



Scope of Work: Public Health Consultant

Period: 3 months

Location: Burundi

I. About FHI 360

FHI 360 is a nonprofit organization that mobilizes research, resources and relationships so that people everywhere can access the opportunities they need to lead full, healthy lives. FHI 360 serves more than 70 countries and all U.S. states and territories.

II. EpiC Project Background in Burundi.

Through the Meeting Targets and Maintaining Epidemic Control (EpiC) project, FHI 360 provides technical assistance to strengthen Global Health Security (GHS), emergency preparedness and response, health systems strengthening, and disease surveillance capacities. To support the implementation of GHS activities in Burundi, EpiC seeks a qualified Public Health Consultant to provide technical and coordination support to the Ministry of Public Health and key stakeholders in the implementation of priority activities related to surveillance, emergency management, infection prevention and control, multisectoral coordination, risk communication, and outbreak preparedness and response.

III. Purpose of the Consultancy

The consultant will work closely with EpiC Burundi, government counterparts, technical partners, and relevant stakeholders to support the implementation, monitoring, coordination, and documentation of priority GHS activities planned between November 2026 and January 2027.

IV. Key Responsibilities

1. Disease Surveillance

- Support implementation of priority activities related to Integrated Disease Surveillance and Response (IDSR), event-based surveillance, and preparation to the Ebola virus disease and other public health threats as they arise.
- Provide technical support to the Emergency Operations Center (EOC) and surveillance stakeholders to strengthen event detection, verification, investigation, and reporting.
- Contribute to the development, review, and validation of surveillance-related guidelines, standard operating procedures (SOPs), and technical documents.
- Support capacity-building initiatives for surveillance personnel at national and sub-national levels.



2. Emergency Management and Coordination

- Support strengthening of emergency preparedness and response coordination mechanisms.
- Assist in implementation of activities related to incident management systems, emergency operations, and rapid response coordination.
- Facilitate collaboration between government institutions, technical partners, and relevant stakeholders involved in public health emergency preparedness and response.
- Provide technical support during outbreak investigations and response activities as needed.

3. Infection Prevention and Control (IPC)

- Support implementation of priority IPC strengthening activities at national and sub-national levels.
- Contribute to the development, review, and operationalization of national IPC strategies, plans, and guidance documents.
- Support implementation of IPC assessments, monitoring activities, and capacity-building efforts.

4. Evidence based public health messaging and community engagement (EMCE)

- Support activities aimed at strengthening community engagement and preparedness for public health emergencies.
- Contribute to the development and implementation of risk communication and infodemic management initiatives.
- Facilitate coordination among relevant stakeholders involved in risk communication and community engagement.

5. Multisectoral Collaboration

- Support coordination and collaboration among human, animal, and other relevant sectors.
- Assist in strengthening multisectoral platforms and partnerships for prevention, detection, and response to zoonotic and emerging disease threats.
- Document challenges, lessons learned, and opportunities for strengthening One Health systems in Burundi.

6. Stakeholder Coordination and Representation

- Maintain effective working relationships with government institutions, implementing partners, donors, and other stakeholders.
- Participate in technical meetings, working groups, and coordination platforms on behalf of EpiC, as delegated.
- Provide timely updates to EpiC technical leadership on progress, achievements, challenges, and emerging priorities.



7. Reporting and Documentation

- Monitor progress of assigned activities and ensure alignment with approved work plans.
- Prepare high-quality technical reports, meeting summaries, activity documentation, and progress updates.
- Contribute to quarterly reports, donor reports, and other reporting requirements as requested by EpiC.
- Document lessons learned, best practices, and recommendations to inform future programming.

V. Deliverable and Due Dates

Deliverables	Due Date
Inception report: Brief workplan outlining consultancy approach, priority areas of support, and expected outputs.	October 26, 2026
Biweekly Progress Updates: Written updates summarizing technical support provided, progress achieved, challenges identified and planned next steps.	Every two weeks throughout the consultancy period
Monthly Technical progress reports: Summary of achievements, implementation status, coordination efforts, key outcomes, challenges, and recommendations.	End of each month (November, January 2027 and January 27)
Activity documentation packages: Meeting reports, workshop documentation, attendance records, agendas, minutes, and technical briefs.	Within three working days following each supported activity.
Final consultancy report: Comprehensive report summarizing consultancy achievements, technical contributions, challenges, lessons learned, and recommendations for sustainability and next steps.	January 31, 2027.

VI. Consultant Profile and Minimum Qualifications

To facilitate evaluation of proposals, candidates must meet the following requirements:

1. Education

- Master's degree in Public Health, Epidemiology, Global Health, Medicine, Veterinary Public Health, Health Systems Management, or related field.

2. Experience

- Minimum of 7 years of progressively responsible experience in public health programming.
- Demonstrated experience in Global Health Security, disease surveillance, emergency preparedness and response, or outbreak management.



- Experience working with Ministries of Public Health, international organizations, and development partners.
- Experience supporting Emergency Operations Centers (EOCs), surveillance systems, IPC, Multisectoral coordination, or related public health programs.
- Experience in technical reporting and coordination of multi-stakeholder activities.

3. Technical Skills

- Strong understanding of Global Health Security frameworks and public health emergency management.
- Knowledge of IDSR, epidemiology, IPC, outbreak investigation, and emergency coordination systems.
- Excellent analytical, facilitation, communication, and report-writing skills.

4. Languages

- Fluency in French (written and spoken) required.
- Working proficiency in English required.
- Knowledge of Kirundi is an asset.

VII. Supervision Given/Received

The position reports to the Associate Technical Director.

VIII. Travel Requirements

Minimum 35% in-country travel.

Disclaimer

This job description summarizes the main duties of the position. It neither prescribes nor restricts the exact tasks that may be assigned. This document does not constitute a contract of employment. FHI 360 reserves the right to revise this document at any time.

Equal Opportunity Employer

FHI 360 is an equal opportunity and affirmative action employer. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information, or any other protected status.

Approved by :

Dr Donatien Ntakarutimana,

FHI 360 Country Representative & EpiC project Director

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