

**EAST AFRICAN COMMUNITY
CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY**



**REQUEST FOR PROPOSAL FOR EAC-CASSOA AVIATION MEDICAL ASSESSOR
CONSULTANCY**

(CAS/SRVCS/002/ 2017-2018)

1) Introduction

The East African Community Civil Aviation Safety and Security Oversight Agency (EAC CASSOA), has set aside funds during the financial year 2018/2019 for **EAC CASSOA Aviation Medical Assessor Consultancy**. EAC CASSOA wishes to engage an individual consultant who is a citizen of one of the East African Community Partner States

The East African Community (EAC) is the regional economic community block of the Republics of Burundi, Kenya, Rwanda, Uganda, United Republic of Tanzania and the Republic of South Sudan. The EAC CASSOA is a specialised technical institution of the Community responsible for ensuring the development of a safe and secure civil aviation system in the region. The Agency is mandated to work with the Partner States Civil Aviation Authorities (CAAs), that of Burundi CAA, Kenya CAA, Rwanda CAA, Tanzania CAA, South Sudan CAA and CAA Uganda, which retain the responsibilities of regulating the civil aviation activities in their territories covering licensing, approving, certificating and ensuring compliance and enforcing violations.

Development of a safe and secure aviation industry is dependent on establishing and maintaining an effective oversight system based on the eight critical elements specified by ICAO. One of the critical elements is the availability of sufficient number of technical personnel with appropriate knowledge and experience to perform oversight functions.

The primary objectives of the Agency as stated in the Protocol are to:

- (i) Promote the safe, secure and efficient use and development of civil aviation within and outside the Partner States;
- (ii) Assist the Partner States in meeting their safety and security oversight obligations and responsibilities under the Chicago Convention and its Annexes; and

- (iii) Provide the Partner States with an appropriate forum and structure to discuss plan and implement common measures required for achieving the safe and orderly development of international civil aviation through the implementation of international standards and recommended practices relating to the safety and security of civil aviation.

2) Statement of the Problem

The International Civil Aviation Organisation (ICAO) conducted a Universal Safety Oversight Audit Programme (USOAP) in the EAC Partner States in 2010. The USOAP identified, among others, shortcomings in the implementation of ICAO Standards and Recommended Practices (SARPs) within the region in relation to Aviation Medicine.

Being the Aviation regional oversight body, EAC CASSOA has the mandate to direct activities within the region with respect to coordinating and mobilizing joint programmes, and facilitating the sharing and exchange of safety-related resources including human and information.

A medical Assessor service has been identified as one of the areas where EAC CASSOA needs to build its technical capacity to be able to assist the Partner States to meet the safety challenges.

3) Objective of the Project

The Consultant sought will provide Aviation Medical Assessor services to the EAC Partner States in accordance with the harmonized EAC Civil Aviation (Personnel Licensing) Regulations.

4) Scope and Approach

To establish, plan, implement, supervise and evaluate programmes for the region's Centre for Aviation Medicine (CAM) activities.

To coordinate and oversee the implementation of the safety oversight programmes and technical support to Partner States related to aviation medicine as approved by the Board

5) Duties and Responsibilities:

- i) Managing the CAM
- ii) Evaluate the status of aviation safety and security in Partner States and provide technical assistance to Partner States in personnel Licensing (medical examination) activities.

- iii) Develop harmonised Personnel Licensing (Medical Assessment) standards regulatory formulation and amendments to ensure conformity to international standards.
- iv) Evaluate amendment proposals to international standards and Recommended Practices (SARPS) relating to Aviation Medicine and formulate a common regional position.
- v) Convene and facilitate Working Group meetings to formulate and review harmonised regulations and technical guidance materials.
- vi) Develop inputs and implement procedures and guidelines to be followed in obtaining and sharing regional human resources for inspection activities, surveillance, audits and responding to requests for assistance in flight safety related matters.
- vii) Develop and implementing mission schedules for evaluation of aviation safety status, implementation of harmonised regulations and conformity to standardization in the Partner States.
- viii) Prepare Annual Programme of Activities and budget relating to aviation medicine activities.
- ix) Liaise with HR to develop training programmes and provide regional technical training including DMEs indoctrination, basic, type, on-the-job and recurrent training for the functions of the DMEs in the Partner States,
- x) Assist/participate in the development and implementation of regional and State safety Programmes.
- xi) Carry out a skills audit and develop a data bank of Designated Aviation Medical examiners (DMEs)in the region and build their capacity by designing training, workshops and conferences
- xii) Evaluate medical reports of Designated Medical Examiners
- xiii) Participate in the establishment of a common personnel licensing examination in the region.
- xiv) Investigate all appeals and be in charge of Accredited Medical Conclusions
- xv) Evaluate applications for issuance or renewal of from AMEs advise the Partner States' CAAs on issuance or renewal of the medical licenses through set up reporting hierarchy of the Agency.
- xvi) Ensure that medical records are kept in confidence and develop a method of managing medically related safety concerns, thereby developing a method for obtaining accredited medical conclusions.

