



**TERMS OF REFERENCE FOR THE RECRUITMENT OF  
TWO INDIVIDUAL CONSULTANTS TO CONDUCT A  
SIMULATION EXERCISE ON YELLOW FEVER  
OUTBREAK IN LAGOS (NIGERIA)**

**Terms of Reference**

**DECEMBER 2017**

## **I- BACKGROUND AND RATIONALE**

The West African region is characterized by recurring epidemic outbreaks of infectious diseases. The risk mapping published by the World Health Organization for Africa indicated that cholera, meningitis, measles and arbovirus infections are the most frequent epidemics. All these emergencies, causing devastating social and economic effects and disastrous human consequences, require that countries' preparedness capacity be strengthened to efficiently respond to health threats.

Countries' preparedness also includes periodic organization of simulation exercises to test not only the existing national and regional capacities but also the relevance and effectiveness of mechanisms in place. To this end, the West African Health Organisation in its Action Plan has made provision for a simulation exercise on a large-scale epidemic outbreak in West Africa. This exercise will focus on an actual and large scale simulation of an epidemic of yellow fever in humans and animals.

In addition to checking the compatibility of existing mechanisms in their implementation, this simulation will not only enhance awareness among epidemic control managers but also their ability to effectively and timely respond to any yellow fever epidemics. The purpose of the simulation is to provide different partner institutions with a framework for national and regional coordination of a multi-sectoral response to a public health emergency. Finally, the simulation is for each partner or stakeholder in the response, an opportunity to test and exercise their functions within an Incident Management System enabled based on a scenario focused on response to a full-blown Yellow Fever epidemics.

To ensure that this exercise is carried out optimally, the West African Health Organisation has decided to enlist the services of two (2) Experts. These Terms of Reference aim to clarify the conditions for the smooth running of the consultancy mission.

### **II-Objectives:**

The objectives of the consultancy mission are as follows:

- Provide some guidance for the organization of the actual simulation exercise on an outbreak of yellow fever in West Africa ;
- Support the implementation of the various stages of the actual simulation exercise on an outbreak of yellow fever in West Africa ;

- Prepare a report on the simulation exercise on an outbreak of yellow fever and the debriefing workshop ;
- Document the simulation exercise by highlighting the preparedness and response implications for a possible outbreak of yellow fever in the ECOWAS region.

### **III- Expected Outcomes**

The expected results from the consultancy mission are as follows:

- The tools and materials needed to conduct the simulation exercise are available and validated by the Technical Committee, taking into account the skills to be assessed ;
- Reports on the simulation exercise on an outbreak of yellow fever and of the debriefing workshop, are available and validated ;
- Results of the simulation exercise are published in a scientific journal;
- The Final Report of the consultancy mission, available and validated.

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### **IV- SKILLS TO BE ASSESSED DURING THE SIMULATION EXERCISE**

During the simulation exercise, the proposed skills and competencies to be assessed are as follows :

- **Detection capabilities of surveillance systems (including reporting and early warning mechanism of surveillance systems) :**
  - Assessment of capacities of existing detection systems;
  - The reporting process and timeframe (detection, confirmation and reporting) of monitoring systems ;
  - How the early warning system operates within the monitoring mechanism ;
  - Investigating a yellow fever epidemic, involving laboratories at various stages;
  - Surveillance and vector control.
- **Planning for national and regional response to the outbreak :**
  - Clarifying the criteria for incident management system activation at country and regional levels (enlist the ECOWAS Regional Rapid Response Team) ;
  - Search for additional information on the location, magnitude and impact of the epidemic throughout the response ;

- Establishing an organizational chart adapted to the response and mobilization of personnel for key positions in the Incident Management System (IMS), including the required expertise (Enlist the support of ECOWAS – RCSDC for specific expertise) ;
- Developing an Incident Response Plan (care, immunization, vector control): Identifying and implementing activities based on predetermined objectives;
- Capacities to accommodate, integrate and use members of the Regional Rapid Response Team ;
- Using the expanded regional buffer stock;
- Assessing coordination between various sectors throughout the multi-sectoral response.
- **Capacities for social mobilization and risk communication during the response:**
  - Preparing messages for the community: monitoring of awareness at community level;
  - Preparing messages for professionals in the sectors concerned;
  - Involving opinion leaders (politicians) in the response to the outbreak ;
  - Preparing and holding a press briefing on the crisis ;
  - Briefing to the Minister of Health (National Authority) or (DG /WAHO, Director ECOWAS – RCSDC).
- **Capacities for communication and coordination with neighboring countries and management of border areas.**
  - Strengthening cross-border surveillance (entry points).

