

## I-DAIR Call for Expressions of Interest (EOI)

Request for Civil Society & Communities Representation – Global Pandemic Preparedness and Response Scheme

Deadline for submissions: 27/08/2021

### Background

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The *International Digital Health & AI Research Collaborative* ([I-DAIR](#)) is a Geneva-based global not-for-profit platform to enable inclusive, impactful, and responsible research into digital health and Artificial Intelligence (AI) for health. I-DAIR's mission is the transformation of personal and public health through collaborative research and development of digital technologies.

Based on lessons learnt from COVID-19, I-DAIR is elaborating with its partners the idea of a global pandemic preparedness and response scheme: a scientific evidence-based, digitally enabled response across the continuum of pandemic phases, namely preparedness, surveillance, response and recovery.

### Project Overview

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**I-DAIR is convening a global group of multi-disciplinary scientific experts to develop a research & development (R&D) agenda and an architecture for the proposed scheme.** The scheme will challenge existing thinking by systematically examining the needs and functions for each of the pandemic phases and exploring the data and technologies needed to achieve the highest quality of responses required.

Going beyond narrow geopolitical or economic interests that impede multilateral collaboration, the agenda will explore how citizen science can be leveraged for pandemic preparedness. The R&D agenda will identify co-creation opportunities for communities to contribute to the development of technologies, applications, and policy with the objective of strengthening the **science-community-policy interface during peacetime** to strengthen health systems' ability to respond in emergency situations.

In implementing this work, **I-DAIR is currently inviting applications for [three Civil Society & Community Representatives](#) to work, on a voluntary basis, with the Pandemic Preparedness Scientific Working Group in developing the R&D agenda.**

### Scope of Work

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The representatives will advocate the viewpoints and needs of NGOs and Communities within the overall approach. We are particularly interested in representation from the global south to provide intellectual input on opportunities to leverage community structures in the design, development, and deployment of the R&D agenda based on their disciplines and the geographical region. The data

architecture and information sources connecting the different phases will be examined from a multidisciplinary perspective and will consider how communities can contribute to key data collection, interpretation and response dissemination processes in different phases of the response.

The R&D agenda will consist of three main sections: i) Introduction with landscape analysis where an understanding of the various starting points across countries, namely surveillance and response systems in place before COVID-19, successes and failures in the initial responses to COVID-19 and country-specific long-term pandemic management plans will be gained. This will be followed by a gap analysis of the R&D efforts needed to mount an effective and less haphazard response for future pandemics; ii) Deep dive into each of the pandemic phases by examining the needs and functions of each phase through a multi-disciplinary lens and how the selected use cases, identified through previous Key Informant Interviews with the Pandemic Scientific Group, could be developed for use within or across the phases, including during peace time; and iii) Connecting the phases together by demonstrating how the different use cases can be connected and adapted in each region with insights in regional preferences for data architectures and data governance standards. In addition to the development of the R&D agenda, the representatives may be requested to:

- Contribute to the build and deployment of a Minimum Viable Product building on use cases;
- Contribute to scientific publications arising from the work of the SWG;
- Attend workshops and meetings as a full group or subgroup.

## **Responsibilities of Civil Society & Communities Representatives**

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The Civil Society & Communities Representatives will support the core activities described under the 'Scope of Work' and actively:

- Collaborate with the Scientific Working Group to advance the above-mentioned scope of work;
- Participate in all meetings and teleconferences;
- Seek input from their constituents (NGOs and Communities) on decisions, including through consultations and the constituency mailing list;
- Provide feedback on their activities and positions taken back to their constituents through teleconferences and the mailing list;
- Commit to a high level of accountability, represented by regular communication with the constituency.

## **Meetings**

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- The Scientific Working Group is expected to meet once every 2 weeks during the months of August to October 2021, in order to align on the direction of the R&D agenda and MVP.

- Starting November 2021 the SWG will meet once a month for updates on the progress of the Scheme.
- Regular meetings will be conducted online, and will be organised by the I-DAIR Secretariat.
- Annual in-person (when possible) convenings will be organised by the I-DAIR Secretariat, to be hosted across at its various partners locations. One in-person convening is expected in the first year of the Scientific Working Group's formation.
- In the event of travel, the I-DAIR Secretariat will make the necessary arrangements and cover the cost of travel (economy class airfare) and stay (accommodation and meals).

## **Duration of term and cessation of appointment**

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The term of office for the Civil Society & Communities Representative is up to one year (with a review expected at 6 months and with the possibility of extending the role pending progress of the project).

The appointment of the Representative will cease if:

- They resign;
- They no longer have links to an NGO or Community-based organisation(s);
- If a conflict of interest is declared and it is not possible to work around this;
- When their term is completed.

## **Candidate profile and selection**

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Civil Society & Communities Representatives will be selected through the following application process:

- A call for expressions of interest will be circulated widely through civil society and community mailing lists, as well as posted on the website and social media channels of the I-DAIR and their partners.
- A selection panel of 5 members will be formed with representatives from I-DAIR and their partners, including civil society groups. The selection panel will score applications against the criteria below and invite the top applicants to interview, with an eventual aim of selecting 3 Civil Society & Communities Representatives.

Essential criteria:

- A person affiliated to an NGO or Community-based organisation;
- Expertise in the core activities as outlined under the 'Scope of Work';
- Willingness to learn, and invest time in learning about issues raised within the pandemic scheme;
- Understanding of issues of civil society and community engagement;
- Fluency in written and spoken English.

Other criteria:

- The selection panel will take into account the balance between representatives from NGOs and Community organisations across geographical regions and gender.

## Submission Requirements & Procedure

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Proposals should be submitted in English and by email only. The following set of documents is required:

- Duly filled out and signed *application form*, available in Annex A of this call;
- A short CV/resume (maximum 1 page).

Complete proposals should be submitted by email to the Project Manager, Ms. Anna Brezhneva ([anna.brezhneva@graduateinstitute.ch](mailto:anna.brezhneva@graduateinstitute.ch)), with the required attachments merged into one PDF.

**Deadline for submissions: 27/08/2021.** Please note that incomplete or late applications will not be accepted.

All submissions received will be treated confidentially by I-DAIR, but they may be subject to disclosure under applicable law.

Applications will be reviewed, and short-listed candidate will be contacted within 30 calendar days after the submission deadline. Due to the large number of applications, we are only able to inform the successful candidates about the outcome or status of the selection process.

During the evaluation of proposals, I-DAIR may request that applicants provide further clarification on, or verification of, any part of their submission. I-DAIR reserves the right to independently verify information provided and will disqualify any proposals containing inaccurate or misleading information.

## Annex 1: Application Form

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### Personal details

First Name:

Last Name:

Position:

Email:

Phone:

### NGO details

Community Based Organisation or NGO of affiliation:

Address of organisation:

Website:

Brief description of NGO:

Focus of work:

### Prior relevant experience (up to 1000 words)

Please describe how you meet each of the essential criteria and provide examples in your answers. Please also outline any additional knowledge, experience or skills that you feel might be of relevance to this role.

I certify that the above information, as well as the information provided as part of my proposal submission is true and correct.

Date:

Place:

Signature:

Full name: