Individual Consultant – Social Distancing Plan and Guidelines

The United Nations Development Programme/Programme of Assistance to the Palestinian People (UNDP/PAPP) has received a Grant from the World Bank and intends to apply part of the proceeds of this grant to conduct a short-term consultancy to increase the Palestinian Authority level for Avian Influenza preparedness through the development of concrete "Social Distancing Plan and Guidelines" for Palestinian decision makers responsible for prevention and control of Avian Influenza and/or Pandemic.

Proposals must comprise of the following documents:
1) Detailed updated Curriculum Vitae with supporting documents;
2) P11 duly signed;
3) Technical approach to the Terms of Reference; and
4) Financial proposal (lump sum in US Dollars).

Interested Consultants are requested to submit their proposals via fax 02-6268280 only before close of business at or before 1500 hours on Thursday 20 March 2008.

Terms of Reference and P11 concerning this advertisement can be obtained from the following Web site:

Individual Consultant – Social Distancing Plan and Guidelines

Terms of Reference (TOR)

Type of Consultancy Service: Individual Consultant
Duty Station: Jerusalem
Duration: 3 months
Deadline for submission: 20 March 2008

Background:

In October 2006 The United Nations Development Programme/Programme of Assistance to the Palestinian People (UNDP/PAPP) received a grant from the World Bank to assist the Palestinian Authority increase its level of preparedness to control and prevent potential Avian Influenza threats in the West Bank and Gaza Strip.

The grant design includes a number of activities in the fields of policy and planning, disease surveillance, and capacity development grouped under two main components: the Animal Health and Human Health components. The implementation of the two components is fully coordinated with the Ministries of Agriculture and Health under the overall supervision of the National Committee for Avian Influenza Control (NCAIC).

Introduction:

In accordance with the objectives of the above grant, UNDP seeks to assist the Palestinian Authority and increase its level of Avian Influenza (AI) preparedness through the development of Social Distancing Plan and Guidelines. This document will provide guidelines for Palestinian officials for adapting and implementing Social Distancing measures in case of AI or Influenza Pandemic.

Consequently, UNDP is seeking the expertise of an Individual Consultant to prepare the Social Distancing Plan and Guidelines as described in the assignment objectives and scope of work sections below. The plan is to be developed in full coordination with the relevant Palestinian Ministries under the overall supervision of the NCAIC.

The main objectives of formulating a Social Distancing Plan are:

- Reducing morbidity & mortality among Palestinian people in case of Influenza pandemic by:
  - Providing a national reference on preventing and slowing the spread of Influenza in the public during a pandemic, in the different environments of the West Bank and Gaza (from rural, to urban to highly populated urban areas, such as camps).
  - Providing guidance and information to the NCAIC on the use of social distancing measures for the protection of the general public, technical groups in the health sector, governmental institutions, local authorities, and private sector in a manner consistent with the global, regional and local development of the pandemic.
United Nations Development Programme
Programme of Assistance to the Palestinian People

- Describing the proper social distancing measures which would be required to effectively implement containment measures.
  - Minimizing the disruption of infrastructure, delivery of essential community services and economic impact of influenza pandemic.
  - Assisting & facilitating the remobilization in health care services.
  - Reducing the disease peak burden in communities and in health facilities.
  - Providing guidance on the role of law in implementing social distancing measures.

Assignment Objectives and Scope of Work:

Develop concrete Social Distancing plan and guidelines for Palestinian decision makers responsible for prevention and control of AI and/or Pandemic.

Duties and Responsibilities:

The assignment will be implemented by a well qualified individual consultant in the field of public health and emergency health crises planning and management.

More specifically consultant will be responsible for the following:

Formulation of the Social Distancing Plan Review and background tasks:

1. Review the purpose of a social distancing plan in line with other activities of the national plan for influenza pandemic prevention and control
2. Review all international guidelines (WHO, FAO, OIE, and CDC) related to effective social distancing for AI and influenza pandemic. These guidelines in general and the WHO guidelines in particular establish the principles upon which the social distancing plan will be adjusted to the Palestinian context.
3. Review and study social distancing strategies developed in two to three countries, if possible identifying experiences in both high density urban areas and semi-urban or rural areas.
4. Review all local documents related to AI national preparedness including the national plan, communication strategy, legal assessment report, and documents related to social distancing already drafted.

