

## Border Health Preparedness Assessment and Country Readiness Plans

### HST: Request for proposals from service providers for Border Health training support

1. **Opportunity closing date: 30 August 2021**
2. **Opportunity type: Independent Contractor**
3. **Geographic location for implementation:** Botswana, Lesotho, Mozambique, Namibia, Swaziland, Zimbabwe
4. **Contract period:** 12 months (estimated 190 active days)

*Please note that this is not an opportunity for long-term employment; it is a short-term contract for training facilitation only. Please do not apply if you are not suitably qualified.*

#### 5. **Opportunity description**

Health Systems Trust (HST) is a registered non-profit organisation that seeks to appoint an **Independent Contractor in each of the six listed countries** to render services for a regional Border Health project in South Africa and six neighbouring countries. The Independent Contractor must be based in the country in which the project is being implemented. The project objective is to develop capacity to strengthen emergency response plans, points-of-entry contingency plans, and other border health and population movement analysis in the seven regional countries.

The Independent Contractor will be expected to provide logistical, reporting and monitoring support to the training and capacity development programme in their country of origin. The full scope of work can be found at:

<https://www.hst.org.za/Pages/Independent-Contractor-Training-and-Development-Programme.aspx>

The appointee must be familiar with the CDC Country Operating Plan (COP) and the Ministry of Health structures, stakeholders and objectives. The Independent Contractor will report to the HST Project Manager for the Border Health Project in South Africa through remote meetings, and during on-site visits in their home countries when necessary and possible.

The scope and focus of this service contract will be to provide technical and strategic facilitation support to operationalise the project training and capacity-development plan. The consultant will work with HST and relevant stakeholders to develop and implement a work-plan to guide the process. The consultant will support the participatory processes, site visits, regional visits and meetings, and training courses that form part of the project plan.

Attendees/participants will be strategic contributors from the CDC, Ministries of Health and other border health authorities.

**6. Skills required:**

- Three to five years' proven experience in supporting training and capacity-development in the country of implementation
- Knowledge of the NGO sector and demonstrable experience in having worked with NGOs and Government Ministries – expertise in Border Health would be advantageous
- A deep understanding of the health and welfare sector, with previous experience in the development of training and capacity-development programmes
- Familiarity with participatory approaches for conducting assessments and facilitating strategic planning processes
- Excellent interpersonal skills and an ability to work effectively with a multi-disciplinary team comprising people of diverse backgrounds and cultures
- Excellent communication skills, as the consultancy requires expertise in providing technical assistance
- Strong English language skills; knowledge of other Southern African languages is desirable
- Strong analytical, strategic planning skills and the ability to work efficiently under tight deadlines.

**7. Consultancy deliverables and budget:**

- A cost breakdown for the delivery of the services; (please note that due to budget constraints, cost-effectiveness will be a factor in selection of the successful proposal)
- A clear project work outline for achieving the deliverables required under this RFP
- A description of experience in facilitating training and capacity-development planning processes, including examples where appropriate (maximum of two pages)
- A short biography and description of the lead consultant and all other team members (if applicable) and their experience, also indicating demographic diversity (maximum of one page)
- The names and contact details of at least two referees (one being from a government institution and the other from an NGO)
- Details of any added value that the applicant could bring to the contract
- A tax clearance certificate.

Please submit all applications to [proposals@hst.org.za](mailto:proposals@hst.org.za)

## **8. Reporting requirements**

- Monthly and quarterly reports to be submitted to HST
- Training registers following each training event
- A set of notes following each training event or site visit
- Collation and summaries of training evaluations