

# TERMS OF REFERENCE

## DEVELOPMENT OF AN EMERGENCY PREPAREDNESS AND RESPONSE PLAN FOR THE CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

<b>1. BACKGROUND INFORMATION</b> .....	<b>2</b>
1.1. Partner country .....	2
1.2. Contracting Authority .....	2
1.3. Background.....	2
1.4. Current situation in the sector .....	2
<b>2. OBJECTIVE, PURPOSE &amp; EXPECTED RESULTS</b> .....	<b>2</b>
2.1. Overall objective (s) .....	2
2.2. Purpose .....	3
2.3. Results to be achieved by the Contractor.....	3
<b>3. ASSUMPTIONS &amp; RISKS</b> .....	<b>3</b>
3.1. Assumptions underlying the project .....	3
3.2. Risks .....	3
<b>4. SCOPE OF THE WORK</b> .....	<b>3</b>
4.1. General.....	3
4.2. Specific work.....	3
4.3. Project Management .....	5
<b>5. LOGISTICS AND TIMING</b> .....	<b>5</b>
5.1. Location.....	5
5.2. Start date & Period of implementation of tasks .....	5
<b>6. REQUIREMENTS</b> .....	<b>5</b>
6.1. Staff .....	5
6.2. Office accommodation.....	6
6.3. Facilities to be provided by the Contractor.....	6
6.4. Equipment.....	6
<b>7. REPORTS</b> .....	<b>6</b>
7.1. Reporting requirements .....	6
7.2. Submission and approval of reports .....	6
<b>8. MONITORING AND EVALUATION</b> .....	<b>7</b>
8.1. Definition of indicators.....	7
8.2. Special requirements .....	8
<b>9. PAYMENT SCHEDULE</b> .....	<b>7</b>

# **1. BACKGROUND INFORMATION**

## **1.1. Partner country**

All CARPHA Member States

## **1.2. Contracting Authority**

Caribbean Public Health Agency (CARPHA)

## **1.3. Background**

Public health systems play an integral role in preparing communities to respond to and recover from threats and emergencies. The public health consequences of disasters and emergencies can be far reaching. During the initial response, the people and communities that are impacted must rely on local community resources and then on external support. As a result, all state, local, and territorial emergency response stakeholders must be prepared to coordinate, cooperate, and collaborate with cross-sector partners and organizations at all governmental levels when emergencies occur, regardless of the type, scale, or severity.

## **1.4. Current situation in the sector**

Health emergency preparedness and response coordination' is listed in the Caribbean Public Health Agency (CARPHA) Inter-governmental agreement as one of the main functions of the agency. As such, the Agency maintains close collaborative partnerships with regional preparedness and response agencies such as the Pan American Health Organization, the Caribbean Disaster Emergency Management Agency, the Regional Security System and the CARICOM Implementation Agency for Crime and Security.

CARPHA has played a pivotal role in supporting response to public health incidents such as during the 2013/14 chikungunya virus epidemic, preparedness for the possible introduction of Ebola into the region during the 2014 Ebola outbreak in West Africa and the 2015/16 zika virus epidemic. In response to these events, a number of activities related to Preparedness, Epidemiology and Laboratory, Communication, Public Information and Community Outreach, and Resource Mobilisation were performed.

Given the region's vulnerability to multiple hazards such as earthquakes, tropical storms and volcanic eruptions, CDEMA convened a Regional Early Warning Systems Consortium (REWSC) in June 2017. The role of the RESWC is to serve as a strategic and advisory body for the advancement and strengthened coordination of Early Warning Systems within the Caribbean Region taking into consideration the realities of a changing climate. As one of the regional agencies involved in emergency preparedness and response to public health incidents, CARPHA is represented at consortium meetings and activities by the Director, Surveillance, Disease Prevention and Control.

It is important that the Agency presents a single integrated plan to oversee the execution of all of these activities.

# **2. OBJECTIVE, PURPOSE & EXPECTED RESULTS**

## **2.1. Objective (s)**

The overall objective of the project of which this contract will be a part is to contribute to improving public health of the Caribbean population.

