

Terms of Reference (ToR)

Consultant to Revise Fee for Service Structure for Various Services at the Caribbean Public Health Agency

1. Introduction

The Caribbean Public Health Agency (CARPHA) seeks to engage a qualified and experienced consultant to design a comprehensive fee structure for its various services. CARPHA currently conducts some fee for service activities through one of its departments and has previously engaged in fee for service activities for other departments during the COVID-19 pandemic. In an environment of uncertainty as it relates to sources of funding, it is important to explore alternative and unique means of sourcing finances so as to fund the critical technical work of The Agency to support Member States.

The consultant will be required to assess the current fee for service structure, benchmark against similar organizations, and propose a sustainable, equitable, and competitive fee for service structure for approval by CARPHA's Executive Management Team and subsequently by its Executive Board.

2. Objectives

- To review and analyze the existing fee for service structure for CARPHA's services.
- To benchmark CARPHA's fees against similar public health agencies where applicable.
- To propose a revised fee structure that ensures sustainability, equity, and competitiveness.
- To develop guidelines and procedures for the implementation of the new fee structure.

3. Scope of Work

The consultant will be responsible for the following tasks:

a. Review of Current Fee Structure:

- Analyze the existing fee structure for all services provided by CARPHA.
- Identify gaps, inconsistencies, and areas for improvement.

b. Benchmarking:

- Conduct a comparative analysis of fee structures from similar public health agencies in the region and globally if applicable
- Identify best practices and lessons learned

c. Stakeholder Consultation:

- Engage with key stakeholders, including CARPHA staff, clients, and partners, to gather input and feedback.
- Conduct surveys, interviews, and focus group discussions as necessary.

d. **Proposed Fee Structure:**

- Develop a draft fee structure based on the analysis and stakeholder input.
- Ensure the proposed structure is sustainable, equitable, and competitive.

e. **Implementation Guidelines:**

- Develop detailed guidelines and procedures for implementing the new fee structure.
- Provide recommendations for monitoring and evaluation.

f. **Reporting:**

- Prepare and submit regular progress reports to CARPHA.
- Present the final fee structure and implementation guidelines to CARPHA's management and stakeholders.

4. Deliverables

- Inception report outlining the methodology and work plan.
- Report on the review of the current fee structure.
- Benchmarking report with comparative analysis.
- Stakeholder consultation report.
- Draft fee structure and implementation guidelines.
- Final report with the proposed fee structure, implementation guidelines, and recommendations.

5. Duration

The consultancy is expected to be completed within six (6) months from the date of contract signing and is estimated to require 50% level of effort.

6. Required Qualifications and Experience

- Advanced degree in Public Health, Health Economics, Business Administration, or a related field.
- At least 10 years of experience in health economics, public health, or financial management.
- Proven experience in developing fee structures for public health or similar organizations.
- Strong analytical, communication, and stakeholder engagement skills.
- Familiarity with the Caribbean public health context is an asset.

All consultants must be independent and free from conflicts of interest in the responsibilities they take on.

7. Submission of proposal requirements

Interested consultants are required to submit the following:

A – Detailed Technical Proposal outlining the approach and methodology with the following information.

Rationale

- Any comments you have on the terms of reference for the successful execution of activities, in particular regarding the objectives and expected results, thus demonstrating the degree of understanding of the contract. Your opinion on the key issues related to the achievement of the contract objectives and expected results.
- An explanation of the risks and assumptions affecting the execution of the contract.

Strategy

- An outline of the approach proposed for contract implementation.
- A list of the proposed tasks you consider necessary to achieve the contract objectives.
- Inputs and outputs.

Backstopping, subcontracting and capacity providing entities

- A description of the support facilities (back-stopping) that the contractor will provide to the team of experts during execution of the contract. The back-up function will be assessed in the evaluation and should be carefully explained in the organisation and methodology, including the list of staff, units, capacity of permanent staff regularly intervening as experts on similar projects, provision of expertise in the region/country or origin as well as partner countries, organisational structure, etc. which are supposed to ensure that function, as well as the available quality systems and knowledge capitalisation methods and tools, within the respective members of the consortium.
- A description of any subcontracting arrangements and arrangements with capacity providers (if such were identified during the shortlisting stage) with a clear indication of the tasks that will be entrusted to subcontractors and to capacity providers and a statement by the tenderer guaranteeing the eligibility of subcontractors and capacity providers.

Involvement of all members of the consortium and of capacity providing entities

- If a tender is submitted by a consortium, a description of the input from each member of the consortium and the distribution and interaction of tasks and responsibilities between them. Furthermore, the involvement of all members of the consortium will be considered added value in the tender evaluation. If the tender is submitted by a single company, the total of available points for this part in the evaluation grid will be allocated.
- If the tenderer relied on the capacity of other entities to fulfil the technical and professional criteria, evidence of the written commitment provided by those entities for performing the services for which their technical and professional capacities are required must be provided.

- If the tenderer relied on the capacity of other entities to fulfil the economic and financial criteria, evidence of the written commitment provided by those entities establishing their joint liability for the performance of the contract must be provided.

Timetable of work

- The timing, sequence and duration of the proposed tasks, taking into account travel time.
- The identification and timing of major milestones in executing the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the terms of reference.
- The methodologies contained in the offer should include a work plan indicating the envisaged resources to be mobilised.

B. Curriculum Vitae (CV) of the consultant and any key experts. The key experts are those whose involvement is considered to be instrumental to achieve the service contract objectives. Regarding key experts, the consultant should provide:

- a) a list of the names of the key experts.
- b) the CVs of each of the key experts. Each CV should be no longer than 10 pages.

C. Examples of similar work completed in the past.

D. Contact information for three professional references.

E. Financial Proposal

- Global price: United States Dollars

Note: The price shall not include VAT/indirect taxes. Only the price without VAT/indirect taxes would be taken into consideration for the financial evaluation. The amount of VAT/indirect tax, if applicable, must be indicated separately. Please include a price breakdown based on the outputs/deliverables in the terms of reference. Please ensure that the price breakdown is totalling the same amount at the Global Price above.

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Proposed methodology and approach.
- Relevant experience and qualifications.
- Quality of previous work.
- Cost-effectiveness.

9. Fees

A maximum budget of US\$10,000 will be paid to the consultant for the execution of this service contract

10. Additional information before the deadline for submitting proposals

Tenderers may submit questions in writing to the following email address up to 15 days before the deadline for submission of tenders to:

Mr. Anthony Seunarine
Procurement Manager
Caribbean Public Health Agency
E-mail: seunaran@carpha.org

11. Deadline for submission of Proposals

Proposals must be delivered in English to the email address below by **30 November 2024** to:

Caribbean Public Health Agency
Mr. Anthony Seunarine
Procurement Manager
Telephone : 1-868-622-4261/2, Ext-40216
E-mail : seunaran@carpha.org