CONSULTANT)**

**AFRICA CDC REGIONAL INVESTMENT FINANCING PROJECT (P167916)**

**IDA-D5260**

**ASSIGNMENT TITLE: INDIVIDUAL CONSULTANT SELECTION – MONITORING AND EVALUATION CONSULTANT**

**Reference No. ET-AUC-225257-CS-INDV**

The African Union has received financing from the World Bank for the "Africa CDC Regional Investment Financing Project (ACDCP)

**Development Objective of the Project (P167916):** The Project Development Objective is to support Africa CDC to strengthen continental and regional infectious disease detection and response systems.

1. **BACKGROUND**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa’s rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

The Africa Centre for Disease Control and Prevention (Africa CDC) was officially launched in Addis Ababa, Ethiopia, on January 31, 2017. The Africa CDC is Africa’s first continent-wide public health agency and envisions a safer, healthier, integrated and stronger Africa, where Member States are capable of effectively responding to outbreaks of infectious diseases and other public health threats. The agency mission is to strengthen Africa’s public health institutions’ capabilities to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programs.

Towards meeting its’ mission, the Africa CDC received a 10 million USD grant from the World Bank’s “Africa CDC Regional Financing Investment Project (ACDCP)” that aimed to support vital institutional capacity-building efforts by the Africa CDC headquarters in Addis Ababa, the Southern Africa Regional Collaborating Centre in Lusaka, and the Ethiopian and Zambian health authorities. The activities supported by ACDCP are organized under five strategic components: (i) Governance and Legal Framework; (ii) Public Health Assets; (iii) Human-Resources Development; (iv) Project Management Support; and (v) a Contingent Emergency Response Component (CERC) for Ethiopia and Zambia.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the reinforcement of its organizational structure and expertise through engaging an Individual Consultant as Monitoring and Evaluation Consultant at Africa CDC.

The Consultant will be responsible for monitoring and evaluating results of the project in accordance with the Results Framework and Monitoring in Annex VI, and will ensure timely and quality monitoring and reporting to the Africa CDC and the World Bank on progress and challenges towards the strategic themes and objectives of Africa CDC.

1. **Objective of the Assignment**

The objective of the assignment is realization of better outcomes for Africa CDC Regional Investment Financing project through accountability and learning. Under this assignment, Africa CDC is anticipating to bring efficiency to its decision making and evidence based information that is heavily dependent on the quality and timeliness of monitoring and evaluation that contributes to the Project Development Objective.

The M&E consultant will be responsible for guiding the monitoring and evaluation strategy and support the follow through of the results framework. S/he will provide support to the implementation of the overall M&E related activities within the project and avail timely and relevant information to the project stakeholders. The M&E consultant will report to the coordinator.

The consultant serves as the focal point for monitoring and evaluation of Africa CDC program financed by the World Bank,

1. **Scope of the Assignment**

The Individual Consultant for successful Monitoring and Evaluation **under the Africa CDC project** is required to undertake the following activities:

1. To Develop and strengthen project M&E systems and ensure timely reporting on activities under the project.
2. Establishing a reliable and consistent database of indicators in line with the results framework for all program activities and ensuring that the M&E standard operating procedures (SOPs) and guidelines are developed and updated routinely and systematically;
3. Lead the baseline survey, Mid-Term and End Term evaluations including quality assurance processes for data collection to ensure robust data for the project;
4. Develop a mechanism to ensure that project planning, including inputs and targets are aligned with the overall Project objectives;
5. Provide support to the routine data collection, analysis and aggregation of data;
6. Ensuring timely compilation of summary and thematic reports in line with the project requirements. Priority reports include; semi-annual reports and Africa CDC’s annual contribution to the regional report.
7. Support project performance reviews in line with the project implementation manual (PIM).
8. Update the PIM as needed to reflect regional aspects of M&E arrangements as agreed with Ethiopia and Zambia. Support performance reviews and lead documentation of best practices and lessons learned under the project
9. Attend and participate in project meetings and give input relating to M&E
10. **Deliverables**
11. Quarterly monitoring and evaluation progress report
12. Regular update report on PDO Indicators
13. Report on the results framework includes both intermediate and final outcome indicators
14. Preparation and consolidation of project reports, across all the levels of the project implementation
15. Annual reports with different reports as follows

* Quarter 1 progress report, summarizing implementation during Quarter 1.
* Mid-year progress report, summarizing cumulative implementation (Quarter 1 + Quarter 2) together with focus on budget variations.
* Quarter 3 progress report summarizing cumulative implementation (Quarter 1 + Quarter 2 + Quarter3)
* Quarter 4 progress report, summarizing cumulative implementation for the whole year (Quarter 1, Quarter 2, Quarter 3 and Quarter 4).