## **2.2. Purpose**

The purpose of this contract is to improve CARPHA's capacity to respond to public health emergencies

## **2.3. Results to be achieved by the Contractor**

The Contractor is expected to achieve the following results:

- **Result 1:** Inception Report developed and submitted for the approval of the Project Manager
- **Result 2:** Emergency Preparedness and Response Plan developed for CARPHA
- **Result 4:** Draft Final Report developed and submitted in accordance with the reporting requirements in Section 7.1 of these Terms of Reference.
- **Result 5:** Final Report developed and submitted in accordance with the reporting requirements in Section 7.1 of these Terms of Reference

## **3. ASSUMPTIONS & RISKS**

### **3.1. Assumptions underlying the project**

- Information and literature required by the Consultant will be available.
- Internal and External stakeholders are available to provide technical inputs

### **3.2. Risks**

- That the abovementioned assumptions do not hold true

## **4. SCOPE OF THE WORK**

### **4.1. General**

#### **4.1.1. Description of the assignment**

The Consultant will receive guidance as required from the Director of Surveillance, Disease Prevention and Control. Data and information will be provided by the Head of Health Information, Communicable Disease and Emergency Response. Technical guidance and input will be provided by the departments and other collaborating agencies that CARPHA works with in public health emergency response.

The consultant will be required to conduct a thorough technical analysis of feasible models and systems and develop detail plan document by providing detailed inputs. The Consultant will widely consult with the relevant stakeholders and review existing documents to prepare the plan. The Consultant will have to coordinate data/information collection, literature review, and consultations with all relevant stakeholders.

#### **4.1.2. Target groups**

**CARPHA Incident Management Team and stakeholders that participate in Emergency Preparedness and Response work in the Caribbean Region**

#### **4.1.3. Specific work**

The project will include the specific work tasks:

**Result 1: Inception Report developed and submitted for the approval of the Project Manager**

- 1.1 Engage in an initial briefing with the Project Manager and other relevant CARPHA personnel to discuss the scope of the work to be undertaken, the approach and any other issues pertaining to the Project upon the commencement of the Consultancy.
- 1.2 Engage in an initial briefing with relevant external stakeholders to discuss the project. The Project Manager will coordinate these initial briefings.
- 1.3 Prepare and submit for the approval of the Project Manager, an Inception Report which includes the template/structure of the Emergency Plan, the timelines for the specific project activities and the methodology for the activities

**Result 2: Emergency Preparedness and Response Plan developed for CARPHA**

- 2.1 Conduct desk review and analysis of information on disaster preparedness and management priorities and activities of the Agency
- 2.2 Consult with key internal and external stakeholders and secure their technical inputs to be incorporated into the Plan. Ensure synergy and linkage of the Plan with other agencies such as CDEMA and PAHO
- 2.3 Develop the Plan, which must include the following core elements:
  - emergency preparedness and response
  - maintaining emergency stockpiles including procedures for its release, replenishment and distribution
  - efficient response and relief during emergencies
  - Staff deployment
- 2.4 Present the Plan to internal and external stakeholders. (The Project Manager will assume responsibility for the administrative/logistical arrangements for the Presentation of the Plan).
- 2.5 Incorporate comments of internal and external stakeholders into a revised version of the Plan.

**Result 3: Draft Final Report developed and submitted in accordance with the reporting requirements in Section 7.1 of these Terms of Reference.** The submission must be a comprehensive report comprising the work conducted by the Consultant, the challenges encountered, and actions taken to address challenges. The Emergency Preparedness and Response Plan should be set out as an Annex to the Draft Final Report.

**Result 4: Final Report developed and submitted in accordance with the reporting requirements in Section 7.1 of these Terms of Reference.**

An indicative implementation schedule is provided below.

Results/Activities	Mth 0	Mth 1	Mth 1	Mth2
Singing of contract	◆			
Result 1: Inception Report		◆ (Week 2)		
Result 2: Draft Emergency Preparedness Plan developed			◆ Week 4	
Result 4: Draft Final Report				◆ Week 2
Result 5: Final Report				◆

--	--	--	--	--

## **4.2. Project Management**

### **4.2.1. Responsible Body**

The Surveillance, Disease Prevention and Control (SDPC) Department of CARPHA will be responsible for the management and coordination of the Project

### **4.2.2. Management Structure**

Project management structure will consist of the following structures:

The Head, Health Information, Communicable Disease and Emergency Response, at CARPHA, will be the Project Manager and will have overall responsibility for the Project. The Project Manager will retain oversight for the consultancy and will also be responsible for the day-to-day supervision of project activity.

