

## Terms of Reference

### Regional (RG-T4387)

## Events/Workshops 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 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.

The Caribbean Public Health Agency (CARPHA), as the sole regional public health agency, is executing the Pandemic Fund (PF) Project: RG-T4387, with the Inter-American Development Bank (IDB) as the Implementing Entity, from 2024-2026. 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 and Early Warning Systems (EWS), laboratory systems and workforce capacity regionally at CARPHA and at country levels. The three high-priority areas are:

- Comprehensive disease surveillance and early warning systems
- Laboratory systems
- Human resources and public health and community workforce capacity.

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

- Other Costs: Project Management

This Consultancy is concerned with Monitoring, Evaluation, and Project Management and seeks an individual to function as the **Events / Workshops Coordinator** of the Project.

## 2. OBJECTIVES

The PF Project (2024-2026), consists of 400 activities, incorporates many meetings, workshops, seminars, and conferences to build capacity and strengthen regional health security as it relates the pandemic prevention, preparedness and response, all to be executed in the short time frame of three years. Notably, in 2025 alone, **89** workshops, trainings, meetings and/or conferences are scheduled. For every workshop, several activities are required, including a detailed concept note, budget, securing of venue, conference facilities, planning and coordination.

In this regard, CARPHA seeks to engage an **Events/ Workshop Coordinator** to provide efficient and comprehensive support in the planning, organizing, and executing of all meetings, workshops, seminars, and conferences related to the Pandemic Fund Project for the timely and seamless execution of the Projects activities.

The consultant will work closely with technical officers, project managers, subject matter experts, and external partners to ensure smooth execution of all events within the project's scope. The objective of this consultancy is to provide logistical, administrative, and operational support for the successful delivery of all meetings, workshops, and training sessions required by the Pandemic Fund Project. The coordinator will also ensure that all events are well-structured and align with the overall project goals and timelines.

### 2.1 Deliverables

The Coordinator is expected to deliver the following within the specified timelines:

- Event schedules and agendas (at least 2 weeks prior to each event).
- Logistical arrangements for all participants (at least 3 weeks prior to each event where probable).
- On-site/virtual event management support.
- Post-event reports (within 2 weeks after each event).
- Compilation of meeting minutes and dissemination of key outcomes.
- Assisting with other Agencywide conferences

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

The Meetings and Workshop Coordinator will be responsible for the following:

### 3.1 Planning and Organization

- Assist in developing the agenda, schedule, and objectives for meetings, workshops, and events.
- Identify suitable venues and manage logistics for virtual, hybrid, and in-person meetings.
- Coordinate with relevant stakeholders, both internal and external, to ensure their participation.
- Develop and disseminate invitations, agendas, and other pre-event materials.
- Coordinating visibility actions related to the various meetings/workshops/conferences

### 3.2 Logistics Management

- Handle all logistical arrangements, including travel, accommodation, transportation, and equipment required for participants.
- Ensure the availability and functionality of audio-visual equipment, presentation tools, and necessary software for virtual meetings.
- Coordinate catering, security, and other support services for in-person events.

### 3.3 On-site/On-event Coordination

- Serve as the primary point of contact during events, ensuring smooth execution.
- Monitor the implementation of the agenda and ensure that time schedules are adhered to.
- Troubleshoot and resolve any issues that arise during the events.

### 3.4 Post-event Follow-up

- Manage post-event feedback collection and evaluation in collaboration with the M&E specialist
- Prepare comprehensive reports summarizing event outcomes, lessons learned, and areas for improvement.
- Archive all documentation related to meetings and workshops, including presentations, minutes, and recordings.

### 3.5 Collaboration and Communication

- Assists with the maintaining of clear and consistent communication with all stakeholders involved in the Pandemic Fund Project.
- Liaise with the project team to ensure alignment of event objectives with project deliverables.
- Collaborate with the Project's Communication specialist and CARPHA's communications team to ensure that events are publicized and that materials are available in a timely manner.
- Works with the Project Director and Technical Coordinator to ensure the Pandemic Funds activities are implemented in alignment with what is required by the relevant department leaders.
- Other duties that may be implied in the contract or assigned by CARPHA.

## 4. QUALIFICATIONS AND EXPERIENCE

### Academic Qualifications

- A bachelor's degree in Event Management, Business Administration, or a related field.

### Experience:

- At least 3-5 years of experience in event coordination, logistics management, or project support roles.
- Experience working on health-related projects or international development programs is an asset.
- Experience in working in a project environment such as those with funding from International Development Partners (IDPs) such as the Inter-American Development Bank (IDB) will be an asset

### Expert Knowledge and Skills:

- Ability to adapt to diverse cultural and educational backgrounds and maintain a high standard of personal conduct
- Ability to foster integration and teamwork
- Ability to communicate in a credible and effective way
- Ability to work under pressure and meet tight deadlines
- Proficiency in using virtual meeting platforms such as Zoom, MS Teams, and event management software
- Strong organizational and multitasking skills
- Excellent communication skills, both written and verbal

## 5. 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>

## 6. CHARACTERISTICS OF THE CONSULTANCY

- Type of Consultancy: Individual
- Duration: 15 months
- Place of Work: Caribbean Public Health Agency (CARPHA) Headquarters, Port of Spain, Trinidad and Tobago
- Working Language: English

## 7. 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.

## 8. CLIENT INPUT AND COUNTERPART PERSONNEL

CARPHA will provide the **Events/Workshop Coordinator** with applicable laws and policies, Operations Manual, relevant project documentation, office space and relevant computer equipment.

## 9. COORDINATION

The **Events/Workshop Coordinator** will report to the Technical Advisor who will in turn report to the Project Director (CARPHA Technical Lead) or designate. The Project Director, (CARPHA Technical Lead), who 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 **Events/Workshop Coordinator** is expected to be guided by the Director of Corporate Services and collaborate with relevant departments in CARPHA Corporate Services and 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>Maximum Points</b>
<b>1. Academic Qualifications</b>	Bachelor's degree in Event Management, Business Administration, or a related field	25
<b>2. Required Experience</b>	At least 3-5 years of experience in event coordination, logistics management, or project support roles	20
	Experience working on health-related projects or international development programs	10
	Experience in working in a project environment such as those with funding from International Development Partners (IDPs) such as the Inter-American Development Bank (IDB)	10
<b>3. Specific Professional Experience</b>	Strong organizational and multitasking skills	10
	Ability to adapt to diverse cultural and educational backgrounds and maintain a high standard of personal conduct	5
	Ability to work under pressure and meet tight deadlines	10
	Excellent communication skills, both written and verbal.	5
	Proficiency in using virtual meeting platforms such as Zoom, MS Teams, and event management software	5
<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 Information for References	Country	Summary of Key Activities Performed relevant to the Assignment
<i>[e.g., May 2015-present]</i>	<i>[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, Deputy Minister]</i>		

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**

**Consultant contact information:** *[e-mail....., Telephone No.....]*

**Certification:**

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

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, experience, skills and knowledge and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Employer, and/or sanctions by the Bank.

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Name of Consultant

Signature

Date[*day/month/year*]

(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)

Yes	No

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 to work in the country of domicile.