Development of the social distancing plan and guidelines

5. Identify the main target groups and stakeholders that are relevant to social distancing measures and their implementation under each stage of the pandemic. The roles of each group must be assessed within a comprehensive stakeholder analysis.
6. Identify the different social distancing measures against AI stages with the relevant control objectives (stages are related to AI and Influenza Pandemic disease phases classified according to WHO internationally recognized guidelines) and fully adapt them to the Palestinian context.
7. Facilitate and lead dialogue (through workshops and meetings) among the identified stakeholders to establish concerted measures for social distancing and to determine effective mechanisms for their implementation. The consultant will propose to the AIPCP the format and number of meetings proposed, to ensure that valid and robust inputs are included in the social distancing plan.

8. Provide inputs to the Legal Framework consultant on the role of law in implementing social distancing measures.

9. Obtain inputs from the Communication Strategy contractor and develop the essential components of an effective communication strategy with regards to social distancing.

10. Articulate the information collected from the above steps in a comprehensive social distancing plan consistent with the internationally recognized stages/ phases of AI and Pandemic development.

The social distancing plan should define in details:

11. Key influenza pandemic social distancing measures and guidelines for their effective implementation.

12. Roles and responsibilities of civil servants in the community with comprehensive functional plan for relevant services throughout the country.

13. Required update to the legislative and regulatory bases for their operations.

14. Essential components of an effective communication strategy to support social distancing measures.

These elements should ensure a coordinated response of all relevant stakeholders (government, communities, and private sectors) at the relevant stage of a pandemic.

Deliverables:

The consultant is expected to deliver the following items:

1. Comprehensive social distancing plan and guidelines for different stakeholders and in accordance with WHO classification of the phases of the pandemic. Such a plan must be based on and relevant to the local Palestinian context and fully answer the objectives and key steps presented in these Terms of Reference.

2. Summary reports (as Annexes to the plan or otherwise) of the consultations, workshops and meetings carried out in the implementation of this task.

3. Curriculum for training of the relevant stakeholders on the implementation of the social distancing plan.

4. All documents will be submitted in English.

General Principles of the Assignment:

To fulfill the above listed objectives of the assignment an individual consultant is to be contracted.
Duration and Schedule of the Assignment:

The duration of the assignment is 3 calendar months from the start date (or until June 20th assuming a start date of March 21st.)
The consultant will prepare a detailed schedule of activities (work plan) in the first seven working days of the consultancy.
Duty station Jerusalem with the travel in West Bank and Gaza (security permitting).

Minimum Qualifications:

The consultant should have University degree in Management, Social Science, public health, or health service management.
And at least five years work experience in the field of Emergency and health Crisis management, health planning, report writing, public health education, contingency planning, epidemiology, or other related discipline.
Previous experience in developing S.D plan is preferable.

How to apply:

Proposals must comprise of the following documents:
1) Detailed updated Curriculum Vitae with supporting documents;
2) P11 duly signed;
3) Technical approach to the Terms of Reference; and
4) Financial proposal (lump sum in US Dollars).

Interested Consultants are requested to submit their proposals clearly marked "Individual Consultant – Social Distancing Plan and Guidelines" via fax 02-6268280 only before close of business at or before 1500 hours on Thursday 20 March 2008.

Should you have any queries please contact Ms. Nurjihan Riyad at 02–646 8425, nurjihan.riyad@undp.org
**INSTRUCTIONS**
Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.

**UNITED NATIONS**

**PERSONAL HISTORY**

1. **Family name**
   - First name
   - Middle name
   - Maiden name, if any

2. **Date of Birth**
   - Day
   - Mo.
   - Yr.

3. **Place of birth**

4. **Nationality (ies) at birth**

5. **Present nationality (ies)**

6. **Sex**

7. **Height**
8. **Weight**
9. **Marital status:**
   - Single
   - Married
   - Separated
   - Widow(er)
   - Divorced

10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel? YES ☐ NO ☐ If "yes", please describe.

11. **Permanent address**
   - Telephone No.

12. **Present address (if different)**
   - Telephone/Fax No.

13. **Office Telephone No.**
    **Office Fax No.**
    **E-mail:**

15. **Have you any dependents?**
   - YES ☐ NO ☐ If the answer is "yes", give the following information:

<table>
<thead>
<tr>
<th>NAME</th>
<th>Date of Birth</th>
<th>Relationship</th>
<th>NAME</th>
<th>Date of Birth</th>
<th>Relationship</th>
</tr>
</thead>
</table>

16. **Have you taken up legal permanent residence status in any country other than that of your nationality?**
   - YES ☐ NO ☐ If answer is "yes", which country?

