Project TESS MAV+

Terms of reference for the recruitment of external expertise for the transition of TEI Health Financial Reporting to Power BI

May 2025

1 GENERAL INFORMATION

Mission title	*Power BI Transition for TEI Health Financial Reporting*
Beneficiaries	*Expertise France, Enabel, GIZ, European Commission*
Country	*Belgium, France*
Estimated budget or total duration of planned days	*40 days*

2 CONTEXT

2.1 General context

As part of its Multiannual Indicative Programme (MIP) for 2021-2027, the EU plans to support the promotion of investment, including in the various health sectors.

Supporting local manufacturing and access to essential health technologies and products helps to achieve several common development goals for the EU and the Member States, and to promote universal health coverage (SDG 3.8).

Consequently, the President of the European Commission, Ursula Von der Leyen, announced on 21 May 2021 at the G20 World Health Summit in Rome the deployment of a Team Europe Initiative (TEI) for manufacturing and access to vaccines, medicines and health technologies in Africa (MAV+).
The Initiative aims to strengthen African pharmaceutical systems and manufacturing capacity to facilitate access to essential vaccines, medicines and health technologies that are safe, effective, of high quality and affordable for all.
The Initiative is supported by €1 billion from the EU budget and European development finance institutions, such as the European Investment Bank (EIB), and is reinforced by contributions from EU Member States.

The MAV+ Initiative's strategy is based on an approach encompassing a number of different areas of work:

- *Development of the pharmaceutical market*
- *Coordination between public and private players*
- *Strengthening pharmaceutical regulation*
- *Technology transfer and intellectual property management*
- *Research and development*
- *Training and skills development for human resources in health*
- *Industrial development, supply chains and the private sector*

Cooperation with the African Union (AU), the African Centres for Disease Control and Prevention (CDC Africa), the Platform for Harmonised African Health Manufacturing (PHAHM), and regional and national organisations is also an essential pillar of the MAV+ Team Europe Initiative.

2.2 Presentation of the project

As part of this Initiative, the EU is allocating €15.5m for the implementation of its Technical Support Service by three European cooperation agencies: Expertise France, ENABEL and GIZ.
The project will provide technical and strategic support to INTPA TEI MAV+ and the PHAHM from a public health perspective. It will promote partnership and alignment between European institutions and agencies.

The TESS MAV+ project started in March 2023 at different locations: Brussels - Outputs 1 & 2, Addis Ababa - Ouput 3 and Kigali/Brussels - Output 4.
The overall objective of this Service is to facilitate equitable access to safe, effective, quality and affordable vaccines, medicines and essential health technologies in Africa.

The specific objective of this Service is to strengthen coordination, leadership and governance of programmes (implementation unit) to strengthen African pharmaceutical systems.

The TEI MAV+ Support Service for the EU (TESS MAV+) has been divided into three different areas:

1. *Programme coordination and governance, under the lead of ENABEL*

2. *Technical support for the INTPA management team, under the lead of Expertise France*

3. *Technical support for the Secretariat of the Partnership for Africa Vaccines and Manufacturing (PAVM), led by GIZ*

4. *Technical support for the African Medicines Agency (AMA), under the lead of ENABEL.*

Numerous activities have been implemented to date.

A monitoring and evaluation plan has been validated by the project coordination structure (PMU).

3 OBJECTIVES AND RESULTS

3.1 Mission objectives

3.1.1 Purpose and objectives of the assignment

As part of the Health Team Europe Initiative (including 5 hubs, One Health, SRHR, Digital Health, MAV+, PHI), a new financial reporting methodology has been developed to better monitor and communicate the use of European Commission, and its Member States funds allocated to MAV+.

In this context, the health TEI aims to transition the financial reporting system of each hub to an interactive Power BI dashboard to ensure long-term sustainability, traceability, and visualization of financial flows. However, a structured and sustainable transition is required, ensuring that:

- *The existing database is **clean, structured, and optimized** for Power BI integration.*

- *The new Power BI system is **scalable** and applicable to all hubs of the TEI.*

- *A **standardized data entry, validation, and reporting methodology is developed***.

- *Capacity-building efforts ensure that **M&E team and focal points** can use and maintain the system independently.*

*To achieve this, an **external IT expert** with experience in Power BI implementation and data management is required.*

3.1.2   Objectives of the assignment

The consultant will support the migration of the existing financial reporting tools of each hub to Power BI, by:

- *Finalizing the database according to new proposed categories and simplification proposed in the new methodology (see annex). Establishing the procedures for updating the database (e.g., Questionnaire linked to database structure), and for using it.*

- *Preparing, developing and transitioning to Power BI and piloting it, based on existing dashboards or visualization tools and in consultation with M&E expert and focal points. This step should precede development in Power BI to ensure user relevance and buy-in. Piloting the dashboard with a first data collection exercise. Based on user feedback, the consultant will adjust data visuals, structure, or user flow before final validation. This test will ensure the dashboard is adapted to real-life usage and user workflows.*

- *Capacity-building of TESS staff and M&E focal points for future updates and independent use of the tool.*

3.1.3   General expectations of the assignment

The consultant will:

- *Review and update the new financial reporting methodology.*

- *Propose a **clean and structured database**, with clear data validation rules.*

- *Write a clear operational procedure for data collection and use of the dashboards incl. for regular update, versioning, and quality control of the database by the stakeholders, in line with IT policies and capacities of key data managers and users.*

