



CALL FOR PROPOSALS: CONSULTATION, FACILITATION AND REPORTING SERVICES

Asia-Europe Foundation (ASEF) Public Health Network Workshop on Risk Communications for Public Health Emergencies

PURPOSE

This open call for proposals aims to invite consulting firms specialised in simulation exercise to prepare, facilitate, and report on the ASEF Public Health Network's workshop on "*Risk Communications for Public Health Emergencies*". The workshop will be organised in Langkawi, Malaysia on 1-4 September 2015 with participants selected from a wide range of sectors in Asia and Europe.

PROJECT DESCRIPTION

Background

Since its launch in 2009, the ASEF Public Health Network has contributed to strengthening ASEM partners' capacity for managing public health emergencies through sharing best practices and analysing lessons learned. Risk communications for public health emergencies – including pandemics – is one of the common recommendations from a series of ASEF Public Health Network's multi-sector pandemic preparedness and response workshops over the past years. Both health and non-health sectors underline the need for building capacity to manage communications before, during, and after health crises and for attaining policy and programme support for risk communications. At the previous 2 workshops organised in [2013](#) and [2014](#), participants shared best practices and lessons learnt in recent public health emergencies.

In 2015, the ASEF Public Health Network will organise a 2-and-a-half day workshop on "Risk Communications for Public Health Emergencies".

Details

The workshop aims to have around 50 participants, who are health communication experts from governments, the private sector, academia, the civil sector and international organisations. Participants will evaluate the challenges and capacity needs in communications for real-life events. In this process of drawing lessons, participants will identify core elements of risk communication strategies that will be useful in future public health emergencies. The workshop will consist of the presentations of case studies by professionals with hands-on experience, working group discussions for in-depth analyses of selected cases, and a simulation exercise to test applicability of identified working elements in a fictional but plausible situation.

Programme

Day 1

- Presentation of the best practices and lessons learnt from recent cases of public health emergencies (speakers and titles are to be confirmed)
- Working group discussions to identify core elements of risk communication strategies that can be applied to in future public health emergencies (participants will be divided into several groups in breakout rooms)

Day 2

- Testing applicability of the core elements of risk communication strategies discussed the day before in a simulation exercise
- Develop a risk communication plan

Day 3

- Wrap-up and adoption of core elements of risk communication strategies, modified after the test of a simulation exercise

CALL FOR PROPOSALS

Tasks

In light of the above, we request the following services:

- Assist ASEF in designing the format of the workshop by contributing technical expertise
- Collaborate with ASEF on identifying communication specialists and potential participants
- Facilitate the workshop (ice-breaker, case studies, workgroup discussions, simulation exercises, wrap-up)
- Produce a report of the workshop

Reports and documents

The selected consultant will have to submit:

- A facilitation plan, design and tentative programme for the workshop
- A workshop report

Deadline of Proposal

The interested consulting firm should submit application form (maximum 5 pages), which contains brief information about the company and methodology to implement the activities. If you form a team of more than 2 people, indicate their role(s). The proposals should be received by **Friday, 29 May 2015**.

Starting Date

The work will commence in June 2015. The workshop will take place on 1-4 September 2015 in Langkawi, Malaysia.



Selection Criteria

The following requirements shall be met:

- Organisation from an Asia-Europe Meeting (ASEM)¹ country
- Expertise in the field of public health will be required
- Expertise in risk communications will be an advantage
- Asian and/or European related experience with business clients, public authorities and civil society
- Previous projects in simulation exercise
- More than 5-year experience in facilitation and/or scenario-building development

Proposals will be assessed on both quality criteria and financial competitiveness.

SUBMISSION AND CONTACT

Every item on the application form uploaded on the web page of announcement should be filled in and sent to Ms Hanae HANZAWA (hanae.hanzawa@asef.org). Please contact Hanae for any inquiries.

¹ 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 Members 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 ASEAN Secretariat, and the European Union.