17. **Have you taken any legal steps towards changing your present nationality?**
   - YES ☐ NO ☐ If answer is "yes", explain fully:

18. **Are any of your relatives employed by a public international organization?**
   - ☐ YES ☐ NO
   If answer is "yes", give the following information:

<table>
<thead>
<tr>
<th>NAME</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
</table>

19. **What is your preferred field of work?**

20. **Would you accept employment for less than six months?**
   - YES ☐ NO ☐

21. **Have you previously submitted an application for employment with U.N.?**
   - YES ☐ NO ☐ if so when?

22. **KNOWLEDGE OF LANGUAGES.** What is your mother tongue?

<table>
<thead>
<tr>
<th>OTHER LANGUAGES</th>
<th>READ</th>
<th>WRITE</th>
<th>SPEAK</th>
<th>UNDERSTAND</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Easily</td>
<td>Not Easily</td>
<td>Easily</td>
<td>Not Easily</td>
</tr>
</tbody>
</table>

23. **For clerical grades only**
   - *Indicate speed in words per minute* List any office machines or equipment you can use

<table>
<thead>
<tr>
<th>Typing</th>
<th>English</th>
<th>French</th>
<th>Other languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
24. EDUCATIONAL  Give full details - N.B. Please give exact titles of degrees in original language.
A. UNIVERSITY OR EQUIVALENT
Please do not translate or equate to other degrees.

<table>
<thead>
<tr>
<th>NAME, PLACE AND COUNTRY</th>
<th>ATTENDED FROM/TO</th>
<th>DEGREES and ACADEMIC DISTINCTIONS OBTAINED</th>
<th>MAIN COURSE OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mo./Year Mo./Year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship)

<table>
<thead>
<tr>
<th>NAME, PLACE AND COUNTRY</th>
<th>TYPE</th>
<th>ATTEND FROM/TO</th>
<th>CERTIFICATES OR DIPLOMAS OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mo./Year Mo./Year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (do not attach)

27. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH/YEAR</td>
<td>MONTH/YEAR</td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

NAME OF EMPLOYER:_________________________

ADDRESS OF EMPLOYER:_________________________

TYPE OF BUSINESS:_________________________

NAME OF SUPERVISOR:_________________________

NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:_________________________

REASON FOR LEAVING:_________________________

DESCRIPTION OF YOUR DUTIES:_________________________
B. PREVIOUS POSTS (IN REVERSE ORDER)

<table>
<thead>
<tr>
<th>FROM MONTH/YEAR</th>
<th>TO MONTH/YEAR</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

NAME OF EMPLOYER: |

ADDRESS OF EMPLOYER: |

NAME OF SUPERVISOR: |

NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: |

REASON FOR LEAVING: |

DESCRIPTION OF YOUR DUTIES

<table>
<thead>
<tr>
<th>FROM MONTH/YEAR</th>
<th>TO MONTH/YEAR</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

NAME OF EMPLOYER: |

ADDRESS OF EMPLOYER: |

NAME OF SUPERVISOR: |

NO. AND Kind OF EMPLOYEES SUPERVISED BY YOU: |

REASON FOR LEAVING: |

DESCRIPTION OF YOUR DUTIES

<table>
<thead>
<tr>
<th>FROM MONTH/YEAR</th>
<th>TO MONTH/YEAR</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

NAME OF EMPLOYER: |

ADDRESS OF EMPLOYER: |

NAME OF SUPERVISOR: |

NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: |

REASON FOR LEAVING: |

DESCRIPTION OF YOUR DUTIES
<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH/YEAR</td>
<td>MONTH/YEAR</td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

NAME OF EMPLOYER:  
TYPE OF BUSINESS:  
ADDRESS OF EMPLOYER:  
NAME OF SUPERVISOR:  
NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:  
REASON FOR LEAVING:  
DESCRIPTION OF YOUR DUTIES: 

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER?  
YES ☐ NO ☐  

29. ARE YOU NOW, OR HAVE TO EVER BEEN, A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT’S EMPLOY?  
YES ☐ NO ☐  
If answer is “yes”, WHEN?  

30. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.  
Do not repeat names of supervisors listed under item 27.  

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>FULL ADDRESS</th>
<th>BUSINESS OR OCCUPATION</th>
</tr>
</thead>
</table>

31. STATE ANY OTHER RELEVANT FACTS, INCLUDING INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.  

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)?  
YES ☐ NO ☐  
If “yes”, give full particulars of each case in an attached statement.  

33. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.  

DATE: ___________________________  
SIGNATURE: _______________________

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.