- *Ensure a clear and secure user access management structure, defining differentiated levels of access and editing rights. The TESS M&E Expert and M&E focal points will retain primary access and editing rights, while other stakeholders will have tailored access levels depending on their role (e.g. read-only, data entry, or project-specific views). Create data importation flows, visuals and dashboard interface (including filters, graphs, and export options).*

- *Design a Power BI model architecture based on the new methodology in consultation with M&E Expert and focal points, and development of dashboards.*

- *Test the dashboard with a first data collection exercise and adjust with TESS M&E Expert.*

- *Provide a short training session (remote) to the TESS Team and M&E focal points.*

- *Create Health TEI Hubs infographic combined to a short 3-5 pages summary report with key data – of which two versions will be elaborated (an external users' version with basic aggregated information and internal users with all information) – presenting the findings of the analysis.*

Security and Data Protection (GDPR)

The consultant must ensure full compliance with GDPR and relevant data protection standards throughout the assignment. The final Power BI tool must ensure secure hosting and access management in alignment with institutional policies. No data shall be stored or processed outside secure EU-based environments unless explicitly authorized.

Working Environment / Technical Infrastructure

The dashboard will be hosted and integrated with existing Health TEI infrastructure. The consultant will work in coordination with INTPA G4, TESS team and M&E focal points to ensure secure and functional integration with the institutional SharePoint environment, where project data is currently stored and managed.

A clear and secure access management system shall be developed, distinguishing between read-only, data-entry, and admin rights, to ensure appropriate and safe data handling. The TESS Team will retain full administrative and editing rights, while other stakeholders will have access rights adapted to their roles.

User roles and permissions must be documented and embedded in the Power BI configuration to prevent unauthorized modifications and ensure accountability.

The dashboard and its underlying database must include a version control and audit trail system, to track edits and changes made by different users over time.

3.2   Deliverables

- *Analysis of possible IT options, policies and capacities among key managers and users of the future dashboard, confirming optimal conditions for the use of a Power BI dashboard across all Health TEI stakeholders.*

- *Functional and interactive Power BI dashboard for Health TEI financial reporting: deliver a database that identifies strengths, gaps, and opportunities for synergy, scalability, and replication.*

- *Present the final strategy to update the database on an annual basis.*

- *Finalize the transposition under a Power BI tool accessible to all EU MS to maximize its usability amongst EU MS – enabling the development of database documentation directly from Power BI (or related tools).*

- *Ensure that at least two focal points per hub are fully autonomous in maintaining, updating and adapting the dashboard by the end of the assignment. The consultant shall ensure that the system is future proof by including a clear protocol for user onboarding, password and access renewal, and succession planning in case of staff turnover.*

- *User manual (basic guide for updating data and managing visuals).*

- *Health TEI Hubs infographic combined to a short 3-5 pages summary briefing (in collaboration with the TESS M&E Expert and focal points).*

- *Final technical documentation and data architecture: a final assessment report with recommendations for sustainability.*

- *Training sessions and technical documentation must explicitly explain access levels and data protection procedures to ensure autonomy of the TESS team and M&E focal points in long-term maintenance.*

All deliverables, including the Power BI dashboard, documentation, and visuals, shall remain the intellectual property of the contracting authority. The consultant shall not reuse, publish or share any part of the deliverables without prior written authorization.

All deliverables must be provided in English.

3.3   Duration

Location	• *Remote consultancy with online coordination meetings.* • *Occasional presence (optional) in Paris or Brussels for alignment meetings.*
Time Frame & Deadline	*Estimated working days: **40 days**.The assignment will start with a briefing meeting to clarify the scope and expectations and then involve presentations.* *A mid-term review meeting will be held after the first month of implementation or halfway through the assignment to assess progress and adjust deliverables or expectations if needed.*

4   MEANS

4.1   Demand profile(s)

4.1.1   Expertise expected

Qualifications and experience

- *University degree in an area relevant to the assignment, Computer Science, Information Systems, Mathematics, Statistics or related diploma.*

- *Preferably 10, but at least 5 years' experience in the field of database creation, private sector mapping and/or analysis in Africa, experience in IT development, data modelling, and database exploration.*

- *Familiar with database related programs such as Power BI.*

- *Experience with development cooperation data or public health sector financial reporting.*

- *Knowledge of OECD-DAC coding and EU external aid architecture is a strong asset.*

- *Excellent analytical and data visualisation skills.*

- *Fluency in English required; French is an asset.*

- *Flexibility to adapt expectations and project outputs to field-level realities.*

The consultant must declare any potential conflict of interest and adhere to ethical standards of transparency, impartiality, and data confidentiality throughout the assignment.

4.1.2 Expected organisation of the team

Location and work arrangement

- *Remote consultancy with online coordination meetings.*

- *Occasional presence (optional) in Paris or Brussels for alignment meetings.*

Supervision

The consultant will report to the TESS M&E Expert and focal points.

4.2 Proposal Evaluation Criteria

TESS will select the proposal with the highest score based on the following evaluation grid:

Criteria	Maximum score
Technical offer score, including:	80
• **Understanding of the ToR and assignment objectives**	10
• **Relevance of the proposed methodological approach (quality assurance, tools, risk assessment)**	20
• **Task organization and proposed timeline**	10
• **Relevance of the proposed expert profile(s) (Power BI skills, understanding of ODA, EU context, GDPR compliance, etc.)** • **References/examples of dahboards already produced**	40
Financial offer score	20
Total score	100