



**REQUEST FOR EXPRESSION OF INTEREST FOR HIRING OF  
INDIVIDUAL CONSULTANT FOR SENIOR MEDICAL SPECIALIST  
WITHIN THE DIRECTORATE OF ADMINISTRATION AND HUMAN  
RESOURCES MANAGEMENT**

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**AFCFTA SECRETARIAT**

Date of Issue: 15 November 2023



## LETTER OF INVITATION

### CONSULTANCY SERVICES FOR AN INDIVIDUAL CONSULTANT FOR SENIOR MEDICAL SPECIALIST

**Procurement Number: AfCFTA/AHRMD/C/2023/0005**

Dear Applicants,

The African Continental Free Trade Area (AfCFTA) is a free trade area encompassing most of Africa. It was established in 2018 by the African Continental Free Trade Agreement, 54 of the 55 African countries have signed the agreement, and 47 countries have ratified it, making it the largest free-trade area by the number of member states, after the World Trade Organization, and the largest in population and geographic size, spanning 1.3 billion people across the world second-largest continent.

As part of its duty of care responsibility toward its staff members and guest, the AfCFTA Secretariat needs to engage the service of an Individual Consultant to provide coordination and supervision for the establishment of its own in-house clinic and a Medical Unit to cater for the health needs of and oversee the comprehensive medical coverage of all AfCFTA staff and their eligible Dependents, Consultants and Interns, and Delegates to AfCFTA meetings, Conferences and Summits.

1. The AfCFTA Secretariat now invites eligible **Individual Consultants** from African Union Member States to submit their CV for the assignment as per attached Terms of Reference (TOR). Applicants as team will be disqualified.
2. The Consultant shall be based in Accra and outside Accra for the assignments required travelling outside the duty station where possible. The costs of travel shall be covered by the AfCFTA Secretariat.
3. This consultancy service will be selected under a **Fixed Budget** criterion.
4. Interested consultants may obtain further information at the address below during office hours (0900-1700 HRS GMT).
5. Expressions of Interest must be received at the address below on or before the **29<sup>th</sup> November 2023 at 10:00hrs, Accra time.**

#### **The Head, Procurement and Travel**

AfCFTA Secretariat,  
Africa Trade House, Ambassadorial Enclave, Liberia Road  
Telephone number (+233) 596 921 130, Ext 1625

**Email submissions: [tender.AfCFTA@au-afcfta.org](mailto:tender.AfCFTA@au-afcfta.org), CC: [Jessica.Lawson@au-afcfta.org](mailto:Jessica.Lawson@au-afcfta.org)**



# TERMS OF REFERENCE

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## FOR SENIOR MEDICAL SPECIALIST

### BACKGROUND/INTRODUCTION

The African Continental Free Trade Area is in the process of establishing its own in-house clinic and a Medical Unit to cater for the health needs of and oversee the comprehensive medical coverage of all AfCFTA staff and their eligible Dependents, Consultants and Interns, and Delegates to AfCFTA meetings, Conferences and Summits. In order to achieve this, the AfCFTA requires the services of a Medical Practitioner who is a citizen of an AU Member State, with the pre-requisite qualification, experience and skills to achieve this objective.

### SCOPE OF WORK

**The consultant is to support and report to the Directorate of Administration and Human Resources Management on the following tasks:**

- i. Provide leadership in the implementation of the AU Medical Assistance Plan and various Medical Insurance Schemes adopted by the AfCFTA.
- ii. Oversee the pre-employment medical assessment for newly recruited staff of the AfCFTA Secretariat, regular medical check-up for continuing staff and off boarding of sick staff.
- iii. Provide guidance on Health-related programs and matters to the AfCFTA.
- iv. Ensure the provision of excellent, patient centred healthcare to the AfCFTA staff and their eligible Dependents at the AfCFTA clinic and referral hospital and facilities.
  - a. Facilitate routine general and specialist medical consultations, diagnosis and treatment (inpatient and outpatient), where necessary.
  - b. Facilitate emergency medical consultations, diagnosis and treatment for the Clients and Patients in the above category.
  - c. Perform regular visits on all admitted patients and provide input into their management.
  - d. Oversee the organization of medical referral services locally and abroad and maintain an up-to-date registry of specialists in hospitals or clinics who can help resolve the patient's specific complaints and conditions, arrange their transfer to such specialists, when necessary and follow up on their management.
  - e. Actively participate in the AU-wide Medical Board for determining the necessity for medical evacuations, play an active role in the management of the medical



