



**RECRUITMENT OF ONE (01) INDIVIDUAL CONSULTANT TO
DEVELOP THE STRATEGIC PLAN OF THE ECOWAS REGIONAL
BIOBANK**

Terms of Reference

FUNDING: WORLD BANK (REDISSE PROJECT)

August 2019

1. Background and Rationale

To enhance national and regional capacities for the conservation of biological resources, the Biological Resource Centre at the Pasteur Institute of Côte-d'Ivoire (IPCI) in Abidjan, which already has extensive conservation capacities and uses state-of-the-art techniques (Cryo freezing, freeze-drying, etc.), was designated as the Regional Biobank of ECOWAS member countries. The establishment of the Regional Biobank aims to strengthen regional capacity for the conservation of biological resources by using innovative techniques suitable to our context, improve scientific cooperation between various reference laboratories and support biomedical research on infectious diseases.

Thus, at the 19th Assembly of Health Ministers of ECOWAS Member States, held in June 2018 in Banjul, the Regulations establishing and defining operating procedures of the Regional Biobank were validated by the Ministers of Health of the 15 ECOWAS Member States.

The objectives assigned by the region to the ECOWAS Regional Biobank are to i) Strengthen national and regional capacities for the conservation of biological resources in accordance with international standards ii) Promote collaboration and scientific research in the ECOWAS region to improve disease diagnosis, control and prevention strategies iii) Provide laboratories and researchers with reference strains iv) Establish optimal biosafety standards for storage and use of dangerous pathogens v) Establish an ethical and legal framework for the management of biological resources in the West African region vi) Develop guides for the use of biological resources and Biobank data in accordance with ethical and regulatory standards for the protection of personal data and intellectual property vii) Develop and disseminate guides (SOPs, procedures, modus operandi etc.) use of the Biobank resources and data, ix) Develop resource management tools for the acquisition, storage, use and sharing of resources and data (x) and build capacity in the areas of bioinformatics, data analysis, bioethics, biosafety and biosecurity in biobanks for professionals.

In addition, one of the main recommendations of the mission to assess the technical and organizational capacity of the Regional Biobank according to international standards, led by experts from the University of Cape Town and the Global Emerging Pathogens Treatment Consortium (GET consortium), was to develop a strategic plan for the Regional Biobank. This strategic plan will include the establishment of the results-based budgeting management committee, as well as a roadmap and action plan that clearly define and describe their vision, mission and objectives, as well as how they intend to achieve their objectives and align with the ECOWAS mission. This should be accompanied by a KPI (key performance indicators) diagram framework for all categories of staff in the results-based budgeting hierarchy.

The objective of this strategic plan is to guide countries and the region in their efforts to promote excellence in biomedical research by operationalizing the RBB in accordance with international standards and to foster the emergence of a regional bio-economy.

2. Objectives

The overall objective of the consultation is to develop a strategic plan for the ECOWAS Regional Biobank for the period 2020-2024.

More specifically, the mission aims to:

- Review the regional regulatory framework for strategic orientation of ECOWAS member countries,

- Review the technical, institutional and material constraints for the operationalization of the Regional Biobank,
- Develop a detailed roadmap and action plan to ensure the functionality of the RBB,
- Conduct a cost and risk analysis of the Regional Biobank,
- Guide member countries in the establishment of their own National Biobank,
- Assess the training needs of the Regional Biobank staff,
- Assess investment needs,
- Define a Logical Framework as well as Action Plan and Budget estimate for priority actions of regional scope over 5 years (2020-2024),
- Define detailed monitoring and evaluation mechanisms.

3. Deliverables

Upon completion of the consultancy, the Consultants shall submit to WAHO:

- A Mission report,
- A proposal for a Strategic Plan for the Regional Biobank,
- A roadmap and a detailed and budgeted Action Plan for the operationalization of the Regional Biobank.

4. Consultant's tasks

The consultant will visit the Regional Biobank site in Abidjan where he will have to work closely with the Biobank management team (particularly during the situation analysis and internal validation of his proposal) and will be required to travel to countries in the region. The situation analysis will be conducted through a desk review followed by country visits. The situation analysis will:

- Propose a detailed work plan including methods and tools for data collection and analysis to be adopted to achieve the proposed objectives,
- Review the regional strategic orientation regulatory framework of ECOWAS member countries,
- Review the technical, institutional and material constraints for the operationalization of the Regional Biobank,
- Develop a detailed roadmap and action plan to ensure the functionality of the RBB,
- Conduct a cost and risk analysis of the Regional Biobank,
- Collaborate with RBB staff to achieve the envisaged results,
- Assess the training needs of the Regional Biobank staff,
- Organize brainstorming workshops with the staff of the Regional Biobank,
- Propose a draft of the RBB strategic plan,
- Participate in scoping and result reporting meetings,
- Prepare a technical validation workshop,
- Present the final version of the strategic plan at the annual meeting of the Regional Laboratory Network ,

5. Consulting Period

Duration of Mission: 90 days.

6. Consultant's Profile

6.1. Training

The Expert must have a doctorate degree in Medicine or Pharmacy including a specialization in Biomedical Sciences with at least a Master's degree in Public Health. Holders of doctorates in medical biology may also apply.

6.2. Experience and Core Competencies

The Consultant shall:

- Must have at least 15 years' experience in the field of laboratories, particularly in the development of biosafety or biosecurity policies and standards,
- Must have proven experience in genomics, bioethics research,
- Have proven experience in managing a Biobank,
- Must have sound knowledge of the context of Public Health Laboratory Systems in West Africa,
- Must have proven oral and written communication skills, including writing of scientific reports and articles,
- Must be able to work in a multinational environment and with a variety of partners at national, regional and global levels,
- Must have time management skills, including the ability to meet deadlines and handle multiple tasks at a time with a high degree of autonomy,
- Must have a command of at least one official language spoken in the ECOWAS region; a command of another language would be an asset.
- Must have excellent skills in information and communication technology.

7. DOCUMENTATION TO BE SUBMITTED

Interested and qualified Individual Consultants are invited to express their interest by submitting their complete application (detailed CV plus proof of the experiences mentioned and Cover Letter) to the address below:

Prof. Stanley OKOLO
Director General
West African Health Organisation

01 BP 153 Bobo-Dioulasso 01
BURKINA FASO
Email: offres@wahooas.org

WAHO and the World Bank will not bear any cost or expenses incurred by the individual consultant in connection with the preparation or submission of the EOI.

8. TERMS OF ENGAGEMENT

A consultant's contract will be drafted between WAHO and the selected firm using the World Bank guidelines

9. BUDGET

The mission will be financed by the West African Health Organisation (WAHO) from the REDISSE funds.