



Caribbean Community Climate Change Centre

TERMS OF REFERENCE AND SCOPE OF SERVICES HEALTH AND ENVIRONMENTAL SURVEILLANCE CONSULTANT -THE BAHAMAS

Country:	Commonwealth of Bahamas
Donor:	Green Climate Fund (GCF)
Project Name:	Developing a Climate Resilient Health System in The Bahamas
Contract Title:	Consultancy to design and support the implementation of Public Health Surveillance System piloted in five health facilities in The Bahamas
Contract #:	Contract#33/2021/GCF/Bahamas/CCCCC
Type of Consultant	Firm
Type of Contract:	Lump sum
Estimated value of the services	US\$221,000 (inclusive of travel expenses)
Estimated Start Date:	August 2021
Contract Duration:	15 months
Deadline for Submission of Proposals:	<u>on or before 2:00 pm (GMT-6) Wednesday 28 July 2021</u>

1. BACKGROUND

This Readiness and Preparatory Support Project entitled “**Developing a Climate Resilient Health System in The Bahamas**” was developed in collaboration between the Government of The Bahamas, through the Ministry of Health (MOH) and Ministry of Environmental and Housing, which is the National Designated Authority (NDA) and the Caribbean Community Climate Change Centre (the Centre), whose mandate is to coordinate the Caribbean Region’s response to climate change, is accredited to the GCF, and is serving as the Delivery Partner with responsibility for the implementation of aforementioned project.

This project is very timely, as the COVID-19 pandemic comes on the heels of Hurricane Dorian (the country’s worst climate disaster), which impacts The Bahamas. The Bahamas faced a second wave of new COVID-19 cases which threatened the capacity of the country’s health system. The Bahamas is now required to balance and manage preparatory and disaster response mechanisms during Atlantic

Hurricane season while addressing the COVID-19 pandemic. Both COVID-19 and Hurricane Dorian have revealed the urgent need to strengthen the linkages and build capacity to address climate change and health issues across the islands of The Bahamas. These linkages and capacity deficits are visible in the areas of 1) climate change and health policy, 2) health workforce, 3) community/civil society engagement, 4) climate resilient health infrastructure, 5) data collection, information & technology, and 6) financing for climate change and health issues.

To this end, the readiness project was designed to build upon and strengthen national bodies, communities and human resources with new mechanisms for the preparation, coordination and response to climate change and health issues on The Bahamas' health system, national shelters, and general population (inclusive of vulnerable individuals). The Government recognizes, that as the country seeks to recover (from both the pandemic and recent hurricanes), it may consider fiscal stimulus measures that may lead to further GHG emissions, which may further negatively impact air quality. However, this proposal recognizes that a 'greening' of the COVID19 recovery response is essential and will require the need to develop an integrative governmental assessment and response system to the proposed fiscal stimulus measures. Therefore, the objectives of the "Developing a climate resilient health system in The Bahamas" readiness project include:

- To develop a 'climate SMART health' in all policies systems framework with cross cutting national policies, procedures and practices and interventions to build a climate resilient health care system in The Bahamas;
- To enhance the national public health surveillance systems of healthcare facilities (hospitals and primary care clinics) in the Ministry of Health and for community shelters; and
- To strengthen coordinated mechanisms, communication across agencies (governmental, private sector, and civil society) and human capacity to respond to climate change effects.

This consultancy is directly related to the realization of an enhance national health and environmental surveillance system with the ability to track climate-change related illnesses and quickly identify and support vulnerable populations and families that may be impacted by climate emergencies/disasters disaggregated by gender. The Bahamas' Primary Care Transformation Initiative (PCTI) in combination with electronic and telehealth services offered by National Health Insurance Authority (NHIA), has been identified as a great opportunity for mainstreaming climate change considerations into the private sector, particularly around health and environmental surveillance. For example, climate change is impacting vector-borne diseases (and other illnesses), which represent a health, social and economic threat to the country. This is detected via The Ministry of Health Surveillance Unit, which is centrally located in New Providence and continually collects syndromic data (respiratory disease, water-borne, vector-borne [i.e. dengue, malaria, zika, Chikungunya, yellow fever], and other notifiable diseases) from public and private health providers throughout the archipelago.¹ The existing system is a passive paper-based system, in which clinics and physicians are expected to send/fax in their reports on a weekly basis. Because of this paper-based system, there are at times discrepancies and delays in reporting and analysis of information in a timely manner to make evidence-based decisions. Therefore, in regard to mainstreaming climate change considerations, an enhanced health surveillance system can act as a conduit for linking climate change training and education, with provision of health services for public & private physicians.