#### **IV- Tasks to be Undertaken by the Two (2) Consultants**

To conduct this consultancy mission, Two (2) Individual Consultants with skills in the field of Epidemic And Public Health Emergency Preparedness And Response will be recruited. The Team of Consultants shall :

- i. Sign the service delivery Contract with WAHO;
- ii. Work closely with PO / Epidemics Control - Emergency Deployment (technical manager of the simulation exercise);
- iii. Conduct a desk review using documentation and reports available in Africa on the last outbreaks of yellow fever;
- iv. Propose a preparation plan for the organization of the simulation exercise ;

- v. Support the establishment and functioning of the Technical Committee and serve as secretary to the Committee ;
- vi. Prepare and participate in preparatory meetings in Nigeria to ensure a smooth running of the simulation exercise;
- vii. Interact remotely (Skype/phone) with members of the technical committee, Nigeria CDC's officials or other key informants or institutions to collect additional information regarding the simulation exercise;
- viii. Prepare a report on the simulation exercise on an outbreak of yellow fever in West Africa;
- ix. Prepare, participate in and co-facilitate with Team WAHO, the debriefing workshop on the simulation exercise on yellow fever in West Africa;
- x. Prepare a report on the debriefing workshop and the simulation exercise on yellow fever in West Africa ;
- xi. Write a scientific paper to publish the outcomes of the simulation exercise in a journal with a review committee;
- xii. Submit validated outputs expected from the simulation exercise and an overall report on the consultancy mission.

## V- METHODOLOGY

The overall methodology of this consultancy assignment requires contracting two (2) Individual Consultants in accordance with the procedures in force at WAHO.

The Experts will conduct a desk review making use of key documents and reports on preparedness and response to epidemics and the latest outbreaks of yellow fever.

The Experts shall co-produce the required documents and tools for the practical organization of the simulation exercise.

The simulation exercise will consist of three phases : a preparatory phase, the actual exercise phase and a post exercise phase.

**A) Preparatory Phase:** It is a key step in the success of the simulation exercise. Several items are involved, namely:

- i. The Desk review

- ii. Reaching out to and mobilizing stakeholders including technical and financial partners;
- iii. Establishing a technical group for preparation and organization of the simulation exercise (hold 2 face to face meetings of the Technical Committee for optimum preparation) : This group shall also be responsible for facilitating the simulation exercise ;
- iv. Selecting a host country and appoint a national coordinator for the event.
- v. Developing materials and tools for the simulation exercise.
- vi. Discussing operational and logistic matters with the Ministry or the Organizing Department/Division to identify specific risks to simulation, the extent of the exercise and the specific objectives of the host country.

**B) Simulation Phase:** It shall consist in the implementation of tasks planned under the situation analysis, analyze the relationships among stakeholders, and facilitate role play and working sessions with various stakeholders. Participants must work and produce a number of key expected results. These include various types of outputs or decisions needed to achieve adequate response to the outbreak in the various phases of its management.

**C) Post-simulation Phase:** At the end of the simulation exercise, a comprehensive debriefing, taking the form of a 2-day workshop will be organized to draw key lessons and recommendations for the host country as well as the ECOWAS region in terms of preparedness for a possible outbreak. The simulation exercise will be documented and reported. The main conclusions will be shared and disseminated at the 19th Assembly of Health Ministers in 2018 in Banjul, The Gambia.

The two (2) Experts will take part in preparatory meetings in Nigeria and if necessary in Benin to collect additional information and to ensure optimum preparation for the simulation exercise. The Experts shall also produce the deliverables expected from this consultancy mission.

## **VI- Individual Consultants' Qualifications**

Each one of the two (2) individual consultants must have the following:

- a) A high degree in the field of Health Sciences (Public Health, Field Epidemiology, Applied Epidemiology, Health Emergencies etc.) or any related discipline.

- b) At least a 10-year experience in epidemics prevention and control in Africa; experience in yellow fever epidemics control will be an asset.
- c) Proven experience in countries' preparedness for emergencies. Experience in an ECOWAS country would be an asset.
- d) Prior and robust experience in group facilitation, especially with a coaching/supervisory staff.
- e) Adequate planning, organization and coaching/supervision skills.
- f) Prior experience in facilitating simulations or as a team leader/member;
- g) Excellent analytical and strategic thinking;
- h) Proven experience in the analysis and strengthening of health systems and knowledge in health safety and the "One Health" approach;
- i) Good skills for writing scientific papers and producing health activity reports.
- j) Ability to work calmly under stressful conditions;
- k) A good command of at least one of the three official languages of ECOWAS (French, English, Portuguese). Good command of a second language would be an asset.
- l) Good computer literacy.

**VII- Period :** February – May 2018

**VIII- Consultancy Duration**

The consultancy will last for 30 working days for each Individual Consultant.

**IX- Administrative Provisions**

The draft and final versions of the consultancy's outputs will be submitted to the WAHO Senior Management for consideration and validation. The consultancy's various outputs or results shall remain the exclusive property of the West African Health Organisation.