

**Terms of Reference
Regional
(RG-T4387)**

Senior Advisor - Surveillance, Emergency 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 work. CARPHA is competent in all three areas of PPR and has a successful 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. 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 region will serve to build 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: Strengthening and Expanding Integrated EWS and seeks an individual to function as the **Senior Advisor - Surveillance, Emergency and Response** of the Project.

1.1 JUSTIFICATION FOR THE STUDY

The Caribbean Region, (consisting of 33 political entities of which 26 are CARPHA Member States (CMS), of varying population sizes (11.5 M to 1,933), health expenditure as a percentage of GDP (4.2 to 0.8), and heavy dependence on visitor arrivals (receiving 57M in 2024), is uniquely characterized by small, under-resourced small island developing states, and varying surveillance, laboratory and human resource capacities. It is also highly interconnected with porous borders, heavily reliant on tourism, and susceptible to natural disasters. This combination of factors significantly increases the region's exposure and vulnerability to public health emergency and pandemic risks, enabling rapid spread of highly transmissible communicable diseases. Furthermore, the tropical climate, and abundance of competent vectors make the region particularly vulnerable to vector-borne disease outbreaks. As a result, the Caribbean has experienced numerous infectious disease outbreaks, including COVID-19, Cholera, HIV, Dengue, Chikungunya, Zika, Norovirus, SARS, H1N1, and Mpox, which have had profound human, economic, and social impacts. The rapid transmission of COVID-19 to all Caribbean islands within a short period further emphasizes the vulnerability of the entire region to the spread of infectious diseases.

Consequently, effective emergency and response (E&R), including PPR, need to be improved not only at the national levels, but at the regional level, as functional regional capacities are greater than the sum of the capacities of individual countries. Robust, regional, integrated surveillance and EWS [syndromic, event-based, laboratory, visitor-based, food-borne, zoonotic, vector-borne, climate early-warning, AMR]), enhanced laboratory and workforce capacities, supported by regional coordination and partnerships, are thus crucial for effective PPR in the Caribbean. It also necessitates the capture of illnesses in both local and visitor populations including tracking transboundary spread (as the first cases of many new infectious diseases were imported via travel); and regional training for improving capacities of healthcare, laboratory and surveillance professionals, fostering a standardized approach to PPR across the region.

Strengthening coordination among countries and agencies is also critical for enhancing effective PPR capacities regionally and nationally. Countries and agencies engage in PPR activities at national and regional levels, including surveillance, EWS, AMR and laboratory strengthening. Some CMS also have independent grants from US Centers for Disease Control and Prevention (CDC), USAID and World Bank (WB) for PPR capacities. However, CARPHA works 'hand-in-hand' with CMS, given its regional remit, experience and expertise in working with small under-resourced countries. CARPHA has existing partnerships, and support from key agencies and international developmental partners (IDPs) that engage in PPR in the region, e.g. Pan American Health Organization, CDC, Public Health Agency of Canada, UK Health Security Agency, IDB, European Union, WB. The leading role of CARPHA in coordinating response to Public Health Emergencies was well demonstrated by its multi-faceted and multi-sectoral approach to COVID-19 response for the region.

2. OBJECTIVE

The **Senior Advisor - Surveillance, Emergency and Response** consultant will provide leadership, direction and technical support to effectively enhance and implement CARPHA's Emergency and Response mandate and implement Caribbean-tailored interventions to strengthen CARPHA's and its Member States' capacities to manage and respond to emerging disease threats and other public health emergencies and build regional and national capacities for effective pandemic preparedness and response.

3. SCOPE OF SERVICES/ TASKS

The following presents a scope of work breakdown for the **Senior Advisor - Surveillance, Emergency and**

Response:

1. Review and update CARPHA's Integrated Emergency and Response (E&R) strategy, manuals and SOPs for effective timely E&R and PPR and alignment to international E&R strategies with considerations for the Caribbean's unique characteristics
2. Provide technical support for the implementation of E&R activities in the donor funded grant
3. Strengthen/amend existing E&R training activities and accompanied materials to clearly align CARPHA strategies and tools to regional and international standards, minimizing duplication of other agencies' efforts
4. Develop/amend procedures and deployment of national and regional rapid response teams to effectively respond to outbreaks in the Caribbean environment in a timely manner
5. Provide technical support for documents and strategies for the surveillance and response public health emergencies
6. Provide support for the implementation of the Caribbean Regional Health Security Strategy as a common strategic framework for CARPHA Member States to strengthen their capacity to manage and respond to emerging disease threats and other public health emergencies.
7. Develop guidelines for monitoring and conducting multisectoral outbreak response to emerging infectious diseases (EID)
8. Build national and regional capacity for effectively responding to outbreaks from ports of entry to population level
9. Provide expert technical support and advice to CARPHA for the development of appropriate strategies, and guidelines for surveillance and response to communicable diseases including an effecting graduated response framework with standardized incident management systems for response
10. Build capacity in the appropriate application of infection control practices and measures
11. Provide support for building sustainable national and regional capacities and partnerships to ensure public health security through preparedness planning, prevention, early detection and rapid response to emerging diseases and other public health emergencies
12. Provide technical support for CARPHA outbreak response operations
13. Perform other related duties, as assigned.