To effectively enhance the national health and environmental surveillance system, a need, technological and infrastructural assessment of the current surveillance system and an action plan to address the gaps will be required – as it is anticipated that shift from a paper-based system to an electronic based system will require significant inputs (human and technological capital). Furthermore, while it is recognized

¹ The Bahamas is not currently endemic for any vector-borne diseases, most cases have been identified as imported therefore, The Bahamas does not have previously defined baselines for endemic diseases.

that first responders to climate disasters with health implications include healthcare professionals, environmental and health surveillance officers and members of civil society, it is not clear what the degree of knowledge, attitudes, practices or capacity that these persons have related to climate change and health issues. This is important to identifying and address issues related to climate change and health as well as the surveillance or the recognition of at-risk populations in The Bahamas. This is considered critical for The Bahamas in aiming to capture comprehensive and high-quality data for assessing the impact of climate change and health interventions, but also to assist in reducing inequalities faced in vulnerable populations across the country – and to provide data which will prove useful to multiple governmental and non-governmental agencies working on climate change issues. Moreover, the collection of this data is the basis for decision making and support the development of appropriate interventions in The Bahamas (inclusive of an Early Warning component), contribute towards shaping the MOH Strategic and Resource Mobilization plans and will be underpinned by continued training of these key officials which operate in the climate change and health sector. Additionally, all of this work towards enhancing the public health surveillance system in The Bahamas will be of further importance in a post-COVID-19 world, which is facing a climate crisis.

2. OBJECTIVE

The main objective of this consultancy is to design and support the implementation of a National Health and Environmental Surveillance System. Specifically, this assignment is aimed to design and implement the most appropriate system to support the transition from the current paper-based system to an enhanced electronic public health surveillance system, which integrates State of Sex-Disaggregated Data for Assessing the Impact of Climate Change (SADD) for vulnerable populations and families. This is critical to the development of a fully functioning Early Warning System (EWS) and to inform other interventions for addressing public health issues including those related to climate change and health.

3. SCOPE OF WORK

This consultancy will review the Ministry of Health's procedures and policies as well as conduct wide ranging consultations with key stakeholders, with keen attention to addressing the needs of the health sector and reviewing relevant background information in order to identify most appropriate design and to recommended actions to implement an effective National Health and Environmental Surveillance System. The indicative tasks, list of activities to be undertaken and issues to be studied, report on, and recommended approaches to realize the expected objectives and outputs of this assignment related to designing and implementing the Public Health Surveillance System include:

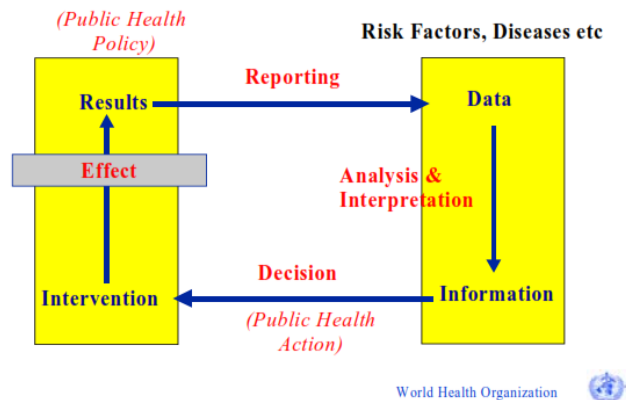
1. Participate in an inception meeting with the Centre, the Ministry of Health (MoH), the Department of Environmental Planning and Protection (DEPP) in the Ministry of Environment and Housing (MoEH) and the Ministry of Social Services (MoSS) and produce an Inception Report and Workplan that includes the methodology and timeline for the execution of the consultancy and any preliminary results relevant to the execution of the assignment.
2. Conduct a needs, technological and infrastructural assessment of the current surveillance system. This assessment will provide information on the role and technological needs of the institutions involved, resource mobilization and financial sustainability – including climate finance (disaggregated by institution and taking into account gender differentiated needs and considerations) and support the development of an action plan to address the identified gaps. This activity includes, but not limited to:

