

TERMS OF REFERENCE

REGIONAL (RG-T4387)

PROJECT OPERATIONS 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 will serve to build 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
- Component 5: Other Costs: Project Management

The Consultancy is concerned with *Other Costs: Project Management* and seeks an individual to function as the **Project Operations Coordinator** in the Project Execution Unit of the Project.

2. OBJECTIVE

The objective of the **Project Operations Coordinator** under the guidance of the Director of Corporate Services and supervision of the Project Director, is to manage the Pandemic Fund-funded Project to ensure its efficient, effective and timely execution. The officer will be responsible for planning, organizing and providing the resources necessary for the timely and efficient execution of the project.

3. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The Project Operations Coordinator will be responsible for the overall administration of the Project with the following specific responsibilities:

Planning and Monitoring of Project Activities:

- Serve as the focal point for all operational matters related to the Project and promote adherence to, and compliance with guidelines, rules and procedures of CARPHA, the IDB, the Pandemic Fund and the relevant Development Partners (IDPs).
- Ensure that conditions precedent to disbursement are met in accordance with the agreed Project schedule and the IDB requirements.
- Provide day-to-day directions and inputs into Project planning and implementation processes.
- Prepare updates of Operation Plans and budget in collaboration with the Project Director, executing agency and implementing entity
- Oversee the alignment of the Pandemic Fund Project activities to the strategic priorities in CARPHA's Annual Work Plans (AWP) (in keeping with the Results Based Management (RBM)), and to the Project Pluriannual Execution Plan and Results Matrix.
- Monitor the implementation of all Project activities to ensure that they are implemented in line with the project workplan and CARPHA Strategic Plan.
- Identify risks, challenges and issues, where possible before they arise, and develop risk register/log and action plans to eliminate or minimize the issues.
- Conduct field visits, as required as part of a team, to assist in the verification of Project outputs in coordination with the Project Director.
- Develop the system for gathering and maintaining the data related to the different indicators.
- Monitor project implementation against the established indicators detailed in the Project Results Matrix (updates on figures will have to be provided at least quarterly).
- Monitor the progress of Project activities and analysis of variances of actual results against plans;
- Oversee the preparation of all required operational and financial reports, including work plans, action plans, progress reports, etc
- 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

Managing Project Implementation to achieve its objectives, outcomes and outputs

- Provide leadership and direction for project planning, implementation processes and project budget with full accountability to CARPHA, the IDB and the Pandemic Fund.

- Advise on Project implementation, including any modifications or refinement to achieve the Project's goals.
- Oversee the implementation and execution of the Project, and any modification or refinement to achieve the Project's goals as needed.
- Review of the status of the Project relative to the schedule.
- Supervise and contribute to the preparation of all required reports, including Workplans, Action Plans, Procurement Plan, Progress Reports and the preparation of specific strategic documents as required by the Project.
- In collaboration with the Finance Specialist, prepare expenditure forecasts and conduct periodic expenditure variance analyses with explanations for large variances.
- Review and analyze proposed expenditure to ensure that they are in alignment with the Project workplan and budget.
- Assist the Finance team with coordination related requests in preparation for financial audits.
- Review and evaluate the submitted documents for the procurement of goods, works and services.
- Review and provide comments on submittals and reports prepared by short-term consultants in a timely manner. This will include design and construction documents, capacity building proposals, etc.
- Coordinate the assignment of the resources to execute the activities approved in the Work Plan.
- Manage all consultancy engagements and ensure that the service providers and trainers perform according to CARPHA and IDB's standard of performance of services in a manner equal to or exceeding the required standards of professional skill and care.
- Coordinate and ensure that the contracting and acquisitions are carried out in accordance with the requirements in the IDB Procurement Guidelines and other applicable policies, and CARPHA's Operations Manual.
- Ensure the legal compliance of all elements of the Project.
- Coordinate preparations for the meetings of the Project Execution Steering Committee.
- Liaise with the relevant internal stakeholders, including the Communication specialist, to develop and public communication materials that bring visibility to support provided by CARPHA and the relevant IDPs.

Supporting Project Evaluation:

- Organize and facilitate Project evaluation exercises.
- Facilitate the selection and the contracting of an independent auditor acceptable to the Bank to perform the Project's external financial audits.
- Support the Monitoring and Evaluation (M&E) officers with the development and implementation of the monitoring and evaluation arrangements for the Project.
- Prepare progress reports and final implementation reports for submission to the relevant IDPs.
- Develop project status information, and other analytical summaries for meetings, briefs, discussions and presentations as needed.
- Collect and retain information on the performance indicators and implementation plans to facilitate the Project mid-term and final evaluation.
- Other duties that may be implied in the contract or assigned by the Executing Agency.

Represent the Project and serve as the administrative link with the IDB:

- Liaise with IDB and other relevant national and international partner agencies and stakeholders.
- Maintain timely coordination and dialogue with stakeholders in order to maintain their participation in the development and implementation of the Project.
- Other duties that may be implied in the contract or assigned by CARPHA.

4. QUALIFICATIONS AND EXPERIENCE

Academic Qualifications:

- Programme management certification such as PMP, CAPM etc., and/or
- Master's Degree in Economics, Business Administration, or related field.
- Training in procurement and financial management would be an asset.

Experience:

The Project Operations Coordinator will be expected to possess the following:

- At least 10 years' experience, with a proven track record, in managing complex programs in the private/public sectors;
- Experience in the use of project management tools such as logical frameworks and results-based management principles
- Excellent leadership skills with effective and well-developed negotiating, conflict resolution, influencing and communication skills.

Expert Knowledge and Skills:

- Ability to work proficiently with cross-functional teams, including demonstrated motivation, influence, and the ability to drive initiatives and strategic policies across all levels to multi-agencies, stakeholders and beneficiary constituents.
- Ability to handle multiple projects/tasks within tight timelines;
- Ability to exercise sound judgment in evaluating situations and in making decisions;
- Knowledge of the CARPHA and IDB's operating procedures and guidelines;
- Strong interpersonal and analytical skills as well as the ability to work independently with minimal guidance in a dynamic and challenging environment.
- Ability to communicate ideas clearly and effectively is essential;
- General knowledge of accounting and financial reporting.
- 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: 36 months (first 6 months probationary)
- Place of Work: Caribbean Public Health Agency (CARPHA) HQ, Port of Spain, Trinidad and Tobago (in person)
- 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) or designate.

7. CLIENT INPUT AND COUNTERPART PERSONNEL

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

8. COORDINATION

The **Project Operations Coordinator** will report to the Project Director (CARPHA Technical Lead) or designate. The Project Director (CARPHA Technical Lead) will be responsible for the supervision 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 **Project Operations Coordinator** will be required to meet regularly with the Project Execution Steering Committee, and officials from the IDB. The **Project Operations Coordinator** is expected to be guided by the Director of Corporate Services and collaborate with relevant departments in CARPHA Corporate Services and with specialist team members in the PEU, CARPHA's personnel, assigned subject matter experts, executives and stakeholders, and representatives of the IDB.