



REQUEST FOR EXPRESSION OF INTEREST (REOI):

CONSULTANCY TO SUPPORT THE DEVELOPMENT OF THE CARPHA STATE OF PUBLIC HEALTH REPORT 2020: COVID-19 IN THE CARIBBEAN: OPPORTUNITIES, CHALLENGES AND LESSONS LEARNT TO IMPROVE HEALTH AND WELL BEING.

CONSULTANCY

The Caribbean Public Health Agency (CARPHA), with funding from the 11th EDF Programme of Support for Health Security Strengthening for Prevention and Control of Outbreaks of Communicable Diseases in the Caribbean, is seeking to engage a consultant to develop CARPHA's State of Public Health Report (SPHR) entitled 'COVID-19 in the Caribbean: Opportunities, Challenges and Lessons Learnt to Improve Health and Well-Being'

BACKGROUND

In 2008 Heads of Government of the Caribbean Community (CARICOM) approved the establishment of CARPHA. In 2011, an Inter-Governmental Agreement (IGA) formally established the formation of CARPHA, and its official functioning began in 2013. In conformance with the functions of CARPHA under the IGA, an annual State of Public Health Report (SPHR) is to be produced. This document should give guidance to CARPHA Member States (CMS) on health priorities and assist in planning and policy formulation to improve the status of health in CMS. It should also serve as a guide to International Agencies and Partners for prioritization of technical assistance, support and funding in the region. Additionally, it serves as an advocacy tool for regional bodies key to policy formulation.

Whilst SPHR around the world which focus on one country, the CARPHA report has the peculiarity of covering multiple countries¹ with varying levels of development, population sizes as well as cultural and political characteristics. It has also made a strategic decision to produce topic specific reports for a given period to maximise and highlight the public health priorities or issues with which its Member States are confronted. This poses a challenge balancing the broader regional perspective and national information. CARPHA has now produced four (4) SPHR, the Inaugural issue in 2013, the second issue covering 2014-2016 (Surveillance, Vector Borne Diseases, Childhood Obesity), third issue 2017-2018 (Climate Change and Health) and fourth issue 2019 (Healthy Ageing in the Caribbean).

¹ Allen, C & West, R (2017). The Development of a State of Caribbean Public Health Report 2014-2016, with Recommendations for Future Reports: Consultancy Report. In. Port of Spain, Trinidad and Tobago: Caribbean Public Health Agency.

OBJECTIVE OF THE PROJECT

The overall objective of the project of which this contract will be a part is as follows:

To improve the public health of the Caribbean population and the sustainable development of the region.

ELIGIBILITY

If shortlisted and invited to submit a tender, Participation in tender procedures managed by the beneficiary(ies) is open on equal terms to all natural who are nationals of and legal persons (participating either individually or in grouping-consortium – of tenderers) effectively established in a Member State or a country, territory or region mentioned as eligible by the relevant regulations/basic act governing the eligibility rules for the grant as per **Annex A2a – PART II** to the practical guide.

<https://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Tenderers must state their nationality in their tenders and provide the usual proof of nationality under their national legislation.

The rule does not apply to the experts proposed under the service tenders financed by the grant.

GROUNDS FOR EXCLUSION

If shortlisted and invited to submit a tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

PROTECTION OF PERSONAL DATA

Processing of personal data related to this procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

The Request for Expression of Interest (REOI), the tender procedure and the contract relate to an external action funded by the EU, represented by the European Commission. If processing your reply to the invitation to tender involves transfer of personal data (such as names, contact details and CVs) to the European Commission, they will be processed solely for the purposes of the monitoring of the procurement procedure and of the implementation of the contract by the Commission, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. For the part of the data transferred by the contracting authority to the European Commission, the controller for the processing of personal data carried out within the Commission is the head of legal affairs unit of DG International Cooperation and Development.

Details concerning processing of your personal data by the Commission are available on the privacy statement at:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

In cases where you are processing personal data in the context of participation to a tender (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the details of the processing and communicate the above mentioned privacy statement to them.

OBJECTIVE OF THE CONTRACT

To provide support for evidence-informed policy decisions on the COVID-19 pandemic response in the Caribbean region.

More specifically, a Consultant will be contracted to develop CARPHA's State of Public Health Report (SPHR) entitled 'COVID-19 in the Caribbean: Opportunities, Challenges and Lessons Learnt to Improve Health and Well-Being'.

SELECTION CRITERIA

For Key Expert 1: Lead Consultant/Research Specialist

Qualifications and skills:

- At least a postgraduate Degree in Public Health or Epidemiology or related field.

General Professional Experience:

- Minimum of five years' experience (more than 5 years will be given further consideration) in conducting research projects in the area of public health.
- Minimum of five years' experience in the use of databases and statistical programmes (more than five years' experience will be given further consideration)
- Excellent oral and written communication skills

Specific Professional Experience:

- At least five years' experience working in public health (more than 5 years will be given further consideration)
- Minimum of five years of data collection and analysis experience (more than 5 years will be given further consideration)
- Experience as a Lead Consultant/Team Leader on at least two (2) similar projects
- An understanding of public health issues along with the cultural and political challenges faced by Caribbean territories as demonstrated by involvement in projects treating with public health issues.
- Experience working in the Caribbean region or a similar region.

For Key Expert 2: Consultant/Communication Specialist

Qualifications and skills

At least a Master's degree in Health Promotion, Public Health, Mass Communications or a related field.

General Professional Experience:

- At least three (3) years' work experience in public health, preferably in the Caribbean region.
- At least three (3) years' work experience in developing communication or social marketing strategies and plans.
- Demonstrable experience producing health-related information, communication, education, products an asset.
- Excellent communication skills, oral and written.