- evacuation process, monitor the progress of the evacuees and facilitate their return.
- f. Continuously evaluate service provision for clients and make recommendations for improvement where necessary.
  - v. Participate in the development and delivery of health promotion, disease prevention and occupational Health and Safety programs for the AfCFTA.
  - vi. Ensure that the highest possible standards of infection prevention and control is provided and a safe and conducive working environment exists for AfCFTA staff.
  - vii. Operationalize the AfCFTA clinic and facilitate the recruitment of medical personnel for the clinic.
  - viii. Ensure that the clinic and Unit activities are in line with predefined policies (like the Staff Regulations and Rules (SRR), Medical Assistance Plan (MAP) and correct/ report any anomalies.
  - ix. Lead the preparations for and medical coverage for AfCFTA meetings, Conferences, Missions and outreaches.
  - x. Ensure that a medical budget is prepared for the AfCFTA in accordance with the relevant frameworks.
  - xi. Produce and submit periodic reports on activities and specific missions of the Medical Unit.
  - xii. Perform other relevant duties that may be assigned by the immediate supervisor.

## **EDUCATIONAL QUALIFICATIONS**

- Must have a first Degree in Medicine (MD, MBBS, BMBCh).
- Must have specialization in one of these clinical specialties (Internal Medicine, Family Medicine, or Surgery) with a fellowship of a Professional Postgraduate Medical College of Physicians or Surgeons.
- Must be licensed to practice medicine as a specialist in the Clinical Specialties mentioned above in his/her home country or country of residence, as at the time of application.

## **WORK EXPERIENCE:**

- At least 10 years post-specialization work experience in a senior clinical and administrative role, including at least 5 years as Head of a Clinical Department or above.
- Work experience must be within an International organization clinic or hospital. Documented experience in managing a Clinical Services is essential.
- Familiarity with the AU system is highly desirable.

## **OTHER RELEVANT SKILLS**

- i. Must be computer literate and be able to use the Integrated Medical System software (IMRS) or Hospital Information System (HIS).
- ii. Must have excellent interpersonal skills, ability to organize and motivate others, and work in a multicultural environment,



- iii. Must have good communication skills with patients, colleagues and the clients. She/ He should be able to get along well with people and instil confidence in the clients.
- iv. Should display high level of attention to detail, have excellent problem solving and critical thinking skills.
- v. Should exhibit patience and empathy in his/her work.
- vi. Maintain effective working relationships with others, utilizing tact, courtesy, and diplomacy and should be able to work well under pressure.

## LANGUAGE(S)

- Fluency in English, both spoken and written, is required.
- Proficiency in one of the AU official working languages (Arabic, French, Kiswahili, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage.

## DUTY STATION

The consultants shall be based in Accra and outside Accra for the assignments where possible. The costs of travel shall be covered by the AfCFTA Secretariat.

## DURATION OF ASSIGNMENT

The consultancy shall be conducted for the period of six (06) Months renewable once if required.

## REPORTING AND COMMUNICATION

The Consultant will report to the Director of Administration and Human Resources Management the Secretariat.

## FEES AND PAYMENTS

- The Consultancy fee shall be a fixed budget lumpsum amount of **\$57,570.00** and payment will be based on monthly payment and deliverables. Consultant's fee shall be inclusive of any tax obligation that may be imposed on the Consultant. This amount does not include the travel expenses.
- The Consultant shall meet the cost of any insurance and shall seek and obtain any visa or residents permits that he/she may require to carry out the Services and perform his/her obligations under the Contract. The AfCFTA Secretariat shall, as necessary, assist the consultant in obtaining such visas and/or permits.



## EVALUATION QUALIFICATION CRITERIA

- Qualifications- **25 Points**
- Specific Experience relevant to the assignment – **40 Points**
- Work experience within an international organization, clinic or hospital- **15 Points**
- Computer literacy: ability to use the Integrated Medical System software (IMRS) or Hospital Information System (HIS). – **10 Points**
- Language and reporting skills – **10 Points**

The pass mark for the **evaluation is 70 points.**

## APPLICATION PROCESS

Detailed CV outlining the following:

- Educational and Professional Qualification/Certifications
- Relevant experience in similar assignment
- Three (3) References with Phone number and email addresses.

Certified Copies of Academic and Professional Degrees and Certificates

The CV and supporting documents must be submitted in English/French.