- A baseline on current surveillance activities
 - Sensitization and consultation with MoH decision-makers on the Public Health Surveillance System
 - A list of priority communicable diseases to be initial included in system.
 - The surveillance objectives and indicators.
 - Flow diagrams to illustrate surveillance process and a list of stakeholders, clearly identifying their roles and responsibilities.
 - List of recommendations/options for enhancing the Public Health Surveillance System including the technology, capital and human resources needed.
3. Conduct a knowledge, attitude and practice (KAP Study) and capacity (human resources and otherwise) assessment of Healthcare Providers, Environmental and Health Surveillance Officers, Civil Society and the general public regarding the importance of surveillance, climate change and health and their state of readiness for climate change and health matters/challenges. These assessments will be compiled into a report, with recommendations and an action plan to address the identified gaps. This activity includes the following indicative tasks:
- Conduct desk review.
 - Develop appropriate tools and instruments for gathering information.
 - Conduct a desk review relevant to the survey.
 - Conduct KAP survey including where necessary training enumerators to ensure quality of data being collected.
 - Undertake consultations with key stakeholders and conduct field data collection.
 - Process and analyse the data, write and submit a draft report of the survey.
 - Present the draft report of the findings in a stakeholder forum for comments and feedback.
 - Revise and submit a final copy of the survey report including recommendations for the health communication strategy, training and awareness raising campaigns including the development of sample products tailored for various audience.
4. Conduct a Gender Analysis of healthcare providers, vulnerable populations and families that may be at risk for health events/conditions/emergencies associated with climate change and develop an action plan based on the Gender Analysis. This plan should provide recommendations for a framework to improve the current national systems which support vulnerable populations and identify mechanisms to make this a sustainable process. This activity includes the following indicative tasks:
- Desk review of available health data and documents on the health system.
 - Develop tools and instruments for primary data collection.
 - Collect primary data to inform the analysis.
 - Draft Gender Analysis and Action Plan.
 - Present the draft report of the findings in a stakeholder forum for comments and feedback.
 - Finalize Gender Analysis and Action Plan.
5. Design for implementation of the most appropriate system to support the transition from the current paper-based system to an enhanced electronic national and environmental health surveillance system, which integrates State of Sex-Disaggregated Data for Assessing the Impact of Climate Change (SADD) for vulnerable populations and families. This activity is critical to the development of a fully functioning Early Warning System (EWS), which will be developed based on the Needs, Technological and Infrastructural Assessment, the results of the KAP Study and Gender Analysis and Development of an Action Plan. Based on aforementioned deliverables, the consultant will:
- Establish objectives of Public Health Surveillance System.
 - Develop case definitions.
 - Determine data sources data-collection mechanism (type of system).

- Develop protocol and methodology for data collection, use, analysis and interpretation.
- Update/Develop the data-collection instruments and field-test.
- Implement the appropriate data storage and analysis platform.
- Develop and test analytic approach.
- Develop dissemination products and mechanism.

The Public Health Surveillance System should follow the guidance from the World Health Organization provided in the figure below.

Figure: The Surveillance Loop (adopted for World Health Organization)



To ensure quality control surveillance system should: (1) ensuring that common questions are used by all participating locations; (2) standard data collection procedures are adhered to so that results will be valid; and, (3) data are analysed consistently across all participating locations.

6. Support the Ministry of Health to implement the National Health and Environmental Surveillance System. Given the accepted designed associated with 4 above, the consultant will provide technical guidance for the installation of technologies, development of the database (centralized and decentralized) and conduct training with key healthcare providers, environmental officers, surveillance officers and civil society members who will support and utilize the system. The consultant is expected implement the pilot public health surveillance system with the capacity to track health, vector borne and associated climate change related illnesses or conditions – inclusive of a database of vulnerable populations and families disaggregated by gender and the digitization of the current paper-based system documents in at least five (5) health facilities.
7. The firm will be required to provide the services of local data entry clerks at five (5) health facilities (2 Public Hospitals: PMH, New Providence Bahamas and The Rand, Grand Bahama (but the expectation is to pilot in New Providence) and 3 other facilities, 1 Public Health Clinic in New Providence, 1 Health Information Research Unit and 1 Surveillance Unit New Providence). The local data entry clerks should preferably be University Students/persons with computer expertise to ensure paper documents are scanned and information entered accurately into the electronic system.²