4. CONSULTANT'S REPORTING OBLIGATION

No.	Deliverable/ Reports	Contents of Report	Timeline
1.	Inception Report	Maximum 12 pages to be produced two (2) weeks after the start of implementation. In the report the Consultant shall describe initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme. More specifically, the Report will include a detailed workplan with the timelines for the specific project activities and the methodology for the activities.	Two (2) weeks
2.	Monthly Report	Monthly Reports – November 2025 through October 2026. Maximum 12 pages (main text excluding annexes) to be produced at the end of each month of the Consultancy (excluding the final month). This report will consist of a detailed summary of progress with implementation of the specific work, set out in Section 3, including challenges	Last day of each month

No.	Deliverable/ Reports	Contents of Report	Timeline
		encountered and action taken/proposed to address challenges.	
13	Final Report	Maximum 20 pages (main text, excluding annexes) shall be submitted at the end of the final month of the Consultancy. The submission must be a comprehensive report comprising the work conducted in respect of Section 3.	Last day of November 2026

5. QUALIFICATIONS AND EXPERIENCE

Academic Qualification

- Master of Public Health degree or related epidemiological post baccalaureate degree
- Medical degree or other terminal clinical or public health degree would be an asset

Experience:

- At least five (5) of relevant and equivalent experience in international/regional experience coordinating and responding to public health emergencies
- Implementing regional and/or international projects
- Developing, implementing and evaluating public health emergency preparedness and response activities in an international/regional context
- Developing subnational and national preparedness plans, regional health security strategies

Expert Knowledge and Skills:

- Expert knowledge of written and spoken English
- Capacity to promote and implement collaboration and exchange with CMS, partners, and CARPHA Staff toward the implementation of best practices for preparing and responding to public health emergencies.
- Proven organizational and analytical skills, together with excellent interpersonal skills.
- Proven ability to communicate and to write technical documents in a clear and concise manner.
- Ability to work harmoniously as a member of a team, adapt to diverse cultural and educational backgrounds and maintain a high standard of personal conduct.
- Strong project management, analytical and problem-solving skills

6. 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>

7. CHARACTERISTICS OF THE CONSULTANCY

- Type of Consultancy: Individual
- Duration: 13 months (November 2025 – November 2026)
- Place of Work: Caribbean Public Health Agency (CARPHA) Headquarters, Port of Spain, Trinidad and Tobago (in-person)
- Working Language: English

8. CLIENT'S INPUT AND COUNTERPART PERSONNEL

The Client shall ensure that all currently available data, information, documentation and reports are provided to inform assessment, consultations and recommendations. The consultant is expected to conduct work remotely and liaise virtually with the Client. The consultant will furnish their own office accommodation, computer, internet connectivity for use during this consultancy.

9. 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.

10. INTELLECTUAL PROPERTY AND OWNERSHIP RIGHTS

All training materials, content, data, software, and any other intellectual property developed under this consultancy, including but not limited to databases, training manuals, user guides, reports, and any related digital assets, shall be the sole and exclusive property of the Caribbean Public Health Agency (CARPHA).

The Consultant acknowledges that all rights, title, and interest in any work produced, whether tangible or intangible, created during the course of the consultancy, including modifications, enhancements, or derivative works, shall vest exclusively in CARPHA. The Consultant shall not retain any ownership rights, claim, or interest in the platform, data, or materials developed, nor shall they use or distribute any part of the work without prior written consent from CARPHA.

Upon completion of the consultancy, the Consultant shall transfer and hand over all administrative access, source code, documentation, and any other necessary credentials to CARPHA to ensure full and unrestricted control over the platform and training materials.

11. COORDINATION

The **Senior Advisor - Surveillance, Emergency and Response** will report to the Project Director (CARPHA Technical Lead) and/or designate. The Project Director 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 **Senior Advisor - Surveillance, Emergency 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, as needed.

Annex 1: Evaluation Criteria

Selection Component	Evaluation Criteria	Maximum Points
1. Academic Qualifications	Masters of Public Health degree or related epidemiological post-baccalaureate degree	15
	Medical degree or other terminal clinical or public health degree would be an asset	5
2. Required Experience	At least five (5) of relevant and equivalent experience in international/regional experience coordinating and responding to public health emergencies	15
	Developing, implementing and evaluating public health emergency preparedness and response activities in an international/regional context	15
	Developing subnational and national preparedness plans, regional health security strategies	15
	Implementing of regional and/or international projects	15
3. Specific Professional Experience	Proven organizational and analytical skills, together with excellent interpersonal skills	5
	Capacity to promote and implement collaboration and exchange with CMS, partners, and CARPHA Staff toward the implementation of best practices for preparing and responding to public health emergencies	5
	Proven ability to communicate and to write technical documents in a clear and concise manner.	5
	Ability to work harmoniously as a member of a team, adapt to diverse cultural and educational backgrounds and maintain a high standard of personal conduct.	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 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):

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

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]*

(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.