

## TERMS OF REFERENCE

### REGIONAL (RG-T4359)

#### ANTIMICROBIAL SURVEILLANCE CONSULTANT

##### 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: Monitoring, Evaluation, and Project Management

The Consultancy is concerned with Component 1 and seeks an individual to function as the Epidemiologist (Antimicrobial Resistance) in the Project Execution Unit of the Project.

## **2. OBJECTIVE**

The objective of the Antimicrobial Resistance Surveillance Consultant is to reduce the human and economic burden of antimicrobial resistant infections in CMS through the development of a robust surveillance system, policy and procedures and guidelines that will support detection, investigation, and response to these events.

The officer will be responsible for setting up an integrated AMR surveillance system within CARPHA with the capacity to support AMR surveillance and response in Member States. The consultant will also be charged with coordinating AMR activities as well as collaborating with the relevant internal departments, regional and international agencies to develop a holistic AMR surveillance system. The consultant in coordination with the Project Director will also interact with the veterinary and environmental sectors in countries, as well as international multi-sectoral experts.

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

- Develop integrated AMR surveillance system within CARPHA with the capacity to support AMR surveillance and response in Member States.
- Coordinate AMR activities with surveillance, laboratory, environmental and veterinary departments in CARPHA, CARPHA Member States and relevant agencies.
- Coordinate with the CARPHA's Medical Microbiology laboratory re capacity building and reporting of antimicrobial susceptibility testing (AST), improved data quality and expansion of AMR testing.
- Coordinate with the CARPHA's epidemiology dept for reporting of antimicrobial susceptibility testing (AST) and improved data quality.
- Strengthen AMR surveillance networks at the national and global level and support capacity building activities.
- Strengthen country workforce with the necessary skills for AMR surveillance through the development and administration of relevant training modules.
- Support with the collection, collation, and dissemination of information on national and regional AMR trends and threats, and to provide technical expertise on standardisation of methods and development of best practices for national/regional/ surveillance of AMR.
- Provides weekly and monthly integrated AMR related epidemiological and implementation updates and other relevant reports.
- Develops key technical documents related to AMR inclusive of manuals, guidelines, policies, and presentations.
- Supports the response to clusters of AMR related infections in CMS through appropriate investigations, analytics, and communication mechanisms/materials.
- Create and regularly update a regional AMR Disease Outbreak database.
- Coordinates the development of country AMR National Action Plans, inclusive of achievements, as well as conducting necessary follow-up accordingly.
- Advises the D-SDPC on AMR project-related operational planning and funding, policy matters and service delivery issues.
- Ensures timely submission of all Project work plans, deliverables, budgets, periodic evaluations and reports according to donor formats as required.
- Prepares regular Project updates, summaries, press releases and other relevant dissemination materials.
- Coordinates and collaborates with staff of other units to achieve efficient coordination of activities and efficient and systematic utilization of resources.
- 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 Projects Operations Manual, including aligning to CARPHA's communication protocols with MS and other stakeholders.

#### 4. QUALIFICATIONS AND EXPERIENCE

##### Academic Qualifications:

- General: M.Sc. in Biomedical sciences, microbiology, pharmacy, organic chemistry, or another relevant area specific to R&D of antimicrobials and/or antimicrobial resistance.
- Specialization: An MPH, M.Sc. in Epidemiology or other similar qualifications will be an asset.

##### Experience:

The Antimicrobial Resistance Surveillance Consultant will be expected to possess the following:

- At least 7 years of relevant experience in the area of microbiology, antibacterial drug R&D and/or antimicrobial resistance.
- Experience in working in public health is highly desirable.
- Experience at a regional/ international organisation will be considered an asset.

##### Expert Knowledge and Skills:

- Ability to work independently and in a team.
- Excellent interpersonal and communication skills.
- Strong competence level in Microsoft Office - Word, Excel, PowerPoint, SharePoint, MS Project, etc.
- Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Webex, Microsoft Teams, 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 Antimicrobial Resistance Surveillance Consultant with the applicable laws and policies, Operations Manual, relevant project documentation, office space and relevant computer equipment.

## **8. COORDINATION**

The Antimicrobial Resistance Surveillance Consultant will report to the Project Director (CARPHA Technical Lead) or designate. The Project Director 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 Antimicrobial Resistance Surveillance Consultant will be expected to collaborate, liaise and meet as required with specialist team members in the PEU, CARPHA's personnel, assigned subject matter experts, executives and stakeholders, and representatives of the IDB.