To realise the deliverables associates with each of the activity highlighted above the consultant will:

² A minimum of 2-3 data entry clerks per health facility is anticipated however this is dependent on data flow in the context of the size of the population in The Bahamas thus it may vary from 0-4,000 reported cases based on the infectious disease. The approximate number of data entries anticipated per health facility is not available. However, based on summary of "Number of New Cases of Selected Reported Infectious Diseases 1994-2010", a rough estimate of maximum of 17,000-20,000 (annually) or if the previous 5 –10 years is captured, possibly up to 100,000 –200,000 cases of data would need to be inputted. Additionally, data entry will cover all diseases that are climate sensitive.

- Participate in an inception meeting with the Centre, The Ministry of Health and the Department of Environmental Planning and Protection (DEPP) in the Ministry of Environment and Housing (MoEH) and produce an Inception Report and where necessary update the workplan, methodology and timeline for the execution of the consultancy and any preliminary finding relevant to execution of this assignment.
- Review relevant national documents and reports for context in carry out the assignment.
- Conduct stakeholder consultations with key stakeholders from communities on selected islands and Ministries of Health, Environment and Social Services, among other stakeholders. These consultations are aimed at identifying needs and the most appropriate design for the Public Health Surveillance System.
- Liaise with the Centre and the Ministry of Health focal points to ensure the smooth implementation the activities listed above.
- Capture lessons learnt during project implementation – lessons learned log could be used in this regard.

4. DELIVERABLES

The main deliverables of this consultancy shall include:

1. An **Inception Report and detailed workplan** to be submitted within one (1) week of contract effective date that includes the methodology and timeline for the execution of the consultancy, any preliminary results, and minutes of the inception meeting.
2. **Presentation of draft Needs, technological and infrastructural assessment of the current surveillance system**, inclusive of an action plan to address the identified gaps to key stakeholders.
3. **Final Needs, technological and infrastructural assessment of the current surveillance system**, inclusive of an action plan to address the identified gaps.
4. **Presentation of draft Human resources Knowledge, Attitude, Practice and Capacity Assessment Report (KAP Survey and Report)** inclusive of recommendations and action plan to address the identified gaps) of Healthcare Providers, Environmental and Health Surveillance Officers and Civil Society.
5. **Final Human resources Knowledge, Attitude, Practice and Capacity Assessment Report (KAP Survey and Report)** inclusive of recommendations and action plan to address the identified gaps) of Healthcare Providers, Environmental and Health Surveillance Officers and Civil Society.
6. **Presentation of draft Gender analysis and Action Plan** of healthcare providers, vulnerable populations and families that may be at risk for health events/conditions/emergencies associated with climate change.
7. **Final Gender analysis and Action Plan** of healthcare providers, vulnerable populations and families that may be at risk for health events/conditions/emergencies associated with climate change.
8. **Presentation of draft Design for the Public Health Surveillance System** including the necessary set of tools and a manual with the capacity to track health, vector borne and associated climate change related illnesses or conditions – inclusive and a database of vulnerable populations and families disaggregated by gender and the digitization of the current paper-based system documents for the five (5) health facilities in the pilot .
9. **Final Design for the Public Health Surveillance System** including the necessary set of tools and a manual with the capacity to track health, vector borne and associated climate change related illnesses or conditions – inclusive and a database of vulnerable

populations and families disaggregated by gender and the digitization of the current paper-based system documents for the five (5) health facilities in the pilot.

10. **At least three (3) training workshops and associated reports** with key Healthcare Providers, Environmental and Health Surveillance Officers (including workshop training materials and workshop reports).
11. **Presentation and submission of a Final Report highlighting aspects of the implementation and operationalisation of the Public Health Surveillance System** including details about its functionality and a set of recommendations for the maintenance and improvement of the system and lessons learnt.

