

## TERMS OF REFERENCE

### REGIONAL (RG-T4359)

#### EPIDEMIOLOGIST – VECTOR BORNE DISEASES EMERGENCY PREPAREDNESS AND RESPONSE

### 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. 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 successful implementation of 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 International Health Regulations (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 by strengthening 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

This Consultancy is concerned with component 1 and seeks an individual to function as the **Epidemiologist - Vector Borne Diseases Emergency Preparedness and Response** in the Project Execution Unit of the Project.

## 2. OBJECTIVE

The objective of the **Epidemiologist - Vector Borne Diseases Emergency Preparedness and Response** is to contribute to the thematic leadership and delivery of 6 regional workshops, in conversation with the CARPHA Vector borne Disease Department, to support the implementation of strengthened Integrated Vector Management (IVM), Insecticide Resistance Testing (IRT), and Geographic Information System (GIS) activities at the community level in CMS.

In the execution of this function, the officer will be responsible for the development and support of the operationalization of a comprehensive plan, including a matrix of risk and mitigation strategies for VBD Emergency Preparedness and Response in CMS.

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

The **Epidemiologist - Vector Borne Diseases Emergency Preparedness and Response** will be responsible for the conduct of 6 regional workshops to support the implementation of strengthened Integrated Vector Management (IVM), Insecticide Resistance Testing (IRT), and Geographic Information System (GIS) activities with the following specific responsibilities:

- Engage with the main target groups of Health professionals, particularly Environmental Health/ Vector Control Officers, public health practitioners, Entomologists and health promotion/health education officers, from CARPHA Member States, working with Vector Borne Diseases.
  - **Result 1.1** Engage in an initial briefing with the Project Director and other relevant CARPHA personnel to discuss the scope of work to be undertaken, the approach, and any other issues pertaining to the Project, upon the commencement of the Consultancy.
  - **Result 1.2** Conduct a desk review of existing literature and data related to implementation of Integrated Vector Management, Insecticide Resistance Testing and Geographic Information Systems in the CMS.
  - **Result 1.3** Prepare and submit for the approval of the Project Director, an Inception Report which includes as a minimum:
    - Desk review of existing literature and data related to the theme of the consultancy.
    - Initial findings and progress with desk review.
    - The process/methodology for project completion.
    - Detailed project timeline/workplan.
    - Potential risks and strategies to mitigate risks.
  - **Result 1.4** Produce Monthly Interim Reports with vector borne disease epi-profiles in keeping with approved templates.
  - **Result 1.5** Contribute to the thematic leadership and delivery of 6 regional workshops to support the implementation of strengthened Integrated Vector Management (IVM), Insecticide Resistance Testing (IRT), and Geographic Information System (GIS) activities at the community level in CMS.

- **Result 1.6** Develop and implement baseline and endline assessments using tools for determining the level of training received, existing capacities and level of preparedness to respond to threats like Dengue, Chikungunya, Zika, Oropouche and Mayaro at the CMS level.
  - **Result 1.7** Analyse baseline and endline survey and other workshop data to prepare a detailed report on the implementation status of IVM, IRT and GIS technologies across CMS.
  - **Result 1.8** Prepare a risk matrix and risk mitigation strategies for VBD Emergency Preparedness and Response in CMS.
  - **Result 1.9** Prepare a final report.
- Works with Project Director, in conversation with the CARPHA Vector borne Disease Department, to ensure the pandemic fund activities are implemented in alignment with what is required.
  - Interacts with the Vector Borne Disease Unit and other 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.
  - Any other duties that may be implied in the contract or assigned by the Project Director.

#### 4. QUALIFICATIONS AND EXPERIENCE

##### **Academic Qualifications:**

- A graduate degree in Epidemiology or other similar scientific research-based degree from a recognized university.
- Additional training from a recognized university in computing or a natural science.

##### **Experience:**

The **Epidemiologist - Vector Borne Diseases Emergency Preparedness and Response** will be expected to possess the following:

A minimum of 3 years' work experience in epidemiology or public health.

Experience working with vector borne diseases, contributing to the thematic leadership and delivery of similar trainings will be an asset.

##### **Expert Knowledge and Skills:**

- Integrated Vector Management (IVM)
- Insecticide Resistance Testing (IRT)
- Geographic Information Systems (GIS)
- Emergency Response and Preparedness
- Excellent interpersonal skills
- Excellent organization skills
- Attention to detail
- Proficiency in the scientific method and study design
- Proficiency in the application of biostatistics to solving public health problems
- Proficiency in use of STATA, SAS or R for statistical data analysis
- In-depth understanding of the public health system in CMS
- In-depth understanding of public health principles

##### **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: 18 months (first 2 months probationary)
- Place of Work: Caribbean Public Health Agency (CARPHA) Headquarters, 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 **Epidemiologist - Vector Borne Diseases Emergency Preparedness and Response** with the applicable laws and policies, Operations Manual, relevant project documentation, office space and relevant computer equipment.

## 8. COORDINATION

The **Epidemiologist - Vector Borne Diseases Emergency Preparedness and Response** 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 **Epidemiologist - Vector Borne Diseases Emergency Preparedness and Response** is expected to collaborate, liaise or 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.

**Annex 1: Evaluation Criteria**

<b>Selection Component</b>	<b>Evaluation Criteria</b>	<b>Max Points</b>
<b>1. Academic Qualifications</b>	A graduate degree in Epidemiology or other similar scientific research-based degree from a recognized university.	10
	Additional training from a recognized university in computing or a natural science.	5
<b>2. Required Experience</b>	A minimum of 3 years' work experience in epidemiology or public health.	10
	Experience working with vector borne diseases, contributing to the thematic leadership and delivery of similar trainings will be an asset.	5
<b>3. Expert Knowledge and Skills</b>	Integrated Vector Management (IVM)	10
	Insecticide Resistance Testing (IRT)	10
	Geographic Information Systems (GIS)	10
	Emergency Response and Preparedness	10
	Excellent interpersonal skills	2
	Excellent organization skills	2
	Attention to detail	2
	Proficiency in scientific methods and study design	5
	Proficiency in the application of biostatistics to solving public health problems	10
	Proficiency in use of STATA, SAS or R for statistical data analysis	5

Selection Component	Evaluation Criteria	Max Points
	In-depth understanding of the public health system in CMS	2
	In-depth understanding of public health principles	2
<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	Country	Summary of Key Activities Performed relevant to the Assignment

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



	Yes	No
(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 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.