

## TERMS OF REFERENCE

### REGIONAL (RG-T4387)

#### CARIBBEAN PUBLIC HEALTH LABORATORY NETWORK (CARIPHLN) COORDINATOR

## 1. BACKGROUND

The Caribbean Public Health Agency (CARPHA), as the lead regional public health agency and an expression of Caribbean Cooperation in Health, is mandated by its Inter-governmental Agreement (IGA) to support its 26 Member States in bolstering national systems and coordinating regional response to public health threats. CARPHA has established programs for pandemic prevention, preparedness, and response (PPR) and coordination (Communicable Diseases, Emergency Response, Tourism and Health, Foodborne, Vector-borne, and Field Epidemiology) and serves as the Regional Reference Laboratory. The Agency works closely with regional and international agencies and uses regional mechanisms, surveillance systems, and networks for coordinating its public health response work. CARPHA is competent in all three areas of PPR and has a successful track record of the same, as demonstrated by its regional COVID-19 response. The Agency is uniquely positioned for successfully implementing PPR capacities in the region, and to leverage its coordinating ability to encourage complementarity.

The Pandemic Fund (PF), established in September 2022, is the first multilateral financing mechanism dedicated to providing multiyear grants to help low- and middle-income countries become better prepared for future pandemics. The PF's first Call for Proposals provides additional financing to strengthen PPR capabilities and address critical gaps in low- and middle-income countries through investments and technical support at the national, regional, and global levels. It is expected to support and reinforce capacity building and implementation of pandemic prevention, preparedness, and response (PPR) under the IHR (2005) and other legal frameworks, consistent with the One Health approach. The three high-priority areas are:

- Comprehensive disease surveillance and early warning systems (EWS)
- Laboratory systems
- Human resources and public health and community workforce capacity.

In August 2023, the PF Governing Board announced that CARPHA's regional entity proposal, entitled '*Reducing the Public Health Impact of Pandemics in the Caribbean through Strengthened Integrated Early Warning Surveillance, Laboratory Systems and Workforce Development*' was successfully selected for the first round of financing. CARPHA is the Executing Agency and the IDB is the Implementing Entity.

The Goal of this Project is to Reduce the Public Health Impact of Pandemics in the Caribbean through Prevention, Preparedness, and Response. The Objective is to support CARPHA in reducing the public health impact of pandemics in the Caribbean region by building PPR surveillance & EWS, laboratory systems and workforce capacity regionally at CARPHA and at country levels.

The Project comprises the following five components:

- Component 1: Strengthening and Expanding Integrated EWS
- Component 2: Expansion of Laboratory Systems
- Component 3: Workforce Development
- Component 4: Regional Strategic Coordination, Collaboration & Commitment to Pandemic Response
- Other Costs: Project Management

The Consultancy is concerned with Components 2 and 4 and seeks an Individual to function as the **Caribbean Public Health Laboratory Network (CariPHLN) Coordinator** in the Project Execution Unit (PEU).

## 2. OBJECTIVE

The CariPHLN is a Caribbean specialized network having mission, objectives, composition, functions, members, and collaborators that were established under terms of reference. CARPHA core objectives that relate to laboratory networks are the following: a) To support and coordinate development of regional standards and networks related to laboratory practice, other public health, information and communication systems, and b) Conduct relevant research on public health priorities for the Caribbean. As such CARPHA established the CariPHLN, whose coordination and management is guided by the Executive Committee of CariPHLN with advice from the Technical Advisory Groups.

The objective of the **CariPHLN Coordinator** is to support the coordination of *the mechanism through which CARPHA would interact with the CMS to strengthen laboratory capacity in support of: (i) Surveillance, prevention, and control of important public health threats, (ii) Improved access to referral and specialized testing, (iii) Improved quality standards across the Region and (iv) improved Biorisk countermeasures.*