1. **Required qualification and experience**

**Education Qualification**

1. University Master's Degree in statistics, demographics, public policy, public health, international development, economics, or related field.
2. University Bachelor's Degree in statistics, demographics, public policy, public health, international development, economics, or related field
3. A Master’s degree and an advanced certificate in M&E, statistics, or economics preferred.

**Work Experience**

1. For candidates with Master’s degree, a minimum of seven (7) years continuous experience providing monitoring and evaluation systems and other performance measurement support, preferably in the public sector domain;
2. For Bachelors level candidates, a minimum on ten (10) years continuous experience in providing monitoring and evaluation systems and other performance measurement support, preferably in the public sector domain;
3. Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages;
4. A minimum of 3 years practical experience in the M&E of World Bank Financed projects desired. Project related to public health programmes is preferred.
5. Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/performance monitoring plans.
6. Experience developing and refining data collection tools.
7. Experience performing a variety of conceptual analyses required for the formulation, administration and evaluation of projects.
8. Experience with data quality assessments and oversight.
9. **Required Skills and Competencies**

* Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies applied to programme implementation.
* Ability to facilitate and serve as project liaison for externally-managed evaluations.
* Resourceful and skilled at collecting, analyzing and using data to recommend, make and communicate decisions of a technical nature to lay audiences;
* Skills in translating technical information into presentations, briefings and report and funding proposals for lay audiences.
* Demonstrated ability with regard to computer skills, including excellent word-processing capabilities, proficiency with e-mail and internet applications and experience in using office software applications such as MS Excel, Power Point and Word, and familiarity with electronic data processing systems and ERP such as SAP.
* Proven ability to manage databases and proficiency in data management statistical packages
* Good report writing skills; excellent oral and written communication skills

1. **Language Requirement:**

Proficiency in spoken and written English is essential. A good working knowledge of French and/or Portuguese would be an added advantage

1. **Duration of the Assignment**

The project has a three-year life span. The duration of the assignment will be for six (6) months from the date of contract signature and may be renewable beyond the initial period, subject to satisfactory performance and the need as of business continuity.

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1. **Consultancy Fee**

Africa Union shall pay the Consultant a monthly fee of 7200 USD. If there is any travel related to the assignment, AU will cover the cost Travel ticket and DSA.

1. **Governance and Support**

The M&E consultant will work under the guidance and supervision of the Project Coordinator and will work with Project Implementation Team

The following shall be made available by the AUC

• Office accommodation;

• Computer, Photocopying, stationery;

• Facilitation of Visa; and

• Internet Access.

1. **Evaluation and Qualification Criteria**
2. General Education, Qualification and Relevant Training - 25 Points
3. Experience, technical expertise – 75 Points
4. **Required Documentations**
5. Cover letter – Please also include statement on why the desire to work with African CDC
6. A detailed and updated curriculum vitae (CV), and indicating nationality, age and gender.
7. Three (3) referees with good knowledge of the candidate’s work, furnishing full contact details, telephone and e-mail addresses.
8. **Invitation**

The African Union Commission now invites eligible Individual Consultants (“Consultants”) to submit their CVs in providing the Services and required documents as listed in the ToR. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are listed in the ToR.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours, Addis Ababa Time.

CVs must be delivered in a written form following the above shortlisting criteria to the emails below before 15:00 Hours Local Time on 22nd April 2021.

African Union Commission,

Attn: Head of Procurement Travel and Store Division

Building C, Room 327

P.O.Box 3243, Roosevelt Street

Addis Ababa, Ethiopia

Tel: +251 (0) 11 551 7700 – Ext 4305

Fax: +251 (0) 11 551 0442; +251 11-551-0430

E-mails: [tender@africa-union.org](mailto:tender@africa-union.org); and

[zemenua@africa-union.org](mailto:zemenua@africa-union.org)