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## **CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT**

**Reference No: AUC/MHSD/C/009**

### **ToR FOR PAEDIATRICIAN/BABY CARE PROJECT LEAD**

#### **1. BACKGROUND:**

The African Union, established as a unique Pan African continental body, is charged with the responsibility of spear-heading 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 world-wide partnership. Its headquarters is located in Addis Ababa, Ethiopia.

The Medical and Health Services Directorate (MHSD) is one of the Directorates of the African Union Commission (AUC), under the Cabinet of the Deputy Chairperson. It provides medical care to AUC staff members and their Dependents; the AU Member State Diplomatic Corps and their Dependents; and Delegates and Partners attending official AU missions, conferences, meetings and summits. The Directorate also oversees medical coverage plans and insurances for the AUC, AU Organs, AU Regional and Representational Offices.

In achieving its mandate, the Directorate invites expression of interest from the following category of medical professionals who are citizens of AU Member States and are interested in working on a part-time basis at the AU Medical and Health Services Directorate.

#### **2. OBJECTIVE OF THE ASSIGNMENT:**

As the main objective of the Medical and Health Services Directorate is to provide health care to the growing number of clients, the Directorate has expanded its services to include numerous specialized services and Projects, specialty clinics as well as a 24/7 medical coverage. Therefore, the objective of this assignment is to equip these services and clinics with the needed medical, health and related professionals.

### **3. PLACE OF ASSIGNMENT:**

The assignment will be at the Baby Care Center under the African Union Medical and Health Services Directorate at the AUC HQ in Addis Ababa, Ethiopia. The assignment will be carried out under the responsibility, supervision and coordination of the Director of Medical and Health Services. The Consultant will report to the Director of Medical and Health Services.

**Job Title:** Paediatrician/Baby Care Project Lead - Consultant  
**Department:** Medical and Health Services Directorate  
**Supervisor:** Director of Medical and Health Services  
**Duty Station:** African Union Commission, Addis Ababa, Ethiopia.

### **4. MAJOR DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Director of Medical and Health Services, the Paediatrician/Project Lead will be responsible for the establishment and day-to-day running of the Baby Care Center including clinical and related activities of the Medical and Health Services Directorate as follows:

- i. Coordination with various departments and directorates for operationalization of the Baby Care Center
- ii. Take Custody, ensure safety and accountability of Children at the Baby Care Center
- iii. Human Resource: propose caliber and quantity and right mix of staff to man the Baby Care Center
- iv. Under the direction of Director, Medical and Health Services engage with partners for resource mobilization. Propose mechanisms and interventions for sustainability of the Baby Care Center
- v. Institute measures for monitoring early childhood development milestones of children in the custody of the Baby Care Center
- vi. Provide regular reports on the activities of the Baby Care Center
- vii. Institute measures and interventions for raising awareness on the Baby Care Center among African Union Staff and Members of the Diplomatic Corps.
- viii. Conduct medical examinations and assessments for infants, toddlers, children, and adolescents. These examinations can include both routine physical examinations and office visits related to specific ailments or injuries.
- ix. Conduct a series of tests and checks to assess patient health, ranging from ear, nose, and throat examinations to reflex, pulmonary, respiratory tests and others.

- x. Provide emergency care for children and arrange their transfer to other health facilities when necessary and follow up on their management and report back to the Head of Division, Clinical Services.
- xi. Perform ward rounds regularly on all admitted children and provide specialist level input into their management.
- xii. Perform preventive, diagnostic and curative interventions in paediatrics safely, including immunizations, screening for communicable and non-communicable diseases, Endoscopy, Ultrasonography, liver aspiration/biopsy, thoraco and abdominocentesis, lumbar puncture etc.
- xiii. Establish treatment plans to help resolve patient health issues and illnesses. This can include prescribing medication such as antibiotics to treat minor infections, applying bandages or salves to wounds and burns, and providing information to patients and parents regarding treatment procedures to use at home.
- xiv. Request, where necessary, follow-up appointments to determine whether treatments were effective.
- xv. Monitor vaccination program throughout their different developmental stages in close collaboration with parents.
- xvi. Cover shifts as assigned on the call duty roster and provide daily report at the end of each working day/shift to the Director, MHSD and Head of Division, Clinical Services.
- xvii. Participating in the development and delivery of health promotion, disease prevention and occupational Health and safety programs of the Directorate.
- xviii. Actively participate in the AU Medical Board in determining the necessity for medical evacuations, prepare the clinical information and present same to the Medical Board for clearance.
- xix. Play an active role in the management of the evacuation process, monitor the progress of the evacuees and follow up until their return.
- xx. Participate and provide expertise in medical coverage for AU Summits, AU Field Missions and outreach to AU Regional Offices, if needed.
- xxi. Participate in the activities of the Division including preparing SOPs, patient information and education leaflets, and fact sheets.
- xxii. Continuously evaluate service provision for clients and make recommendations for improvements where necessary.
- xxiii. Develop and implement projects/programs on disease prevention and health promotion, raise awareness on common illnesses, etc.
- xxiv. Actively participate in the upgrading of the AU Medical and Health Services Directorate with respect to equipment, diagnostic technologies and Continuous Medical Education for Medical Staff.