6) Expected Output

- i) A comprehensive integrated framework for aviation medicine in the region :

- ii) Harmonised aviation medicine standards that are in conformity with harmonized EAC Regulations and international standards
- iii) Technical guidance materials related to aviation medicine in place
- iv) Missions evaluation reports on the performance of CAAs in place
- v) Annual Programme of Activities and budget for the Centre for Aviation Medicine and status of implementation.
- vi) Monthly Progress Reports for the CAM
- vii) Database of skills and gaps as well as training programmes for DME in the region.
- viii) Recommendations that would ensure the efficiency of the aviation medicine in the region
- ix) Coordinated and approved regional position relation to aviation medicine

7) Consultant's Profile

7.1 Minimum Qualifications and Experience

- i) Medical Doctor –must be a professionally qualified physician and licensed in the practice of medicine
- ii) Must have obtained aviation medicine training at an internationally recognized institution
- iii) Advanced training in the specialty of aviation medicine and extensive experience in regulatory and clinical civil aviation medicine will be an added advantage.
- iv) Have detailed knowledge and understanding of CAA rules, regulations, policies, and procedures related to the medical certification of aviation personnel
- v) Must have at least 10 years experience as a designated aviation medical examiner

7.2 Skills and Competencies

- i) Practical knowledge and experience of the conditions in which the holders of licenses and ratings carry out their duties
- ii) The ability to multitask, communicate effectively with individuals at all levels verbally and in writing and handle details of a highly confidential and critical nature.
- iii) Good interpersonal skills, high degree of integrity

- iv) Computer literate particularly in spreadsheets
- v) Report writing and presentation skills

7.3 Required Documents for a Medical Assessor

1. A current license authorising you to practice medicine.
2. A statement from the National licensing Board, the Drug Enforcement Administration, any society or certification authority affirming that there are no current restrictions of medical practice and there are no adverse actions proposed or pending that would limit you to medical practice.
3. A letter of Designation/Authorization as a designated Civil Aviation Medical Examiner.
4. Copies of Periodic renewals or re-designation as an aviation medical examiner.
5. Evidence to confirm that refresher training has been carried out at regular intervals as prescribed by the Authority i.e. 3 to 5 yearly intervals.
6. Evidence to confirm having practical knowledge and experience of the conditions in which the holders of licenses and ratings carry out their duties in accordance with the national Regulations.
7. Evidence to confirm you received training in aviation medicine at an institution recognized/approved by the Authority.

8) Duration/Period of the Consultancy

The period of consultancy shall be for a duration of the two years effective from the date of signing the contract or as shall be stipulated therein.

9) EAC CASSOA's Responsibility

EAC CASSOA will:

- i) Provide all the documentation needed and contact persons within the CAAs.
- ii) Facilitate all travels as per agreed plans of activities
- iii) Provide consultancy contract before the beginning of the assignment
- iv) Pay the agreed consultancy fees as agreed and detailed in the contract.

- v) Provide office space and working materials

10)Evaluation Method and Criteria

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
- c) Technical Criteria weight; 70%; Financial Criteria Weight; 30%
- d) Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation, interview and confirmation of availability to offer the consultancy.

10.1 Criteria Table

S/No	Criteria	Weights
1	General qualifications and suitability for the task to be performed by Medical Doctor –must be a professionally qualified physician and licensed in the practice of medicine Aviation medicine training at an internationally recognized institution Advanced training in the specialty of aviation medicine	50%
2	Experience in the specific assignment -extensive experience in regulatory and clinical civil aviation - preparation and responsibility for implementation of rules, regulations, operating manuals relating to aviation medicine (How you fit for the position)	30%
3	Methodology and Work plan Proposed	15%
4	Knowledge of EAC Civil Aviation Regulations, ICAO SARPS, the EAC region and EAC CASSOA	5%

11) Mandatory Application Procedure Requirements

Applicants are expected to provide the following information:

- i) Duly accomplished **Letter of Application detailing suitability/Adequacy** for the Assignment including contact details (Telephone/Cell numbers, email address)
- ii) **Personal CV**, indicating level of education and training, positions held and experience in the specialty of the assignment is to be carried out. (please submit a detailed **CV** and copies of **accreditation certificates**).
- iii) A letter of designation/Authorization as a designated Civil Medical examiner
- iv) **Technical proposal: Comments on the TORs**; Brief description of why the individual considers him/herself as the most suitable candidate for the assignment; How the training, and experience is directly relevant to the assignment including your knowledge of the industry, the region, EAC CASSOA and the specialty of aviation medicine in particular.
- v) **A methodology** on how they will approach and complete the assignment including a proposed schedule of the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals),
- vi) **Three Professional references** who are able to attest and confirm the suitability and credibility to the assignment
- vii) **Financial proposal** that indicates the all-inclusive **fixed total** contract price in United States Dollars. (Please fill in the financial proposal(Annex I and II)

Interested parties should submit their **SEALED** bids clearly marked '**Request for Proposal for EAC CASSOA Medical Assessor Consultancy** ' (**CAS/SRVCS/002/2017-2018**) comprising of a Technical Proposal and a Financial Proposal in **separate sealed envelopes, one original and one copy for both the Technical and Financial proposal**, to reach the following address not later than **24th January 2017 at 11.00 Am.**

**The Executive Director
EAC CASSOA
Plot 41/43 Circular Road
Entebbe, UGANDA
Telephone Number: +256 312 266 930 | +256 414 322 047
Fax Number: +256 414 322 049
cassoa@cassoa.org**

ANNEX I: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of EAC CASSOA]

Dear Sir/Madam:

I offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and the Technical Proposal. The attached Financial Proposal is for the sum of [Insert amount in words and figures]. This amount is exclusive of local taxes, which we have estimated at [insert amount in words and figures].

The Financial Proposal shall be binding upon subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

I also declare that have not in any state, been declared ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. I furthermore, pledge not to indulge in such practices in executing the Contract.

I understand that, you are not bound to accept any Proposal you receive.

Signed.....

Name of the Consultant.....

Date.....

ANNEX II: SUMMARY OF COSTS

Cost Component	Costs (USD)
Remuneration (professional fees and allowances)	
TOTAL	