## 3. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The **CariPHLN Coordinator** will be required to:

- Support the annual review and approval of the CariPHLN terms of reference, structure and activities;
- Support the work of the Executive Committee and Chairs of the Technical Advisory Groups directly;
- Develop a business plan for the sustainability of CariPHLN;
- Coordinate and participate in CariPHLN activities that are virtual or in-person in CARPHA Member States, including facilitating access to subject matters experts on issues of quality, safety and training within the network to address the implementation of appropriate policies and systems;
- Promote the use of the Regional Integrated Laboratory Strategy with emphasis on the benefits of CariPHLN to achieve the harmonization of systems, standards and protocols that facilitate integration, interventions and monitoring in the field of Public Health Laboratories in the network;
- Coordinate communication and dissemination of information among member laboratories, agencies, and other networks for CariPHLN's effective and timely response;
- Advocate for, and support the development and implementation of policies, procedures and systems for promoting sound laboratory practices within CMS;
- Develop and maintain working relationships on behalf of CariPHLN with other networks and partners in the Region e.g. CASMET, CMLF, OECS, PAHO, PHAC, PANCAP, etc.
- Participate actively in efforts to mobilize resources and in the development of project proposals to obtain funding for the function of the laboratory network;
- Work with Project Director to ensure the pandemic funds activities are implemented in alignment with what is required by the relevant department leads;
- Interact with CARPHA departments and CARPHA Member States in accordance with the Projects Operations Manual, including aligning to CARPHA's communication protocols with MS and other stakeholders; and
- Execute any other project related tasks that are stated in the contract or that are assigned by the Project Director.

## EXPECTED DELIVERABLES

- Optimization of the network to facilitate more local testing and selective referral of samples.
- Boost the number of active members with regular sharing of certain reports.
- A CariPHLN business plan to be submitted for consideration by the CARPHA Executive Management Team;
- Monthly progress reports for activities conducted, challenges encountered, and mitigation steps taken to avoid recurrence;
- Quarterly progress reporting to the Project Director, and then members of CariPHLN;
- Reports and minutes available to reflect CariPHLN related activities undertaken including hosting CariPHLN meetings (virtual/face-to-face), teleconferences, and other relevant meetings;
- Submit at least two (2) proposals for funding CariPHLN;
- Prepare progress reports on activities of CariPHLN to be shared with the Project Director; and
- Prepare communications to be sent to member of CariPHLN for activities to be undertaken.

## 4. QUALIFICATIONS AND EXPERIENCE

### Academic Qualifications:

- Post graduate qualifications in Laboratory Management, Project management or health-related discipline.
- Certification/ Training in Project Management would be an asset.

### Experience:

- At minimum 5 years of experience in working a public health setting.
- At minimum 2 years of experience in Network Management would be an asset.
- Experience working in a regional organization would be an asset.
- Excellent leadership skills with effective and well-developed negotiating, conflict resolution, influencing, organization, and communication skills.

### Expert Knowledge and Skills:

- Ability to build an effective working team.
- Progressive experience at a senior decision-making level, in managing complex health programs/health systems at both national and regional levels.
- Decisiveness and problem-solving skills.
- Strong leadership, managerial and mentoring skills.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Knowledge of the CARPHA and IDB's operating procedures and guidelines would be an asset.
- Broad knowledge of management principles and practices including planning and budgeting.
- The ability to communicate ideas clearly and effectively is essential.
- Working knowledge of Microsoft Office - Word, Excel, PowerPoint, SharePoint, MS Project, etc.
- Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Webex, Microsoft Team, etc.

### Mandatory Compliance:

- **Eligibility:** as per *Policies for the Selection and Contracting of Consultants Financed by IDB-GN-2350-15 May 2019*: Section I. Clause 1.13 Eligibility. Information on Eligible Countries is at Annex 3.
- **No Conflict of Interest:** as per *Policies for the Selection and Contracting of Consultants Financed by IDB-GN-2350-15 May 2019*: Section I Clause 1.11 Conflict of Interest
- **Not Sanctioned by the Bank:** IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and->

[individuals%2C1293.html](#)

## 5. CHARACTERISTICS OF THE CONSULTANCY

- Type of Consultancy: Individual
- Duration: 25 months (first 6 months probationary)
- Place of Work: Caribbean Public Health Agency (CARPHA) HQ, Port of Spain, Trinidad, and Tobago
- Working Language: English

## 6. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

All payments will be made upon submission and acceptance of monthly invoices and timesheets by the Project Director (CARPHA Technical Lead).

## 7. CLIENT INPUT AND COUNTERPART PERSONNEL

CARPHA will provide the **CariPHLN Coordinator** with the applicable laws and policies, Operations Manual, relevant project documentation, office space and relevant computer equipment.

## 8. COORDINATION

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The **CariPHLN Coordinator** will report to the Technical Coordinator and Project Director (CARPHA Technical Lead) or designate. The Project Director (CARPHA Technical Lead) will be responsible for the coordination of activities under the contract, for accepting and approving reports on behalf of CARPHA, receiving and approving invoices for payment, and preparing performance evaluation reports.

