



Terms of Reference (TORs) for AfDB Medical Doctors (Consultants)

(Based at Abidjan (HQ), Tunis (RDGN), Nairobi (RDGE)& Abuja (RDNG))

2 Mai 2023

Introduction

The Bank's Division of Staff Welfare Services (PTCW2) is responsible for the provision of holistic occupational health, safety, and welfare services to all AfDB staff and eligible dependents at the Bank's HQ in Abidjan and in the Regional Member Countries (RMCs).

Our clients comprising mainly of staff and their eligible dependants as well as retirees and their eligible family members, number about 10,000 members. Roughly 75% of our members are based in Abidjan whilst the rest are based in the RMCs. With continued decentralization in the context of the new Development Business and Delivery Model (DBDM) we expect an increase in the number of our decentralized clients.

The Consultant Medical Doctors implement the Bank's Medical and Occupational health package to all staff, retirees, and eligible family members.

The Responsibilities

The consultant doctors have a dual reporting structure. Administrative supervision is provided by the Regional Director General, whereas technical and professional supervision is carried out by the hiring Division Manager.

The duties of the consultant doctors include, but are not limited to:

1. Consult with clients at the Medical Center. Clients may be walk-in clients or clients with scheduled appointments.
2. Respond to medical emergencies on the Bank's premises and coordinate medical response to emergencies outside the Bank's premises.
3. Follow up and advise on the treatment of the very ill and chronically ill patients:
4. Facilitate early return to work in accordance with Bank Guidelines on sick leave management.
5. In conjunction with the Bank's Head of Medical Services and the Staff Health Insurance administrator, carry out periodic visits and assessments of healthcare facilities in different countries in the Region to assess the network of providers, country specific vulnerabilities etc. taking into consideration the differences of levels of health care systems in each country. This could involve travel by the consultant medical doctor to the countries in the region.
6. Follow up on cases to determine Fitness for Duty and Fitness to Return to Work following long term sick leave.

7. Propose and/or implement health promotion activities in all country offices in her/his respective regional directorate. In collaboration with the Bank's Medical Unit, jointly identify annual health promotion activities for each country based on country specific pathologies and Bank-wide themes such as breast cancer, colorectal, prostate cancer, viral hepatitis, mental health, and world AIDS day campaigns and other important health seminars and events.
8. Conduct visits to each country at least once a year to have personalized touch with staff and family members. (More visits may happen in case of emergencies or country specific needs in consultation with the DG and CMO) or the Head of Unit/Director of the Medical Services).
9. Determine and process requests for medical evacuations (emergency and non-emergency) for patients in her/his region, in accordance with Bank rules
10. Strengthen existing services within current contracts with medical service providers.
 - a) Sensitization of staff and families in the region on available services from I-SOS i.e. advisory, referral (emergency and routine) and evacuations for medical care through the assistance of call centers available 24/7 in over 99 languages globally.
 - b) Enhance staff/families access to health advice for travelers and during epidemics/pandemics.
 - c) Access to a global quality network of providers globally, who accept the Bank's medical insurance card (Henner). This network includes psychologists and counsellors who can be accessed during times of crises/post-trauma at individual, country and institutional levels.
 - d) Identify specialist(s) to organize health promotion activities in the Bank's offices within the designated region. Annual calendar of seminars/campaigns will be jointly prepared by the Medical Center, the Field Offices and I-SOS. These sessions will be opportunities for specialists to visit the Bank's offices and speak with staff and family members on any specific issues relevant in the country.
 - e) Orient staff/families on I-SOS App for smart phones that enable Bank staff and family members to have easy access to all I-SOS services.
11. To enhance access to this package of care, information sessions will be organized by MC/regional consultant medical doctor and I-SOS to inform staff/families on how to access these services.
12. Monitoring, Evaluation and Reporting: The Consultant will prepare monthly reports on medical activities in line with these TORs and for respective regional and country offices.
13. Prepare an emergency medical preparedness system in close liaison with the Security section, Business Continuity Unit both at the duty station and at headquarters.
14. Implement the medical response to pandemics and disease outbreaks. Provide technical guidance and periodic updates to the Emergency Management Team, as well as respond to management and staff on issues related to these specific needs and campaigns.
15. Advise on other aspects of health including public health relevant to the duty station, through liaison with host state/host nation health authorities.
16. When called upon to do so, represent the medical section at events and meetings with other organisations.

17. Any other duties advised by the DG, Head of the Medical Services Unit and the CMO

Qualification and experience

1. Doctor of Medicine degree from a recognized university specialized in general medicine. Specialization in any related medical specialty like public health/health promotion, emergency medicine, internal medicine, tropical medicine and/or travel medicine will have some added value.
2. Ten (10) years of relevant professional experience in general medicine.
3. Hold a valid license issued by the Health Professional Council of the country he/she is applying for as proof to legally practice medicine in that country.
4. Evidence of an up-to-date dispensing license from HPC, and/or relevant authorities.
5. Sound experience in functions described in the TORs.
6. Capacity to work in English and French.
7. Knowledge of health system of the regions with experience of working in international organizations.

Confidentiality

As this work will likely put the consultant in a position to work with confidential medical records, the consultant agrees to adhere to strict medical confidentiality in undertaking this exercise.

An AfDB's medical centre confidentiality form will be signed before commencement of this exercise.

B. GENERAL TERMS OF THE ASSIGNMENT

1. Full time contract given the demanding scope of TORs and in line with Bank rules.

Consultant will be based in:

- **Abidjan (Cote d'Ivoire)** for Headquarters and will cover the following countries: Burkina, Mali, Liberia, Sierra Leone, Guinee, Ghana, Togo, Benin, Senegal, Niger, Guinea Bissau, Cabo Verde, Gambia
- **Tunis (Tunisia)** for RDGN and will cover the following countries: Algeria, Morocco, Egypt, Mauritania, Libya
- **Nairobi (Kenya)** for RDGE and will cover the following countries: Burundi, Ethiopia, Djibouti, Comoros, Eritrea, Somalia, South Sudan, Tanzania, Seychelles, Somalia, Tanzania, Uganda, Sudan
- **Abuja (Nigeria)**

2. Duration: one (1) year, with a possibility of renewal up to two times based on satisfactory performance evaluation, and in line with Bank rules and procedures
3. Official approved Bank missions will be fully paid in line with Bank travel policy.

4. Working hours: official Bank hours, with exceptional availability for emergencies after working hours.