The principal output(s) of this Assignment shall be based on the scope of works and specific activities outlined above. All reports shall provide a basis for future decision making in respect of the Ministry of Health operations and as such reports and plans must conform to the following minimum requirements:

- Must be a comprehensive, straightforward document that can be used in discussions with potential partners, the community, government, service providers and others to prove/provide evidence of the feasibility of and obtain support for the development of the project.
- It must/should contain a time-bound roadmap/blueprint for pursuing recommendations emanating from this assignment.
- Data and information in the report must be presented in an analytical manner and address the issues highlighted above.
- The final output must comply with The Bahamas' Ministry of Health policies and procedures as well as international guidance such as those of the World Health Organization (WHO) and Pan American Health Organization (PAHO).
- The final report must be submitted to the Centre for approval and agreement prior to finalization.

5. LOGISTICAL SUPPORT

The Centre and the MOH will provide the following inputs and facilities:

- Background documents and information relevant to the assignment that are readily available and readily accessible.
- Issue the relevant Introductory Letters and facilitate contact with the relevant stakeholders, as necessary.
- Organize conference call meetings with the consultant to address any questions or concerns and to receive updates about progress made on the data management system.
- Provide necessary timely logistical support for the successful completion of the activities detailed in these Terms of Reference.

6. CHARACTERISTICS OF THE ASSIGNMENT

- a. Duration of Contract: This assignment is expected to be completed over a 15-month period from contract effective date.
- b. Location: The consultant's assigned experts are expected to work from their own office space except for stakeholder consultations and workshops, which are to be held in The Bahamas. If

- consultant is located outside of The Bahamas, the team will be required to travel to conduct the consultations and facilitate workshops.³
- c. Start date: The proposed commencement date is August 2021.

7. MANAGEMENT ARRANGEMENT AND REPORTING

The consultancy is being commissioned by the Centre. The Consultant will report to the Head, Programme Development and Management Unit, Centre or his designated representative for contractual and administrative purposes and will also work in close coordination and collaboration with the MOH. The Head, PDMU will coordinate internally among the respective Project Managers to provide additional technical advice and oversight for this consultancy.

All draft documents are to be submitted electronically, in both their original software formats as well as PDF documents, to the Centre by the agreed deadline. The Centre, in collaboration with the MOH, will provide written consolidated feedback within 10 working days of receiving these draft documents.

8. QUALIFICATIONS AND KEY EXPERTISE

The assignment is to be undertaken by a suitably qualified Consulting Firm. The selected Consulting Firm may sub-contract any portion of the assignment with the written consent of the Centre but will be ultimately responsible for all required/specified deliverables to the Centre, as well as assume responsibility for all activities geared towards achieving the objectives of these terms of reference. The firm will select a Team Leader from among the identified experts below and that individual should have experience being a team leader. The team leader will coordinate the work of the team and have primary responsibility for the deliverables of the assignment.

8.1 General Areas of Expertise/Experience

The Consulting Firm is expected to demonstrate expertise in the following areas:

- Minimum of 5 years' experience designing and implementing Health and/or Environmental Surveillance System.
- Demonstrate experience addressing issues related to Public Health, Environment Health, Epidemiology, Disaster Management or Climate Change.
- Demonstrate experience in conducting KAP survey or other similar assignment.
- Demonstrate experience in conducting Stakeholder/Gender Analysis and developing Gender Action Plans or other similar assignment.
- Evidence of a strong track record preparing high-level documents and reports for at least 3 similar assignments.

Bids from International Firms must include a balanced group of experts (with national and international expertise) as part of their team for their submissions to be responsive.

8.2 Specific Areas of Expertise/Experience

In addition, the Consultant must specify the qualifications and relevant experience of each specialist to be assigned to this assessment. Key experts have a crucial role in implementing

³ Depending on travel restrictions at the time of implementation, alternative methods for achieving the deliverables of the stakeholder workshops and training will be decided. Notwithstanding, trainings are most likely to be held utilizing virtual platforms, as appropriate however the training is also dependent on the technology and interaction needed and the adult learning and feedback experience.

the contract. These terms of reference contain the required key experts' profiles. The shortlisted consultants shall submit CVs and statements of exclusivity and availability for the following key experts:

For the purpose of this assessment, the relevant indicative experience for the assignment is expected to include but not limited to:

8.2.1 Key experts

Consultant #1: Epidemiologist

- Advance degree in Public Health, Epidemiology, Environmental Health, Climate Change, Health Statistics, Health Informatics or related discipline.
- At least three (3) years of relevant experience in investigating acute enteric, urgent cases of communicable diseases and noncommunicable, and large groups of contacts to TB cases.
- At least two (2) years critically evaluating ad hoc data requests about disease trends and outbreaks to determine what analyses are most appropriate, which data are available, reliable, and valid for analysis and developing, designing, production and publishing/dissemination/airing of epidemiological data using various media, and organising, and producing major events of regional or international nature.
- At least two years (2) of systematic evaluation and improvement of surveillance system and program practices and procedures to meet defined indicators and working closely with program and Information Systems staff to define and document business requirements for surveillance system upgrades and to migrate users and data from legacy systems to new information systems.
- Demonstrated experience in the development, maintenance, and data retrieval from communicable and noncommunicable disease databases using a relational database structure and in writing and updating policies, protocols and procedures relating to communicable and non-communicable disease surveillance data collection, storage, reporting, sharing, and dissemination.

Consultant #2: Environmental Health Data Manager/Statistician

This team member should possess the following mix of expertise and qualifications:

- Minimum of a bachelor's degree in health informatics, statistics or related field.
- At least 5 years' experience in analyzing health and environmental data to develop indicators related to climate change and health surveillance.
- Demonstrated two (2) years' experience in establishing and documenting automated data workflows to enable sustainable data updates and serving as a point of contact and coordinator for receipt of data from external partners and other sources.
- Demonstrated two (2) years' experience in conducting data quality assurance, including QA/QC checks for other analysts and presenting data for lay and scientific audiences on health and environmental health topics and climate change and health data presentation.

Consultant #3: Health Education and Promotion Specialist

This specialist should possess the following mix of expertise and qualifications:

- Advance degree in behavioural and/or social sciences, communication, development studies or other relevant field.
- At least 5 years' experience in social sciences research, community communication and/or surveillance systems.
- Demonstrate a track record of administering KAP surveys or other similar instruments in the Caribbean or internationally.

8.2.2 Non-key expert

The profile of the non-key expert for this contract is as follows:

CV for non-key expert should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to the expert with the required profile.

The contractor must select and hire other expert (s) as required according to the profiles identified in the organization & methodology [and/or these terms of reference]. All expert(s) must be independent and free from conflicts of interest in the responsibilities they take on.

The selection procedures used by the contractor to select these other expert(s) must be transparent, and must be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection panel must be recorded. The selected expert(s) must be subject to approval by the Centre before the start of their implementation of tasks.

Consultant: Gender/Stakeholder Engagement Specialist:

This team member is expected to have the following minimum expertise and qualifications:

- Minimum of bachelor's Degree in Gender Studies, Social Sciences, Public Relations/ Communications, Development, Planning, Business Administration, or a related field
- A minimum of 3 years or relevant working experience in conducting gender analyses and developing gender plans.
- A minimum of 3 years of relevant working experience and proven track record in generating and sustaining ongoing consultations and meaningful participatory processes with a wide cross section of stakeholders with due consideration to gender-inclusiveness.
- Knowledge about natural resources management, Climate Change impacts and resilience building, preferably in the Caribbean Region
- Knowledge of the health issues affecting vulnerable populations in the Small Island Developing States would be an asset.
- Experience in developing and managing information sharing, social and knowledge management platforms.
- Demonstrate strong track record delivering/organizing workshops and public outreach events in the Caribbean.

9. LANGUAGE

- Excellent oral and written communication skills in English.

10. APPLICATION PROCESS AND DEADLINE

In order to be responsive to the requirements of the Request for Proposal (RFP). Interested firms are required to submit the documents listed in the RFP, Instruction to Consultants, 3.4 and 3.6 (page 23) on or before the deadline for submission.

The Centre's electronic-procurement system shall be used to manage the Submission, withdrawal, substitution, or modification of Bids.

Bidders must first register by creating a Username, profile and password before accessing the bid submission form at the URL: www.caribbeanclimate.bz/bid-submission.

1. Prior to Bid Submission, Bidders will be required to complete the bid submission form with fields that include:
 - ii. Name of Bidder (Company):
 - iii. Contract Reference:
 - iv. Contract Title:
 - v. Name and Email address of uploader
2. Bidders can upload up to **2 files maximum** in one submission with maximum file size of 60 MB per file. The following types of files are currently allowed: JPEG, PNG, JPG, GIF, PDF, DOC, DOCX, PPT, PPTX, EXCEL and ZIP.
3. An automatic receipt time stamped email will be sent to the uploader's email account as a receipt and proof of submission.
4. Each submission will be given a confirmation number.

