



Funded by the European Union



REQUEST FOR EXPRESSION OF INTEREST (REOI):

CONSULTANCY TO SUPPORT THE INSTITUTIONALISATION OF RESULTS-BASED MANAGEMENT (RBM) IN THE CARIBBEAN PUBLIC HEALTH AGENCY

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 support the development of the Agency's Results Oriented Strategic Plan (2022-2025); design and implement a web-based results based management system to support the monitoring of, and reporting on the implementation of the Strategic Plan and the portfolio of International Development Partner (IDP)-funded projects that support the implementation of the Strategic Plan; deliver training to targeted staff in the areas of RBM and/or Monitoring and Evaluation (M&E).

BACKGROUND

Over the past few decades, there has been constant pressure on governments and implementing agencies around the world for greater transparency and accountability to taxpayers for the use of public resources. Public concern in the face of escalating national account deficits and the need for more transparent and accountable governance has been an important factor in the evolution of modern management. Historically, governments and implementing organizations focussed their attention on inputs and activities at the expense of actual results. This limited the effectiveness of what their development actions were aiming to achieve. Results-based management was introduced to address this problem.

Results-based management (RBM) also known as performance management, has been adopted by many governments and donor agencies to provide a coherent framework for learning and accountability in a decentralized environment. RBM supports the on-going transition from an annual budget exercise to a strategy-driven corporate planning cycle, and from an internal management focus on inputs and activities to an outward-looking orientation centered on achieving results through partnerships. RBM emphasizes development effectiveness and accountability and supports a culture focusing on results on the ground, greater transparency and participation, moving away from inputs and processes to outputs, outcomes and ultimate impact.

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.

GROUNDINGS 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

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

More specifically, a Consultant will be engaged with (i) the development of CARPHA's results-oriented Strategic Plan (2022-2025), (ii) the design and implementation of a web-based results-based management system to support the monitoring of, and reporting on the implementation of the Strategic

Plan and the portfolio of IDP-funded projects that support the implementation of the Strategic Plan, and (iii) the delivery of training to targeted staff in the areas of RBM and/or Monitoring and Evaluation (M&E).

SELECTION CRITERIA

For Key Expert 1: Team Leader (Strategic Planning/Results Based Management Specialist)

Qualifications and skills:

- At least a Master's degree (or equivalent) in Strategic Management, Public Administration, Public Sector Management, Management Studies, Operations Management, Economics or a related field
- Specialised certification and/or training in Results based management from a recognized institution

General Professional Experience:

- At least seven (7) years' experience in strategic planning, performance monitoring, evaluation.
- At least five (5) years of progressive responsibility in the design and implementation of results-based planning, monitoring and reporting systems.

Specific Professional Experience:

- Direct experience in developing strategic plans for at least two organisations/entities/Ministries
- Direct experience developing RBM systems for at least two (2) organisations/entities/Ministries
- At least three (3) years' experience designing data collection methods and instruments for adequate monitoring and evaluation of performance, for organisations of varying size and capacity (small to large).
- At least three (3) years' experience translating high-level, multi-year strategic objectives to the operational/implementation level
- At least three (3) years' experience in delivering training in strategic planning, results-based management, monitoring and evaluation.
- At least two (2) years' experience of engaging senior government officials in the Caribbean and/or other similar regions.
- An understanding of public health issues along with the cultural and political challenges faced by Caribbean and/or other similar territories as demonstrated by involvement in projects treating with public health issues
- At least three (3) years' experience working in the Caribbean and/or other similar regions.

For Key Expert 2: Performance Management/Monitoring and Evaluation Specialist

Qualifications and skills

- At least a Master's degree (or equivalent) in Social Sciences in Strategic Management, Public Administration, Public Sector Management, Management Studies, Operations Management, Economics or a related field
- Specialised certification and/or training in Results based management from a recognised institution

General Professional Experience:

- At least five (5) years of progressive responsibility in the design and implementation of results-based planning, monitoring and reporting systems

Specific Professional Experience:

- At least three (3) years' experience in the delivery of training in results-focused programme/project cycle management, including training/workshop facilitation
- At least three (3) years' experience in supporting the design of RBM systems, and conducting monitoring and/or evaluation activities
- At least three (3) years' experience in developing RBM/M&E procedures manuals
- An understanding of public health issues along with the cultural and political challenges faced by Caribbean and/or other similar territories as demonstrated by involvement in projects treating with public health issues
- At least three (3) years' experience working in the Caribbean and/or other similar regions.

For Key Expert 3: Information Technology Specialist

Qualifications and skills

- At least a Master's degree (or equivalent) in Information Technology, Information Management, or a related field

General Professional Experience:

- At least five (5) years' specific experience in developing IT solutions and providing IT support and maintenance services.
- At least five (5) years' experience in developing and managing databases within the non-profit sector.

