



# Call for Proposals

## Facilitator

Joint ECDC and ASEF workshop

**Emergency Risk Communication Capacity:**

**How Can We Be Better Prepared for the Next Global Health Threat?**

(7-8 September 2016, Stockholm, Sweden)

### Overview

The Asia-Europe Foundation Public Health Network (ASEF PHN) has previously organised 3 Risk Communication Workshops between 2013 and 2015, targeting both health and non-health sectors from ASEM<sup>1</sup> partners, in order to improve their capacity for managing public health emergencies. This 4<sup>th</sup> workshop will be jointly held with European Centre for Disease Prevention and Control (ECDC).

### Call for Proposals

ASEF is seeking an independent consultant/consulting company to undertake a role of facilitator for Risk Communication workshop with a view to:

- Collaborate with ECDC and ASEF in designing the programme of the workshop by contributing technical expertise;
- Facilitate the workshop (ice-breaker, case studies, workgroup discussions, simulation exercises, and wrap up); and
- Produce a report of workshop.

The workshop is planned to take place on 7-8 September 2016 in Stockholm, Sweden. A selected facilitator also needs to submit a facilitation plan and refine a tentative programme prior to the workshop. Hence, the work will commence end June 2016. For details of the scope of the workshop, please refer to the annex below.

### Candidate Requirements

- Citizens of an ASEM country (for individual evaluators) and/or companies located in an ASEM country (for consultancy companies)
- Experience in facilitating workshops and conducting simulation exercises in the field of public health, preferably related to risk communication
- Familiarity with public authorities, business clients and civil society across Asia and Europe
- Good understanding of the institutional structures and working mechanisms of the European Union and of the similar regional frameworks in Asia

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<sup>1</sup> The **Asia-Europe Meeting (ASEM)** is an intergovernmental forum for dialogue and cooperation established in 1996 to deepen relations between Asia and Europe, which addresses political, economic and socio-cultural issues of common concern. 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. For more information, please visit [www.aseminfoboard.org](http://www.aseminfoboard.org)

- Experience in writing reports on international projects
- Strong communication and inter-personal skills including tact and cultural sensitivity
- Experience of working with inter-governmental/international organisations and/or NGOs would be a plus
- Graduate qualifications in public health, ideally majoring in risk communication/emergency response or any related fields

## **Applications and Contact Details**

Interested parties should send a draft proposal including brief information about the company and methodology to implement the activities (maximum 5 pages), together with their CV and accompanying cover letter demonstrating suitability. If you form a team of more than 2 people, indicate their role(s). Applications should be emailed to Ms Riko KIMOTO, Project Executive for ASEF Public Health Network ([riko.kimoto@asef.org](mailto:riko.kimoto@asef.org)) by **Sunday, 5 June 2016, 23h59 (Singapore time)**. Please direct your inquiries to Riko.

Only short-listed candidates will be contacted.

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## Annex: Details of the purpose and scope of the joint ECDC & ASEF workshop

<b>Role:</b>	Independent facilitator/s (individual or company)
<b>Start date:</b>	Mid-June 2016
<b>Location:</b>	Home based in Europe or Asia, with a possible trip to Singapore
<b>Workshop location:</b>	Stockholm, Sweden
<b>Time frame:</b>	From mid-June to end-Oct 2016 (including preparation and reporting)

### 1. Background

Launched in 2009, 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. While building capacity to prepare against possible public health threats including pandemics, risk communication, one of the core capacities required under the International Health Regulation (IHR), emerged to be a challenge across the partners. Since then, ASEF PHN has organised 3 risk communication workshops between 2013 and 2015, in order to improve risk communication before, during and after public health crisis among both health and non-health sectors. This is the 4<sup>th</sup> of such workshop, and will be jointly held with European Centre for Disease Prevention and Control (ECDC).

#### 1.1 Objectives

The overall aim of this workshop is to strengthen the linkage between risk communication and public health emergency in order to integrate risk communication within public health emergency preparedness. Then it further seeks to identify essential points/steps to build capacities for emergency risk communication as a part of public health emergency preparedness plan. Specific objectives are:

- Understand complexity and the role of risk communication before, during and after public health emergencies;
- Identify what needs to be in place to ensure risk communication for public health emergency plan functions;
- Apply above findings for capacity building for emergency risk communication preparedness/plan; and
- Draw recommendations and action points in order to be prepared for future public health events.

#### 1.2 Description

The workshop aims to have approximately 60 participants, 30 from Europe and 30 from Asia, who are health communication and/or public health emergency response experts from governments, the private sector, academia, the civil sector and international organisations. Participants will evaluate the challenges and capacity needs in risk communication for real-life events. In this process of drawing lessons, participants will identify how to include emergency risk communication into public health emergency preparedness plan, as well as ways to sustain such plan by training for risk communication. The workshop consists of the presentations of case

studies by professionals with hands-on experience, working group discussions for in-depth analysis of selected cases, and a simulation exercise to test applicability of identified working elements in a fictional but plausible situation.

## 1.3 Programme

### Day 1

- Short lecture about core concept of risk communication (this is to ensure a common understanding of the concept among participants)
- 2 case studies (topics and presenters to be decided )
- Group work to discuss about the case studies and identify important points
- Reporting back in plenary
- Introduction to a simulation exercise

### Day 2

- Continuation of a simulation exercise (working group discussions and presentation of results)
- Drawing recommendations and conclusions

## 2. Purpose of Facilitation

- Collaborate with ECDC and ASEF in designing the workshop programme by contributing technical expertise
- Facilitate the workshop (ice-breaker, case studies, working group discussions, simulation exercises, and wrap up)
- Produce a workshop report

## 3. Existing Information Sources

- Programme documentation (previous workshop reports)
- ECDC and ASEF's websites
- Feedback from ASEF and previous participants

## 4. Timeline

- By mid-July: Submission of a facilitation plan, design and tentative programme for the workshop. A preparatory meeting with ASEF and ECDC might be organised in July.
- August: Preparation of facilitation
- 6-8 Sep: Travel to Stockholm for the workshop
- By mid-Oct: Submission of the draft workshop report
- By early Nov: Submission of the final workshop report