Submissions of Bids.

- i. **Bids must be uploaded as two (2) PDF files (Technical Proposal and Financial Proposal) to <http://www.caribbeanclimate.bz/bid-submission/>.**
- ii. The subject matter of the submission must read: **Consultancy to design and support the implementation of Public Health Surveillance System piloted in five health facilities in The Bahamas.**
- iii. Bids must be secured with a password. Such password must be emailed to atillett@caribbeanclimate.bz no later than 15 minutes prior to the deadline for bid submission. The subject matter for email containing password must read **"Consultancy to design and support the implementation of Public Health Surveillance System piloted in five health facilities in The Bahamas"**.

The Ministry of Health as the executing agency expects that all applicants complete:

- a. The Bahamas PSC 7 form and The Bahamas Security Questionnaire

For the selected applicants to:

- b. Sign a declaration related to the Ministry of Health's Secrecy Act at the commencement of the contract.
- c. Participate in an orientation session.
- d. Complete the Exit Survey Form at the completion of the contract.

DEADLINE for submission of Proposals: on or before 2:00pm (GMT-6) Wednesday 28 July 2021

11. EVALUATION AND SELECTION CRITERIA

Responsive candidates will be evaluated as per the evaluation grid below:

#	Description	Points
The Consulting Firm must demonstrate the following:		
A	Proposed Methodology and Work Plan	15
Consulting Firm Qualifications		
B	Minimum of 5 years' experience designing and implementing Health and/or Environmental Surveillance System	5
	Demonstrate experience addressing issues related to Public Health, Environment Health, Epidemiology, Disaster Management or Climate Change	5
	Demonstrate experience to conducting KAP survey or other similar assignment	5
	Demonstrate experience to conducting Stakeholder/Gender Analysis and developing Gender Action Plan or other similar assignment	5
	Evidence of a strong track record preparing high-level documents and reports for at least 3 similar assignments	5
C	Key Experts	
Consultant #1 Epidemiologist		
	Advance degree in Public Health, Epidemiology, Environmental Health, Climate Change, Health Statistics, Health Informatics or related discipline	5
	At least three (3) years of relevant experience in investigating acute enteric, urgent cases of communicable diseases and non- communicable, and large groups of contacts to TB cases	5
	At least two (2) years critically evaluating ad hoc data requests about disease trends and outbreaks to determine what analyses are most appropriate, which data are available, reliable, and valid for analysis and developing, designing, production and publishing/dissemination/airing of epidemiological data using various media, and organising, and producing major events of regional or international nature	5
	At least two years (2) of systematic evaluation and improvement of surveillance system and program practices and procedures to meet defined indicators and working closely with program and Information Systems staff to define and document business requirements for surveillance system upgrades and to migrate users and data from legacy systems to new information systems	5
	Demonstrated experience in the development, maintenance, and data retrieval from communicable and noncommunicable disease databases using a relational database structure and in writing and updating policies, protocols and procedures relating to communicable and non-communicable disease surveillance data collection, storage, reporting, sharing, and dissemination.	5
Consultant #2: Environmental Health Data Manager/Statistician		
	Minimum of a bachelor's degree in health informatics, statistics or related field	5
	At least 5 years' experience in analyzing health and environmental data to develop indicators related to climate change and health surveillance	5
	Demonstrated two (2) years' experience in establishing and documenting automated data workflows to enable sustainable data updates and serving as a	5

#	Description	Points
	point of contact and coordinator for receipt of data from external partners and other sources	
	Demonstrated two (2) years' experience in conducting data quality assurance, including QA/QC checks for other analysts and presenting data for lay and scientific audiences on health and environmental health topics and climate change and health data presentation	5
Consultant #3: Health Education and Promotion Specialist		
	Advance degree in behavioural and/or social sciences, communication, development studies or other relevant field	5
	At least 5 years' experience in social sciences research, community communication and/or surveillance systems	5
	Demonstrate a track record of administering KAP surveys or other similar instruments in the Caribbean or internationally	5
	TOTAL	100

Minimum Technical Score of 75 points.