The Project Manager shall be responsible for approving all reports.

### **4.2.3. Facilities to be provided by the Contracting Authority**

CARPHA shall:

- Provide the Contractor with information on disaster preparedness and management priorities and activities of the Agency
- Introduce the Contractor to internal and external stakeholders and facilitate initial briefings
- Coordinate the administrative/logistical arrangements for the presentation of the first Draft of the Plan by the Consultant

## **5. LOGISTICS AND TIMING**

### **5.1. Location**

The operational base for this consultancy is Port of Spain, Trinidad (CARPHA POS Campus).

### **5.2. Start date & Period of implementation of tasks**

The intended start date is September 2019 and the period of implementation of the contract will be no more than 4 months from the project start date. Approximately 2 months of the Consultant's time will be required during this period.

## **6. REQUIREMENTS**

### **6.1. Staff**

#### **6.1.1. Key expert**

The Key expert has a crucial role in implementing the contract.

#### **Key Expert 1:**

Qualifications and skills

- Advanced university degree in Social Sciences, Public Health, Law or a related technical field
- Direct experience in working in public health emergencies
- Minimum of 5 years of humanitarian or related work experience, including previous experience working in a conflict affected area and/or natural disaster
- Experience in programming natural disasters
- Proven leadership skills, including the ability to set priorities, manage time effectively, and contribute to a team environment of respect, recognition, and mutual accountability
- Excellent spoken and written English
- Excellent communication skills
- Experience working with Caribbean countries will be an asset.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

## 6.2. Office accommodation

No office accommodation is required.

## 6.3. Facilities to be provided by the Contractor

The Contractor shall be required to provide his/her personal computer (e.g. laptop or tablet) for use during this project.

## 6.4. Equipment

No equipment is to be purchased on behalf of the Contracting Authority/partner country as part of this service contract or transferred to the Contracting Authority/partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

# 7. REPORTS

## 7.1. Reporting requirements

The Contractor will submit the following reports to the Project Manager.

Name of Report	Content	Time of Submission
Inception Report	<ul style="list-style-type: none"> <li>• The template/structure of the Emergency Plan, the workplan/timelines for the specific project activities and the methodology for the activities</li> </ul>	No later than end of 2 <b>weeks</b> from the start date of the contract
Draft Final Report	<ul style="list-style-type: none"> <li>• a comprehensive report comprising the work conducted by the Consultant, the challenges encountered, and actions taken to address challenges. The Emergency Preparedness and Response Plan should be set out as an Annex to the Draft Final Report.</li> </ul>	No later than 2 <b>weeks</b> before the end of the contract
Final Report	<ul style="list-style-type: none"> <li>• Same specifications as the Draft Final Report, incorporating any comments received from the Project Manager on the Draft Final Report</li> </ul>	No later than 1 <b>week</b> after receipt of comments on the Draft Final Report

## 7.2. Submission and approval of reports

All reports and outputs shall be submitted to the Project Manager in electronic form by email. In addition, two (2) hard copies of the reports/outputs shall be submitted to the Project Manager. The Project Manager is responsible for approving the reports.

The Project Manager reserves the right to request any necessary revisions of the documents to reach an appropriate outcome and quality control requirements.

## **8. MONITORING AND EVALUATION**

### **8.1. Definition of indicators**

Implementation performance will be measured by:

- Quality of output document: The quality of output documents shall be judged by its clarity
- Timely submission of outputs specified in Section 7.1 above

### **8.2. Special requirements**

There are no special requirements

## **9. PAYMENT SCHEDULE**

25% of the value of the contract	Upon submission and approval of the Inception Report and submission of invoice
50% of the value of the contract	On submission and approval of Draft Final Report
25% of the value of the contract	Upon submission and approval of the Final Report