Specific Professional Experience:

- At least three (3) years' work experience in developing Information Education Communication (IEC) products

- An understanding of public health issues along with the cultural and political challenges faced by Caribbean territories as demonstrated by involvement in projects treating with public health issues.
- Experience working in the Caribbean region or a similar region.

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

BUDGET:

The maximum amount for this activity is EURO 60,000.00 (inclusive of all incidentals)

IMPLEMENTATION

The **indicative** period of the contract is: September/October 2021 to April/May 2022, a duration of seven (7) months.

INVITATION

CARPHA invites eligible consultants to indicate their interest in providing the services. Interested consultants ***must provide*** information indicating that they are qualified to perform the services (CV's, brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, business profile, etc.). Suitably qualified consultants will be short-listed and invited to tender for the Project through a competitive procedure.

DEADLINE FOR SUBMITTING EXPRESSIONS OF INTEREST

Expressions of interest must be delivered in English by email, to the address below by

Monday 16th August 2021 at 4.30 pm Atlantic Standard Time (AST) to:

E-mail: lalkhash@CARPHA.ORG

Sharda Lal-Khanai
Procurement Officer
Caribbean Public Health Agency
16-18 Jamaica Boulevard
Federation Park
St. Clair
PORT OF SPAIN
Telephone: 1-868-622-4261/2
Fax: 1-868-622-2792

EOI's must be submitted using the template below

Expression of Interest

CONSULTANCY TO SUPPORT THE DEVELOPMENT OF THE CARPHA STATE OF PUBLIC HEALTH REPORT 2020: COVID-19 IN THE CARIBBEAN: OPPORTUNITIES, CHALLENGES AND LESSONS LEARNT TO IMPROVE HEALTH AND WELL BEING.

1 SUBMITTED by <i.e. the identity of the Candidate (Organizations/Company/Joint Ventures/Individuals)>

	Name(s) of legal entity or entities making this EOI (if you are an organization/company or an individual, please fill in name in row (1). For Joint Ventures: rows (2) and (3).	Nationality ²
(1) Organization /Company or Individual		
(2) Leader ³		
(3) Member		
Etc...		

2 CONTACT PERSON (for this EOI) (The representative of the organization/company or Joint Venture) or (for an individual applicant)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3. Applicants are requested to describe how they fulfil the selection criteria listed in this call.

KEY EXPERT 1 : Team Leader - Lead Consultant/Research Specialist	
<ul style="list-style-type: none"> At least a postgraduate Degree in Public Health or Epidemiology or related field. 	YES <input type="checkbox"/> NO <input type="checkbox"/>

² Country in which the legal entity is registered.

³ Add / delete additional lines for consortium members as appropriate. **Note** that a subcontractor is not considered to be a consortium member for the purposes of this EOI form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this EOI is submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of EOIs indicated in the REOI and the award of the contract is not permitted without the prior written consent of the CARPHA.

<ul style="list-style-type: none"> • Minimum of five years' experience (more than 5 years will be given further consideration) in conducting research projects in the area of public health. • Minimum of five years' experience in the use of databases and statistical programmes (more than five years' experience will be given further consideration) • Excellent oral and written communication skills 	Please give brief statement of your compliance to the criteria for General Professional Experience
<p>Specific Professional Experience:</p> <ul style="list-style-type: none"> • At least five years' experience working in public health (more than 5 years will be given further consideration) • Minimum of five years of data collection and analysis experience (more than 5 years will be given further consideration) • Experience as a Lead Consultant/Team Leader on at least two (2) similar projects • An understanding of public health issues along with the cultural and political challenges faced by Caribbean territories as demonstrated by involvement in projects treating with public health issues. • Experience working in the Caribbean region or a similar region. 	Please give brief statement of your compliance to the criteria for Specific Professional Experience
KEY EXPERT 2 - : Consultant/Communication Specialist	
<p>Qualifications and skills</p> <p>At least a Master's degree in Health Promotion, Public Health, Mass Communications or a related field.</p>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>General Professional Experience:</p> <ul style="list-style-type: none"> • At least three (3) years' work experience in public health, preferably in the Caribbean region. • At least three (3) years' work experience in developing communication or social marketing strategies and plans. • Demonstrable experience producing health-related information, communication, education, products an asset. • Excellent communication skills, oral and written. 	Please give brief statement of your compliance to the criteria for General Professional Experience
<p>Specific Professional Experience</p> <ul style="list-style-type: none"> • At least three (3) years' work experience in developing Information Education Communication (IEC) products • An understanding of public health issues along with the cultural and political challenges faced by Caribbean territories as demonstrated by involvement in projects treating with public health issues. • Experience working in the Caribbean region or a similar region. 	Please give brief statement of your compliance to the criteria for Specific Professional Experience

4 STATEMENT

I, the undersigned, the authorized signatory of the above Consultant (for consortiums, this includes all consortium members), hereby declare that we have examined the REOI referred to above. If our EOI is short-listed, we fully intend to submit a tender to provide the services requested in the tender documents.

Following the assessment of the submissions, a shortlist of not less than three, and not more than eight applicants will be provided with the terms of reference and invited to submit technical and financial proposals to undertake the assignment. CARPHA reserves the right to reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest

We are fully aware that, for consortia, the composition of the consortium cannot be changed in the course of the tender procedure, unless CARPHA has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards CARPHA concerning participation in the above tender procedure and any contract awarded to us as a result of it.

Signed on behalf of the Consultant

Name	
Signature	
Date	

