



**East African Community**

## **TERMS OF REFERENCES**

### **Production of video snippets during a Practical Laboratory Training at EAC Headquarters in Arusha, Tanzania and a 4-day Field Simulation Exercise (FSX) at Namanga, Kenya/Tanzania**

#### **1. Background information**

The Federal Government of Germany through the German Development Bank (KfW) signed a 10 million Euro financing agreement with the EAC Secretariat in November 2016 to support the establishment of an EAC Regional Network of Public Health Reference Laboratories for Communicable Diseases with the aim of strengthening Partner States' capacity to rapidly diagnose and respond to pathogens of biosafety level 3 and 4. To achieve this, the project will among others facilitate the procurement and supply of nine (9) biosafety level 3 and 4 mobile medical laboratory units and test consumables to the six Partner States; training of laboratory experts on diagnosis of highly infectious pathogens; exchange of knowledge among Partner States and development of instruments (SOPs and guidelines) on handling highly pathogenic organisms.

The EAC is receiving technical medical laboratory and technical procurement support from the Bernhard Nocht Institute for Tropical Medicine (BNITM) and GOPA Infra. As part of the implementation of the project, a total of 12 Trainers of Trainees (ToTs) were trained in October 2018 at the Bernhard Nocht Institute for Tropical Medicine (BNITM); Hamburg Germany. Given the long time period between the training in October 2018 and August 2019, when the mobile laboratory equipment are expected to arrive in the region and be supplied to the Partner States, it is important that there is an intermediate refresher training for the ToTs.

The refresher training is scheduled for May and June 2019 at the EAC Secretariat, Arusha, Tanzania and will be followed by training of additional two laboratory experts per Partner State and a regional simulation exercise scheduled for the Kenya/United Republic of Tanzania (URT) Namanga Border from 11<sup>th</sup> to 14<sup>th</sup> June 2019. These exercises will go a long way in fast tracking implementation of the project in addition to strengthening national preparedness and response to the ongoing Ebola Virus Disease (EVD) in the Democratic Republic of Congo, which has so far caused over 1,600 cases and 1,096 deaths.

The refreshing training aims to update the Partner States ToTs; to conduct proficiency testing on them, so that they are certified to operate the mobile labs; and to reinforce other laboratory processes that were not covered in depth during the initial training at BNITM in Hamburg, October 2018. On the other hand, the Accelerated Training seeks to accelerate the number of trained personnel in each Partner State, by inviting two additional participants from each country to participate in the training; to expose the ToTs to the role of "trainer"

under supervision of BNITM, whereby they will spend two (2) weeks training their colleagues from the National Public Health Laboratories; and to focus training on the Ebola virus diagnostic pipeline, to ensure that all trainees are proficient in this procedure from sample reception to data analysis.

Participation at the Simulation Exercise will expose ToTs to a real-life scenario, including packing, transport and setting-up the laboratories; test the information chain by the Kenyan and Tanzanian Ministries of Health to the National Public Health Laboratories to trigger the deployment of the laboratories; and facilitate learning of lessons during the exercise for improvement in the future.

A detailed schedule with the content of the two trainings and the programme of the simulation exercise is attached as Annex 1.

The draft programme of the planned field simulation exercise is as follows:

- 10 June Packing the laboratories at EAC Secretariat in Arusha, transport to 2 different sites in Namanga, setting up of the 2 labs
- 11 June Opening ceremony with Ministers from different Sectors (e.g. Health, Agriculture, Trade, Tourism) and key stakeholders; Press Briefing;
- 12 June Field Simulation (part I), operationalizing of the labs;
- 13 June Field Simulation (part II); operationalizing of the labs;
- 14 June Evaluation of Field Simulation and Report Writing, Closing.

The EAC intends to **contract a film/video production team** with the objective of documenting the training and the cross-border field simulation in a number of snippets. The videos should reflect the concept of the project's mobile laboratory, the training effects, and the use in a real-life scenario. Videos should be emotional and include an overall description of the project as well as interviews with project staff and ToTs. The final material shall convey information, short stories, emotions and at the same time educate the audience on the topic. The film team(s) shall minimize disruptions to the ongoing activities. **The team(s) is/are requested to provide its/their own transport.**

## **2. Objective of the assignment**

Capture and provide high quality film snippets of refresher training, the accelerated training, and the cross-border field simulation exercise and its participants that will be used to introduce the project and to document the events.

