

## **A.21 Administrative Policy on Calling for Tenders for a Secretariat**

### **Timetable**

#### **BACKGROUND**

The WVA has decided to call for bids for the Secretariat function at regular intervals. Such tenders shall be submitted by interested parties every three years. EXCOM will draw attention of National Member Organisations and other veterinary service providers to such action through a notice on the WVA website, but will not by necessity always invite invitations to submit bids.

#### **PRINCIPLES**

1. The function of the Secretariat of the WVA is outsourced.
2. Tenders are called for a period of THREE years.
3. Contracts may be prolonged for additional periods of 3 years in cases where no bids are received from National Member Associations or veterinary service providers in the prescribed period. Such renewals shall, however, be based on a bid by the existing Secretariat during the prescribed period.
4. Tenders shall always be for calendar year periods to coincide with the WVA's financial year.
5. Tenders shall be invited during the 1<sup>st</sup> quarter of the first whole calendar year of a Presidency.
6. Three year contract of a Secretariat to start on the second 1<sup>st</sup> January following the election of a new President.
7. The tendering association pays all costs if the WVA EXCOM decides to inspect the site.
8. Bids can be made either in US\$ or local currency, which must be internationally freely convertible.

#### **PROPOSED TIMETABLE**

1 <sup>st</sup> quarter of the first whole calendar year of the new elected President:	Call for bids
2 <sup>nd</sup> quarter of first whole presidential year:	EXCOM screens candidates, arranges visits and prepares recommendation to Council.
2 <sup>nd</sup> or 3 <sup>rd</sup> quarter of first whole presidential year:	Council: Decision taken on Secretariat
4 <sup>th</sup> quarter of first whole presidential year:	Finalisation of Audit and Financial Reports by existing Secretariat
1 <sup>st</sup> January in the second whole year after a new President takes over:	New Secretariat takes over.

To: WVA Member Organisations

Dear Colleagues

The WVA hereby invites you to submit a tender for hosting the WVA Secretariat for the period ..... (beginning January ..... ending 31 December .....).

Please find enclosed the WVA conditions and specifications for tenders to be returned no later than 30 March..... to the WVA President, .....

Please note that the tendering association has to pay the costs for any WVA EXCOM visits to inspect the site, should that be considered necessary.

Kind regards

Yours sincerely

President

Vice-President

Vice-President

## **World Veterinary Association Secretariat -Tender**

The World Veterinary Association (WVA) has decided to outsource the function of the WVA Secretariat to a veterinary service provider such as a national veterinary organisation, a veterinary faculty, veterinary consultants or similar, Association Management Company, but not limited to such organisations or bodies.

The working language of the WVA is English.

The WVA needs a Secretariat to provide for the following services:

- Overall responsibility for the WVA Secretariat including providing the services of an executive secretary, maintaining and updating documents and files and hosting the archives.
- Overall responsibility for driving the political process within WVA including:
  - Monitor and report to WVA EXCOM and Council on developments of activities of veterinary interest within international governmental and non governmental organisations as OIE, WHO, FAO, Codex Alimentarius, World Bank, WSPA, IFAH etc.
  - Draft and recommend for WVA EXCOM and Council technical policies for lobbying purposes
  - Represent WVA at meetings as decided by President or EXCOM
  - Establish networking with senior members of staff in the international organisations of veterinary interest
  - Support officers of WVA in order for them to stay focused on their responsibilities delegated in the activity planning of WVA
  - Draft all correspondence under the direction of the WVA EXCOM.
  - Draft Agenda with the needed enclosures for the WVA EXCOM, Council, Presidents' Assembly and committee and working group meetings and execute decisions.
  - Participate in meetings of the WVA EXCOM, Council and Presidents' Assembly as well as committees and working groups if needed.
  - Draft Minutes of meetings
  - Draft WVA administrative policies for WVA EXCOM discussion and approval.
- Overall financial responsibility including:
  - Keep the books of the WVA.
  - Send out invoices and reminders.
  - Pay bills and reimbursements.
  - Prepare the accounts of the WVA.
  - Audit the accounts through an official recognised Accountant
  - Supervise fundraising and sponsorships for WVA projects.

- Overall responsibility for a high level of internal and external communication including:
  - Maintain and update the WVA Website (webmaster)
  - Bi-monthly electronic newsletter for the constituency as well as the international governmental and non-governmental organisations on progress in WVA activities as well as regional activities of global interest
  - Prepare and submit articles for the national veterinary journals
  - Identify and establish contact with global orientated mass media like BBC-World and CNN
- Membership maintenance and development

The WVA needs a secretariat that can provide the following facilities:

- Office hours customary for the country.
- A stable national telephone system to and from the site of the Secretariat with an answering machine informing on opening hours and with the possibility of leaving a message.
- A stable national postal service to and from the site of the Secretariat.
- A fax connection to and from the Secretariat.
- Modern office technology with Internet connection and e-mail facilities.
- Possibility for hosting WVA EXCOM and Council meetings within or nearby the site of the Secretariat.
- In-house printing (photocopy - black and white as well as colour) facilities for documents including all day-to-day correspondence, documents for all WVA Meetings, WVA Circulars, Basic Material etc.

These services can be combined in any staff combination suitable for the applicant; however WVA requires having an Executive Secretary with a veterinary background and proven administrative skills made responsible for the overall secretarial assistance to WVA. The Executive Secretary can only be replaced after consultation of the President or EXCOM. WVA needs to have an External Auditor.

The WVA seeks your specifications and tender in US\$ or in your local currency which must, however, be freely convertible internationally for providing the above-mentioned secretarial assistance including all staff (salary, social security, pension etc.) and office expenses. A flat fee or a combination of flat fee for fixed costs and hourly rates for variable costs can be accepted.

Expenditure for staff travelling to WVA meetings, printing costs of brochures etc. decided by the WVA EXCOM, Council, Presidents' Assembly are additional expenses and not to be included in your offer.