



Call for Proposals

Facilitator/s for

Asia-Europe Foundation (ASEF) Public Health Network

10th Anniversary Event:

“High-level Meeting: Universal Health Coverage as a Tool to Combat Infectious Diseases”

(30-31 May 2018, Tokyo, Japan)

<p>Overview</p>	<p>The creation of Asia-Europe Foundation (ASEF)’s Public Health Network (ASEF PHN) was granted its in-principal approval at the ASEM Senior Officials Meeting in 2008. Since its official launch in 2009, ASEF PHN has been contributing to improve ASEM Partners’¹ capacity for managing public health emergencies by targeting experts from both health and non-health sectors (governments, international organisations, non-profit organisations, business corporations, academia, and media) across Asia and Europe. The <i>High-level Meeting: Universal Health Coverage as a Tool to Combat Infectious Diseases</i> is a new theme for ASEF PHN to address. This is a 10th anniversary event organised by the ASEF Public Health Network (PHN) with the Ministry of Foreign Affairs of Japan.</p>
<p>Call for Proposals</p>	<p>ASEF PHN is seeking an independent consultant/consulting company to undertake a role of facilitator for the High-level Meeting.</p> <p>Role: Facilitator/s for the meeting, pre-meeting preparation and post-meeting report development</p> <p>Event date & location: 30-31 May 2018, Tokyo, Japan</p> <p>Time frame: From end-March to end-June 2017 (preparation, implementation and reporting)</p> <p>The expectations for this role are:</p> <ul style="list-style-type: none"> • Collaborate with ASEF in preparation and designing the programme of the meeting by contributing technical expertise, including write-up of simulation scenario if required; • Facilitate the meeting (ice-breaker, panel and group discussions, simulation exercises, and wrap up); • Provide assistance for communication strategies including use of social media; and • Produce a report of the meeting. <p>The selected facilitator also needs to submit a facilitation plan and refine a tentative programme prior to the High-level Meeting. Hence, the work will commence end of March 2018. For details of the scope of the meeting, please refer to the annex.</p>

¹ The 53 ASEM partners are Australia, Austria, Bangladesh, Belgium, Brunei Darussalam, Bulgaria, Cambodia, China, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Kazakhstan, Korea, the Lao PDR, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, the Netherlands, New Zealand, Norway, Pakistan, the Philippines, Poland, Portugal, Romania, the Russian Federation, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, Thailand, the United Kingdom, Viet Nam, the European Union, and the ASEAN Secretariat.

<p>Candidate Requirements</p>	<ul style="list-style-type: none"> • Citizen of an ASEM country (for individual facilitators) and/or company located in an ASEM country (for consultancy companies) • Graduate qualifications in public health • Experience in facilitating workshops/meetings in the field of public health, preferably related to Global Health, Universal Health Coverage or Antimicrobial Resistance • Good understanding of the institutional structures and working mechanisms of the European Union and of the similar regional frameworks in Asia • Experience in writing reports on international projects • Strong communication and inter-personal skills including tact and cultural sensitivity • Experience in working with inter-governmental/international organisations would be a plus • Experience of working with senior-level government officials across Asia and Europe would be a plus • Knowledge about effective use of social media would be a plus
<p>Applications & Contact Details</p>	<p>Interested parties should send a draft proposal including brief information about the company and methodology to implement the activities (maximum 5 pages, please refer to application form, which includes financial proposal), together with their CV and accompanying cover letter demonstrating suitability. If you form a team of more than 2 people, indicate their role(s).</p> <p>Applications should be emailed to Ms Riko KIMOTO, Project Executive for ASEF Public Health Network (riko.kimoto@asef.org) by Sunday, 25 February 2018, 23:59 (Singapore time). Please direct your inquiries to Riko.</p>

Annex: Details of the Purpose and Scope of ASEF PHN 10th Anniversary Event

1. Background & Description

For the past 10 years, the ASEF Public Health Network (PHN) has contributed to strengthening ASEM partners' capacity for managing public health emergencies through sharing best practice and analysing lessons learnt. Most recently, ASEF PHN successfully organised a High-level Meeting on Risk Communications for Public Health Emergencies in 2017. The threat to the public from possible disease outbreak continues to persist. In an interdependent world, public health incidents may rapidly affect other countries and even trigger emergency crises in other regions, as seen by the example of Ebola outbreak in 2014-2015. It is best to contain possible health emergencies locally at the start, and Universal Health Coverage (UHC)² plays a key role. Taking this fact into account, ASEF PHN is expanding the scope of its work, and this is the first time UHC as a tool to combat emerging infectious diseases including Antimicrobial Resistance (AMR) is to be addressed.

1.1 Objectives

The overall aim of this High-level Meeting is to facilitate political commitment into action in order to combat infectious diseases within the context of UHC. It will focus on UHC as an essential tool for the fight against infectious diseases, and AMR will be used predominantly as an example of emerging diseases. It will look at intersectoral collaboration in relation to the gaps between the commitment and implementation of action. The High-level Meeting will identify possible obstacles for implementation plans to be smoothly carried out, and develop strategies to overcome difficulties in doing so.

Specific objectives are:

- To bring officials from different disciplines together to discuss obstacles in implementing AMR action plans and how UHC can help
- To identify how to overcome difficulties in order to strengthen and scale up actions against AMR within the contexts of UHC
- To make cases of Public Health sector's financial needs to other disciplines in order to combat potential pandemic including AMR and TB
- To explore better cooperation and build networks of officials and experts from the fields of public health, animal health, agriculture, foreign affairs and the private sector working in AMR across Asia and Europe

² UHC is "right to health" – regardless of economic status, everyone should receive the quality health care service they need without suffering financial hardship (http://www.who.int/health_financing/UHC_ENvs_BD.PDF)

1.2 Description

The meeting aims to have approximately 50 participants across Asia and Europe, including senior-level officials/advisors/decision-makers from Ministries of Health or equivalent who work in the area of UHC and/or AMR. Senior-level officials from different disciplines whose duty is related to pandemic preparedness and response as well as representatives from private sector who are interested in combating possible pandemic especially AMR will also be invited. Participants will discuss and evaluate how UHC can help fight against emerging infectious diseases by using AMR as an example. Throughout discussions, participants will identify how to translate political support into implementation of necessary actions. The meeting consists of panel discussions by experts from different disciplines, and group discussions for better intersectoral cooperation and solutions to the obstacles identified.

1.3 Programme (tentative)

Day 1

- Short lecture/session about UHC, highlighting its relation to the challenges of AMR
- Panel discussion
- Plenary discussion/ group discussion about possible solutions to the current issue
- Use of simulation exercise will be considered if appropriate

Day 2

- Summary session of Day 1
- Group discussion and plenary on intersectoral approach
- Drawing recommendations and conclusions

2. Purpose of the facilitator

- Collaborate with ASEF in designing the meeting programme by contributing technical expertise
- Facilitate the meeting (ice-breaker, panel and group discussions, simulation exercises, and wrap-up)
- Produce a meeting report
- Support ASEF on pre-event/during event/post-event communication including use of social media

3. Existing information sources

- ASEF's website
- Feedback from ASEF and previous participants

4. Timeline

- By 31 March: Submission of a facilitation plan, design and tentative programme for the meeting
- 1 April – 29 May: Preparation of facilitation, including simulation scenario/s if necessary
- 30-31 May: Facilitation of the event in Tokyo, Japan
- By 30 June: Submission of the draft meeting report
- By 31 July: Submission of the final meeting report