## **3. Scope of Assignment**

In pursuit of this objective, the video producer shall;

- Make him/herself familiar with the background of the project and the activities for which have necessitated this assignment
- Cover the training activities at EAC Secretariat
- Decide on sites and content in close cooperation with the EAC Secretariat and technical consultants from BNITM
- Cover scenes from the mobile lab teams during the FSX in two sites of the Namanga, region and film short interviews with laboratory teams, project staff and any other key or highlevel stakeholders recommended by the EAC health sector team. The Mobile Labs should be the center of the documentation of this event.

- From this material:
  - Produce 5 -10 video snippets of about 3-5 minutes lengths, of which one should provide an overview of the project (“highlights”).
  - Produce One (1) 15-minute documentary on the Mobile Labs Project;
  - Submit the raw material (footage) of the whole work done for future use.
- Video snippets should rather convey an emotional than a mere technical atmosphere. Also they should convey a clear and easy to understand message.

#### 4. Deliverables

The filmer/videographer provides a team that is able to cover the various sites simultaneously.

The type of equipment used is solely the domain of the video producer.

#### Specific requirements for the video sequences:

- Supply EAC/BNITM with high quality, high resolution formats which are suited for both, online media as well as TV.
- The videos shall be provided to EAC/BNITM in digital format (USB-Stick, DVD and/or hard drive) and the final selected videos in addition as YouTube-Link.
- The video sequences/ interviews shall be properly labelled/captioned (including topic, date and location and the name / identity of persons in the case of portraits) for easy identification.
- The language used in the video shall be English.

#### 5. Timeline

1 video snippet from the simulation exercise will be provided to EAC/BNITM on 14 June 2019 before 10 am so that it is available for potential media usage on the last day of the exercise and for the closing ceremony of the simulation exercise.

All other jointly agreed upon snippets will be provided subsequently, but at the latest on 30 June 2019.

#### 6. Duration

Contract Period: **4<sup>th</sup> to 30<sup>th</sup> June 2019**

Activity	Time Frame (1 day = 8 hours)
Video Service during the Accelerated Training at EAC Secretariat in Arusha, on 4 – 6 June 2019. If the public holiday for Eid falls on the 6 <sup>th</sup> of June, the service will be required on 7 <sup>th</sup> of June 2019.	3 day
Video Service during the Simulation Exercise from 10-14. June 2019: On 10.June, starting at EAC Secretariat, Arusha, documentation of packing the cars, driving next to the project vehicles to Namanga, documentation of setting up the mobile laboratories. On 11.-13.June, documentation of the operation of the two laboratories (on different sites)	4 days
Preparation (familiarize with topic, sites, distances and	10 days

script/screenplay), travel time and processing and post-processing of the videos (review, cutting, editing).	
<b>Total</b>	<b>A maximum of 17 days</b>

## 7. Place of assignment

- a. EAC Secretariat, Arusha, Tanzania
- b. Namanga, Kenya/Tanzania

## 8. Payment

Payment will be made within 10 working days after full delivery of the product against presentation of an original invoice that lists the provided services in detail (e.g. Schedule, timelines, products).

## 9. Copyright and Usage

The **General Terms of Contract** governing **Contracts with Appraisers/Firms of local Consultants** apply. EAC and BNITM will have the full copyright for the raw video material as well as for the final snippets. The snippets will be used for EAC, BNITM, KfW, BMZ, GIZ and WHO documentation and publications, including online sources.

The video company will ensure that persons captured individually in the videos give their consent that snippets are used for EAC, BNITM, KfW, BMZ, GIZ and WHO documentation publication purposes (by written consent).

## 10. Requirements

To succeed in his/her role the video producer needs the following competences and experience:

- Professional producer of video documentaries with at least 5 years of experience;
- Proven ability in video work, including video snippets for web and TV as exemplified by at least 5 similar works done in the past;
- Ability to assimilate and communicate complex visual messages/stories in an engaging and user-friendly manner;
- Experience in conveying personal experience in an emotional manner and lessons learned in an easy to understand way;
- Experience in covering and documenting regional, health-related events with international participation;
- Experience in covering simulation exercises is an asset;
- Professional equipment;
- Availability of state of the art video/film equipment and editing software;
- A team that is able to cover the various sites in the set timeframe;
- English proficiency, both writing and speaking, is essential. Knowledge of Kiswahili and French is of great advantage
- The video producer demonstrates a client-oriented approach, strong social competence, cultural sensitivity and excellent communication skills;
- Ability to work in multinational teams.

## **11. Other provisions**

The video producer ensures effective and efficient provision of services, full confidentiality in all aspects of assignment, management of information flow and follow-up on deadlines and commitments made.