- xxv. Quantify and forecast requirements of medical supplies and equipment for procurement and submit on time to the supervisor.
- xxvi. Keep abreast with developments/ innovations in Internal Medicine and share such information periodically with Medical staff.
- xxvii. Participate in continuing medical education programs for Medical Staff, training and mentoring of clinical attachés and Interns.
- xxviii. Performing any other duties that may be assigned by the Director, MHSD or the immediate supervisor.

**5. EDUCATIONAL QUALIFICATIONS:**

MD/MBBS or equivalent with specialization in Paediatrics from a regional post graduate Medical College or MMed/ Masters or PhD in Paediatrics.

Must be licensed to practice as a specialist Paediatrician in his/her home country at the time of application.

**6. WORK EXPERIENCE:**

At least 8 years of relevant work experience in government hospitals or in private practice.

S/He should currently be practicing in a clinical role as a Specialist Paediatrician.

Must be licensed to practice medicine as a Specialist Paediatrician in his/her home country as at the time of application.

Experience in private practice or work in an International Organization will be an advantage.

Experience in managing Day Care facilities is an added advantage

Project/Program management experience is a plus

**7. OTHER RELEVANT SKILLS:**

- i. Must have excellent and updated clinical and presentation skills.
- ii. Must be familiar with child protection and safeguarding principles.
- iii. Should possess and exhibit a great deal of patience and empathy as they interact with children to make a diagnosis and provide treatment or speak with concerned parents about their children's health.
- iv. Must be conscientious in paying attention to detail, observing deadlines and achieving results.
- v. Must have good planning, organizational, time management skills and must be familiar with conducting clinical audits.
- vi. Must be computer literate, be familiar with the Integrated Medical Record System software (IMRS) or Hospital Information System (HIS), and able to use various continuous medical education tools including internet-based ones like telemedicine.

- vii. Must have ability to communicate scientific information to clients/ patients and medical staff using appropriate language and medium.
- viii. Able to communicate with and work effectively as part of a team in a complex, multi-cultural, multiethnic environment to achieve Unit goals.
- ix. Must have a friendly demeanor, empathy and be able to communicate well with medical staff, clients and care givers politely.
- x. Should also have excellent hand-eye coordination, problem solving skills, and critical thinking.
- xi. Must be able to work effectively under pressure and maintain confidentiality at all times.
- xii. Proficiency in one or more of the AU working languages, fluency in another AU language is an added advantage.

#### **8. EVALUATION AND QUALIFICATION CRITERIA:**

For evaluation of the expressions of interest the following criteria will be applied:

- a) Academic Qualification and relevant professional training (30 points);
- b) Strength of relevant experience related to the Assignment (60 points)
- c) Experience in International Organizations (5)
- d) Language (5 points)

#### **9. PAYMENT ARRANGEMENTS:**

All Consultants are called for duty on need basis and payment is effected at the end of every month for the days/hours worked.

#### **10. REMUNERATION: Non-negotiable Fixed Rate of USD30/hour worked**

#### **11. DURATION OF THE ASSIGNMENT:**

Successful applicants will be issued with a 2-year framework contract and will be contacted for assignment as and when a need arises. Applicants should express their readiness to work night shift, weekends and public holidays if the assignment so require.