The **CariPHLN Coordinator** is expected to collaborate, liaise or meet as required with specialist team members in the PEU, CARPHA's laboratory and other personnel, assigned subject matter experts, executives and stakeholders, and representatives of the IDB.

### Annex 1: Evaluation Criteria

Selection Component	Evaluation Criteria	Max Points
<b>1. Academic Qualifications</b>	Post graduate qualifications in Laboratory Management, Project management or health-related discipline.	15
	Certification/ Training in Project Management would be an asset.	5
<b>2. Required Experience</b>	At minimum 5 years of experience in working a public health setting.	10
	At minimum 2 years of experience in Network Management would be an asset.	5
	Experience working in a regional organization would be an asset	5
	Excellent leadership skills with effective and well-developed negotiating, conflict resolution, influencing, organization, and communication skills.	10
<b>3. Expert Knowledge and Skills</b>	Ability to build an effective working team.	10
	Progressive experience at a senior decision-making level, in managing complex health programs/health systems at both national and regional levels.	10
	Knowledge of government, public health, and international development agencies	10
	Knowledge of the CARPHA and IDB's operating procedures and guidelines would be an asset	10
	Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Webex, Microsoft Team, etc.	5
	Working knowledge of Microsoft Office - Word, Excel, PowerPoint, SharePoint, MS Project, etc.	5
<b>Total Points</b>		<b>100</b>

## Annex 2: Curriculum Vitae format

Name of Consulting Service:	
Name of Individual Consultant:	<i>[Insert full name]</i>
Date of Birth:	<i>[ day/month/year]</i>
<sup>1</sup> Nationality	

**Education:** *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]*

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**Experience Relevant to the Assignment:** *[Experience related to the services and tasks to be performed; professional skills according to the assignment requirements, and knowledge of administrative systems and government organization within the country of the Employer, Region or similar. List previous positions relevant to the Assignment in reverse order, provide dates, name of contracting organization, titles of positions held, types of activities performed that best illustrate capability to handle the services/tasks and location of the assignment. Provide contact information of previous Employers who can be contacted for references. past position that is not relevant to the assignment does not need to be included.]*

Period	Contracting Organization/type of services provided/ Title/Position; Contact Information for References	Country	Summary of Key Activities Performed relevant to the Assignment
<i>[e.g., May 2015-present]</i>	<i>[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, Deputy Minister]</i>		

<sup>1</sup> See Annex 3 of the Terms of Reference Outline for list of member countries of the Bank


**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**

**Consultant contact information:** *[e-mail....., Telephone No.....]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, experience, skills and knowledge and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Employer, and/or sanctions by the Bank.

Name of Consultant

Signature

Date *[day/month/year]*

(i) This CV correctly describes my qualifications, experience, skills and knowledge

(ii) I am employed by the Executing or the Implementing Agency

(iii) I was part of the team who wrote the Terms of Reference for this consulting

Yes	No

services assignment

(iv) I am currently debarred by a multilateral development bank (If yes, identify who)


I confirm that I will be available to carry out the assignment for which my CV is submitted in accordance with the scope of services and Consultant's reporting obligations set out in the Terms of Reference.

### Annex 3: Eligible Countries

This section lists the Bank's member countries, as well as the criteria to determine the nationality of consultants.

"Eligible countries are: Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People's Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, and United States, Uruguay and Venezuela.

Eligible Territories are:

- a) Guadeloupe, French Guiana, Martinique, Reunion – as Departments of France
- b) U.S. Virgin Islands, Puerto Rico, Guam – as Territories of the USA
- c) Aruba – as a constituent country of the Kingdom of the Netherlands; and Bonaire, Curacao, Saint Marten, Saba, St Eustatius – as Departments of the Kingdom of the Netherlands
- d) Hong Kong – as a Special Administrative Region of the People's Republic of China".

### Nationality and origin of Goods and Services Criteria

The policy provisions make it necessary to establish criteria to determine a) the nationality of the firms and individuals eligible to bid or participate in a bank-financed contract and b) the country of origin of goods and services. For these determinations, the following criteria shall be used:

#### **Nationality:**

**An individual** is considered to be a national of a member country of the Bank if he or she meets either of the following requirements:

- i. is a citizen of a member country; or
- ii has established his/her domicile in a member country as a "bona fide" resident and is legally entitled.