

TERMS OF REFERENCE

REGIONAL (RG-T4387)

TECHNICAL 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 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 all Components and Other Costs of this Project and seeks an Individual to function as the Technical Coordinator to support the Project Director (CARPHA Project Lead) in the Project Execution Unit (PEU).

Expert Knowledge and Skills

- Strong Risk Management Competency

2. OBJECTIVE

The objective of the **Technical Coordinator** is to support the Project Director in providing technical direction and coordinating the Pandemic Fund-funded Project to ensure its efficient, effective, and timely execution. The **Technical Coordinator** will be responsible for the Project's overall technical performance and the achievement of the project's objectives, outcomes, and outputs. They should provide support to the Project Director with the coordination of the overall work of the project across its five components.

3. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

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

- Support, advise and provide expert technical support to the Project Director (CARPHA Technical Lead) in all aspects of project planning, organization, implementation, expansion, and evaluation of activities;
- Provide support for technical project-related activities and in establishing clear objectives and feedback, under the direction of the Project Director
- Provide support for Project Director re coordination of vision , inputs from department leads and experts from relevant technical departments at CARPHA (Communicable Diseases and Emergency Response, Laboratory, Tourism and Health, Foodborne, Vector-borne, Field Epidemiology & Public Health Workforce Development) and PF Technical experts, to ensure sound technical and timely delivery of the technical work of the project;
- Works 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 Project Operations Manual, including aligning to CARPHA's communication protocols with MS and other stakeholders;
- In collaboration with the Project Operations Coordinator, monitor and guide the timely execution, monitoring, evaluation and reporting for the Project, including developing plans and reports;
- Work closely with all technical experts toward the timely implementation of activities, and achievement of efficient coordination and efficient and systematic utilization of resources of the Project;
- Provide all technical reports for the Project for the IDB, CARPHA and the Pandemic Fund, including evaluation reports;
- Ensure and monitor for the timely submission of all technical-related Project work plans, budgets, periodic evaluations and reports according to donor formats and CARPHA as required;
- Coordinate and guide the development and dissemination of relevant public health information, including surveillance prevention and other relevant publications;
- Assist with the oversight of the planning processes of Project-related activities and report on a regular basis to Project Director
- Collaborate with the Project Operations Coordinator and Operations Officer to prepare regular Project updates, summaries, press releases and other relevant dissemination materials.

- Collaborate with the Project Operations Coordinator regarding the alignment of the Project activities with Pandemic Fund Workplan (AWP)
- Coordinate with senior operations officer to conduct field visits in collaboration with technical leads Collaborate with the Project Operations Coordinator in advising the Project Director on project-related operational planning and funding, policy matters and service delivery issues.
- Execute any other project related tasks that are stated in the contract or that are assigned by the Project Director.

4. QUALIFICATIONS AND EXPERIENCE

Academic Qualifications:

- Medical degree and/or a Master's degree in epidemiology or public health. OR
- An Advanced university degree (PhD) in health sciences related to the function of the position and a Master's degree in epidemiology or public health would be an asset
- Certification/ Training in Project Management would be an asset

Experience:

- At least 10 years of combined national and international experience, with a proven track record, in managing complex public health/health programs in the public sectors including responding to public health emergencies.
- Experience should include strong managerial responsibilities at a senior decision-making level involving the provision of epidemiological support, coordination at the project and regional levels, the direction and evaluation of public health programs and implementation of public health systems (EWS, laboratory and workforce development).
- Excellent leadership skills with effective and well-developed negotiating, conflict resolution, influencing, organization, and communication skills.
- Strong Risk Management Competency

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.
- Ability to adapt and adjust to a rapidly changing technical, financial, and organizational environment.
- 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: 36 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 **Technical Coordinator** with the applicable laws and policies, Operations Manual, relevant project documentation, office space and relevant computer equipment.

8. COORDINATION

The **Technical Coordinator** will report to the Project Director (CARPHA Technical Lead), the latter of whom will be responsible for the direction and supervision of activities under the PF project, for accepting and approving consultant reports on behalf of CARPHA, receiving and approving invoices for payment, and preparing performance evaluation reports.

The **Technical Coordinator** will be required to meet regularly with the Project Director, Project Execution Steering Committee (internal) and Technical Coordination Committee (external), officials from the IDB and the PEU. The **Technical Coordinator** is expected to collaborate, liaise, as required with specialist team members in the PEU, CARPHA's personnel, assigned subject matter experts, executives and stakeholders, and representatives of the IDB.