Specific Professional Experience:

- At least three (3) years' experience in developing and managing databases within the non-profit sector.
- At least three (3) years' experience in the development and deployment of web technologies and development of web-based information systems.
- An understanding of development results and Results Based Management concepts
- At least three (3) years' experience working in the Caribbean and/or other similar regions.

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 290,000.00 (inclusive of all incidentals)

IMPLEMENTATION

The **indicative** period of the contract is: April/May 2021 to Jan/Feb 2023, a duration of **21 (twenty-one) 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

Friday 12th February, 2021 at 4.30 pm Atlantic Standard Time (AST) to:

E-mail: lalkhash@CARPHA.ORG

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

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 INSTITUTIONALISATION OF RESULTS-BASED MANAGEMENT (RBM) IN THE CARIBBEAN PUBLIC HEALTH AGENCY

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 ¹
(1) Organization /Company or Individual		
(2) Leader ²		
(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 (Strategic Planning/Results Based Management Specialist)	
<ul style="list-style-type: none"> At least a Master's degree (or equivalent) in Strategic Management, Public Administration, Public Sector Management, Management Studies, Operations Management, Economics or a related field 	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> Specialised certification and/or training in Results based management from a recognized institution 	

¹ Country in which the legal entity is registered.

² 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.

<p>General Professional Experience</p> <ul style="list-style-type: none"> • At least seven (7) years' experience in strategic planning, performance monitoring, evaluation. • At least five (5) years of progressive responsibility in the design and implementation of results-based planning, monitoring and reporting systems. 	<p>Please give brief statement of your compliance to the criteria for General Professional Experience</p>
<p>Specific Professional Experience:</p> <ul style="list-style-type: none"> • Direct experience in developing strategic plans for at least two organisations/entities/Ministries • Direct experience developing RBM systems for at least two (2) organisations/entities/Ministries • At least three (3) years' experience designing data collection methods and instruments for adequate monitoring and evaluation of performance, for organisations of varying size and capacity (small to large). • At least three (3) years' experience translating high-level, multi-year strategic objectives to the operational/implementation level • At least three (3) years' experience in delivering training in strategic planning, results-based management, monitoring and evaluation. • At least two (2) years' experience of engaging senior government officials in the Caribbean and/or other similar regions. • An understanding of public health issues along with the cultural and political challenges faced by Caribbean and/or other similar territories as demonstrated by involvement in projects treating with public health issues • At least three (3) years' experience working in the Caribbean and/or other similar regions 	<p>Please give brief statement of your compliance to the criteria for Specific Professional Experience</p>
<p>KEY EXPERT 2 - : Performance Management/Monitoring and Evaluation Specialist</p>	
<p>Qualifications and skills</p> <ul style="list-style-type: none"> • At least a Master's degree (or equivalent) in Social Sciences in Strategic Management, Public Administration, Public Sector Management, Management Studies, Operations Management, Economics or a related field • Specialised certification and/or training in Results based management from a recognised institution 	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>

<p>General Professional Experience:</p> <ul style="list-style-type: none"> At least five (5) years of progressive responsibility in the design and implementation of results-based planning, monitoring and reporting systems 	<p>Please give brief statement of your compliance to the criteria for General Professional Experience</p>
<p>Specific Professional Experience:</p> <ul style="list-style-type: none"> At least three (3) years' experience in the delivery of training in results-focused programme/project cycle management, including training/workshop facilitation At least three (3) years' experience in supporting the design of RBM systems, and conducting monitoring and/or evaluation activities At least three (3) years' experience in developing RBM/M&E procedures manuals An understanding of public health issues along with the cultural and political challenges faced by Caribbean and/or other similar territories as demonstrated by involvement in projects treating with public health issues At Least three (3) years' experience working in the Caribbean and/or other similar regions. 	<p>Please give brief statement of your compliance to the criteria for Specific Professional Experience</p>
<p>KEY EXPERT 3 - : Information Technology Specialist</p>	
<p>Qualifications and skills</p> <ul style="list-style-type: none"> At least a Master's degree (or equivalent) in Information Technology, Information Management, or a related field 	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>General Professional Experience:</p> <ul style="list-style-type: none"> At least five (5) years' specific experience in developing IT solutions and providing IT support and maintenance services. At least five (5) years' experience in developing and managing databases within the non-profit sector. 	<p>Please give brief statement of your compliance to the criteria for General Professional Experience</p>

<p>Specific Professional Experience:</p> <ul style="list-style-type: none"> • At least three (3) years' experience in developing and managing databases within the non-profit sector. • At least three (3) years' experience in the development and deployment of web technologies and development of web-based information systems. • An understanding of development results and Results Based Management concepts • At least three years' experience working in the Caribbean and/or other similar regions. 	<p>Please give brief statement of your compliance to the criteria for Specific Professional Experience</p>

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.

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	