## **12. Submission of Bids**

Sealed expressions of interest should be submitted not later than **22nd May, 2019 at 4pm** at the address below:

**Secretary Procurement Committee  
East Africa Community  
P. O. Box 1096, Arusha  
EAC Headquarters Complex,  
EAC Close, Ground Floor, Secretariat Wing  
e-mail- [eacprocurement@eachq.org](mailto:eacprocurement@eachq.org) Fax: + 255 27 250 4455  
Tel: + 255 27 2162100/01-14**

**Annex 1; Training Programme for the refresher training for the mobile laboratory trainers of trainees and accelerated training of additional partner states technical laboratory staff**

<p><b>WEEK 1</b></p> <p><b>BNITM Facilitators:</b></p> <p>Florian Muna Britta Kathrin</p>	<p>20 MAY</p> <p>Set up of 2 training labs</p> <p>PPE Refresher training</p> <p><b>ToTs</b></p>	<p>21MAY</p> <p>Refresher on reagent preparation</p> <p>Sample reception and inactivation from different starting materials for PCR</p> <p>Nucleic acid extraction from different starting materials for PCR</p> <p><b>ToTs</b></p>	<p>22MAY</p> <p>EBOLA diagnostic PCR from extracted RNA (from whole blood)</p> <p>Seegene diagnostic PCR from extracted DNA (from stool and swab)</p> <p><b>ToTs</b></p>	<p>23MAY</p> <p>Sample reception, serum separation and inactivation for ELISA</p> <p>ELISA refresher training</p> <p><b>ToTs</b></p>	<p>24 MAY</p> <p>ELISA refresher training</p> <p>Pack down of training labs</p> <p>Interactive session on "how to become a trainer"</p> <p><b>ToTs</b></p>
<p><b>WEEK 2</b></p> <p><b>BNITM Facilitators:</b></p> <p>Florian Muna Sophie Julia Martin</p>	<p>27 MAY</p> <p>Set up of 2 training labs and familiarisation with lab equipment</p> <p><b>Facilitated by ToTs for the 12 lab participants</b></p>	<p>28 MAY</p> <p>Appropriate use of PPE; donning and doffing procedure</p> <p><b>Facilitated by ToTs for the 12 lab participants</b></p>	<p>29 MAY</p> <p>Demonstration of sample reception under different scenarios</p> <p><b>Facilitated by ToTs for the 12 lab participants</b></p>	<p>30 MAY</p> <p>Demonstration of glovebox setup sample inactivation for PCR and ELISA</p> <p><b>Facilitated by ToTs for the 12 lab participants</b></p>	<p>31 MAY</p> <p>Demonstration of glovebox setup sample inactivation for PCR and ELISA</p> <p><b>Facilitated by ToTs for the 12 lab participants</b></p>
<p><b>WEEK 3</b></p> <p><b>BNITM Facilitators:</b></p> <p>Florian Muna Sophie Julia</p>	<p>3 JUNE</p> <p>Work stations: - PPE - Sample reception - Glovebox inactivation and waste disposal</p> <p><b>Facilitated by ToTs for the 12 lab participants</b></p>	<p>4 JUNE</p> <p>Work stations: - PPE - Sample reception - Glovebox inactivation and waste disposal</p> <p><b>Facilitated by ToTs for the 12 lab participants</b></p>	<p>5 JUNE</p> <p>Work stations: - PPE - Sample reception - Glovebox inactivation and waste disposal</p> <p><b>EID?</b></p>	<p>6 JUNE</p> <p><b>EID?</b></p>	<p>7 JUNE</p> <p>Recap day with all participants / Pack down of training labs</p> <p><b>Facilitated by ToTs for the 12 lab participants</b></p>
<p><b>WEEK 4</b></p> <p><b>BNITM Facilitators:</b></p> <p>Florian Muna</p>	<p>10 JUNE</p> <p>Load laboratories in vehicles and deploy to the field and set up for GIZ simulation exercise</p> <p><b>SIMULATION ToTs only</b></p>	<p>11 JUNE</p> <p>Simulation exercise....receipt of "suspected ebola" patient samples from health worker. Analysis and results returned</p> <p><b>SIMULATION ToTs only</b></p>	<p>12 JUNE</p> <p>Simulation exercise....receipt of "suspected ebola" patient samples from health worker. Analysis and results returned</p> <p><b>SIMULATION ToTs only</b></p>	<p>13 JUNE</p> <p>Pack down labs in the field, load in vehicles and return to Arusha</p> <p><b>SIMULATION ToTs only</b></p>	<p>14 JUNE</p> <p>Wrap up day, discussions and certificates</p> <p><b>SIMULATION ToTs only</b></p>