

Request for Proposals: Country Coordinator – Cote d'Ivoire

Application Submission: [Request for Contractor Applications](#)

CDC FOUNDATION CONTACT

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Summary of Request:

1. ABOUT THE CDC FOUNDATION

The CDC Foundation helps the Centers for Disease Control and Prevention (CDC) and the public health system save and improve lives by unleashing the power of partnerships to protect the health, safety and security of all communities, everywhere. The CDC Foundation is authorized by Congress to mobilize philanthropic partners, corporations, organizations and individuals to support the critical health protection mission of CDC and the public health system.

The CDC Foundation manages hundreds of programs each year aimed at protecting communities from a variety of health threats—from chronic disease conditions including cardiovascular disease and cancer to infectious diseases like malaria and HIV to emergency responses, such as Ebola and Zika. Visit www.cdcfoundation.org for more information.

2. BACKGROUND AND NEED

The Data for Health (D4H) initiative partners with country governments to build their countries' capacity and develop sustainable approaches in strengthening the collection and use of data on births, deaths and noncommunicable disease (NCD) risk factors. The goal is to equip governments with the information needed to design better-informed public health policies and save lives. The Data Impact (DI) Program within D4H aims to expand the use of data to inform public health decision-making. The program provides technical assistance to improve analysis, interpretation, dissemination and use of public health data. The DI Program typically collaborates with ministries of health (MOHs) and national public health institutes (NPHIs) to build capacity and expand their use of data to advance public health priorities. The CDC Foundation is seeking a country coordinator who will play a key role in operationalizing the D4H/DI program in Côte d'Ivoire.

3. SCOPE OF WORK

The DI Country Coordinator will work within Côte d'Ivoire to provide overall assistance and provide logistical support for program activities. The Country Coordinator will be responsible for coordinating amongst partner agencies, ensuring workplan activities progress to completion, supporting reporting requirements and providing technical oversight for implementation of DI activities in country.

4. KEY RESPONSIBILITIES

The scope of work for this Country Coordinator includes (but may not be limited to) the following services and deliverables:

- 4.1 Coordinate between in-country and global partners to develop and finalize a workplan for Phase 6 of the D4H initiative.
- 4.2 Coordinate and monitor workplan activities and ensure that deliverables are met.
- 4.3 Serve as the liaison for D4H partners in Côte d'Ivoire. Organize, schedule, and convene appropriate meetings with governmental and non-governmental stakeholders to facilitate implementation of workplan activities.
- 4.4 Represent the D4H and the DI program at multi-sectoral meetings, forums, etc.
- 4.5 Provide monthly updates to the DI team on progress, challenges, priorities, and recommendations.
- 4.6 Prepare agendas and arrange in-person meetings, teleconferences, and/or videoconferences.
- 4.7 Facilitate the implementation of training activities listed in the workplan.
- 4.8 Be accountable for tracking and reporting on funds received by Côte d'Ivoire to implement the Phase 6 workplan and comply with D4H Initiative and CDC Foundation regulations.
- 4.9 Complete and coordinate reporting requirements of the program, as shared by the CDC Foundation.
- 4.10 Other related duties as assigned.

5. KEY REQUIREMENTS

5.1 Eligibility

Applicants must meet all the following eligibility criteria:

- 5.1.1 A Bachelor's Degree in Public Health or a related field.
- 5.1.2 At least 10 years of experience managing large, complex donor-funded health programs in Côte d'Ivoire or a relevant context.
- 5.1.3 Excellent leadership and organization skills, attention to detail, ability to meet tight deadlines, and ability to manage multiple demands by establishing priorities.
- 5.1.4 Expert interpersonal, organizational, and cross-cultural skills.

- 5.1.5 Excellent oral and written French communication skills. Proficiency in English is desirable.
- 5.1.6 Proficient in MS Office Suite.
- 5.1.7 Must be located in or near Abidjan and have the ability to meet with partners in person.
- 5.1.7 Ability to work independently.
- 5.1.8 Ability to travel to project sites on a regular basis; ability to travel internationally.

5.2 Funds Available

The CDC Foundation will engage a full-time Country Coordinator for 12 months with the possibility of renewal. The Country Coordinator will receive monthly compensation upon submission of a monthly activity report. The total compensation for the 12-month engagement will range from \$40,000 to \$50,000 based on the applicant's qualifications. The budget for this engagement is competitive and aligned with the scope and complexity of the services requested. Final budget details will be determined in collaboration with the selected applicant. As this role is structured as an independent contractor engagement, the Country Coordinator will not be entitled to any statutory employment benefits, including but not limited to health coverage, pension contributions, or other personal benefits. The Country Coordinator shall be fully responsible for ensuring compliance with all applicable tax laws and regulations in Côte d'Ivoire.

5.3 Funding Source

Funding for this position is provided by the CDC Foundation through a grant from a private philanthropy headquartered in the United States.

6. INSTRUCTIONS FOR APPLICANTS

6.1 Submitting an application

6.1.1 Submission Instructions

Applications may be submitted in English or French. Late submissions will not be accepted. Applications must be submitted via this link: [Request for Contractor Applications](#).

6.1.2 Required Application Materials

As part of your application, please provide the following:

- a. A cover letter outlining interest in the opportunity and relevant qualifications
- b. A current CV

c. **Professional References.** Include the names, titles, organizations, email addresses, and phone numbers of two professional references (at least one of whom was a previous supervisor) who can speak to your qualifications and experience relevant to this solicitation. For references who were supervisors, please indicate the organization and your role at the time and whether we may contact them as part of our review process. References should not be family members or personal acquaintances.

The CDC Foundation reserves the right to contact professional references during the evaluation phase. All information provided will be treated confidentially and used solely for the purpose of assessing your application.

6.1.3 The CDC Foundation is committed to providing accessibility for people with disabilities and is working towards making our materials more accessible. If this document presents accessibility challenges, email dkaba@cdcfoundation.org with the subject line "Accessibility Assistance." We will gladly work with you on providing the information in a different format.

6.1.4 The CDC Foundation will not be responsible for any application that does not follow the instructions in this solicitation, and may, at its discretion, reject any such non-compliant application. Further, this solicitation does not commit the CDC Foundation to pay any cost for the preparation and submission of an application.

6.2 Communication During the Application Period

All questions and requests for clarification regarding this solicitation should be submitted via email to (dkaba@cdcfoundation.org) with the subject line Cote d'Ivoire Country Coordinator, Data for Health.

6.2.1 Notification

All applicants will receive notification of whether they are selected. The CDC Foundation will not provide scores or specific review feedback.