

TERMS OF REFERENCE

REGIONAL (RG-T4387)

MONITORING AND EVALUATION SPECIALIST

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

The Consultancy is concerned with Monitoring, Evaluation, and Project Management and seeks an individual to function as the Monitoring and Evaluation Specialist in the Project Execution Unit of the Project.

2. OBJECTIVE

The objective of the Monitoring and Evaluation Specialist is to support the design, coordination and implementation of monitoring and evaluation activities of the CARPHA Pandemic Fund Project.

The officer will be responsible for monitoring and reporting on the progress and achievements of the CARPHA Pandemic Fund Project.

3. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The Monitoring and Evaluation Specialist will be responsible for the monitoring and evaluation with the following specific responsibilities:

- Develop M&E tools for project monitoring and oversee their implementation during the project cycle.
- Develop and update indicator tracking tables for the project.
- Maintain reference information for each indicator identified in the performance framework.
- Develop data collection and reporting tools.
- Support the development of baseline and target values for performance measures.
- Prepare monthly reports on the status of achievement of output level indicators and annual reports on progress towards achievement of outcomes – aggregate results.
- Administer surveys/conduct interviews to assess levels of satisfaction of clients and degree of uptake and application of skills and knowledge delivered by CARPHA
- Liaise with the Project/Programme Officer to contribute to the preparation of progress reports for submission to internal and external stakeholders.
- Make recommendations for adjustments to logical frameworks/results frameworks.
- Identify project success stories and lessons learnt to capture the qualitative outputs of the project.
- Assist with the development of indicator reference sheets where necessary.
- Monitor the sustainability of project results.
- Participate in project reviews (monthly, quarterly, annually)
- Assist in the preparation of other project reports.
- Prepare Terms of Reference for independent evaluations of the project.
- Assist with the implementation of recommendations of independent evaluations.
- 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.
- Other duties that may be implied in the contract or assigned by CARPHA.

4. QUALIFICATIONS AND EXPERIENCE

Academic Qualifications:

- University degree in Social Sciences, Statistics, Public Health or Management, or related field.

Experience:

The Monitoring and Evaluation Specialist will be expected to possess the following:

- At least 5 years' of demonstrated professional experience in monitoring and evaluation of international development programmes and projects, preferably in health.
- At least 5 years' experience in the design and implementation of project/programme evaluations.
- Experience in designing, implementing and operating project/programme M&E systems from project identification to the close-out stage.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management and developing M&E plans.
- Experience in conducting major evaluation methodologies and approaches.
- Experience in planning and managing surveys.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience in analysing data using statistical software.

Expert Knowledge and Skills:

- Knowledge of IHR monitoring framework, indicators and checklists.
- Knowledge of JEE and SPAR frameworks, monitoring and assessment tools.
- Sound knowledge of M&E and management principles and practices,
- A firm understanding of project management and planning tools.
- Understanding of the macro context of health development in the Caribbean region.
- Excellent interpersonal, oral and written communication and negotiation skills.
- Highly organised with the ability to work on own or with members of a team.
- Ability to comfortably multi-task.
- Ability to adjust to changing priorities with demanding timeframes.
- Knowledge of major evaluation methodologies and approaches

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: 15 months
- 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 Monitoring and Evaluation Specialist with the applicable laws and policies, Operations Manual, relevant project documentation, office space and relevant computer equipment.

8. COORDINATION

The Monitoring and Evaluation Specialist will report to the Technical Coordinator and the 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 Monitoring and Evaluation Specialist 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

Selection Component	Evaluation Criteria	Max Points
1. Academic Qualifications	University degree in Social Sciences, Statistics, Public Health or Management	15
2. Required Experience	At least 5 years' of demonstrated professional experience in monitoring and evaluation of international development programmes and projects, preferably in health.	15
	At least 5 years' experience in the design and implementation of project/programme evaluations.	10
	Experience in designing, implementing and operating project/programme M&E systems from project identification to the close-out stage.	10
	Experience in conducting major evaluation methodologies and approaches.	5
	Experience in planning and managing surveys.	5
	Experience in developing and refining data collection tools.	5
	Experience with data quality assessments and oversight	5
3. Expert Knowledge and Skills	Knowledge of IHR monitoring framework, indicators and checklists.	10
	Knowledge of JEE and SPAR frameworks, monitoring and assessment tools	15
	Ability to communicate effectively with diverse stakeholders	5
Total Points		100

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>
¹ Nationality	

Education: *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]*

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 2015present]</i>	<i>[e.g., Ministry of, advisor/consultant to... For references: Tel...../email.....; Mr. Bbbbbb, Deputy Minister]</i>		

¹ See Annex 3 of the Terms of Reference Outline for list of member countries of the Bank

Membership in Professional Associations and Publications:

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

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

Certification:

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.

Name of Consultant

Signature

Date*[day/month/year]*

- | | 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

