

GOVERNMENT OF SAINT VINCENT AND THE GRENADINES

**STRENGTHENING RESPONSE, RECOVERY AND RESILIENCE IN THE HEALTH
SECTOR**

SURVEILLANCE OFFICER for the MENTAL HEALTH REHABILITATION CENTRE

REQUEST FOR EXPRESSIONS OF INTEREST

The **Government of St. Vincent and the Grenadines (GOSVG)** has received financing from the Caribbean Development Bank (CDB) through a European Investment Bank (EIB) Climate Action Line of Credit II (CALC II) – COVID-19 Component, in an amount equivalent to US\$10M towards the cost of the Strengthening response, Recovery and Resilience in the Health Sector Project, and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by the CDB will be made only at the request of GOSVG and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOSVG shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Ministry of Finance, Economic Planning and Information Technology (MoFEPIT), the Executing Agency, now wishes to procure consultancy services for a Surveillance Officer for the Mental Health Rehabilitation Centre, St. Vincent and the Grenadines.

The objective of the consultancy is to provide data collection, interpretation and dissemination services for the Ministry of Health, Wellness and the Environment. The duration of the assignment is expected to be for a period of nine (9) consecutive months.

The MoFEPIT now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are all countries. Consultants are advised to review the detailed eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the Procurement Procedures for Projects Financed by CDB (January, 2021), as published on CDB's website.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. All information must be submitted in **English**. Further information may be obtained from the **first address** below between 09:00 and 15:30 hours Monday to Friday.

The Expression of Interest must be received electronically at the **first** (PIU) and **second** (CDB) addresses below no later than **4:00 p.m. (St. Vincent Time) on Friday, July 25, 2025**. The submission should include the name and address of the applicant and shall be clearly marked **"Expression of Interest – Surveillance Officer for the Mental Health Rehabilitation Centre"**

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. The GOSVG reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

<p>(1) Attention: Project Implementation Unit (PIU) Recardo Frederick Director of Economic Planning Economic Planning Division Ministry of Finance, Economic Planning and Information Technology Bay Street, Kingstown St. Vincent and the Grenadines</p> <p>Tel: 784 - 457 - 1746 (+1784) 456-1111 Ext 3653 / 3654</p> <p>Email: cenplan@svgcpd.com copied to: dtelesford@svgcpd.com</p>	<p>(2) Procurement Policy Unit Caribbean Development Bank Tel: (+1246) 539-1600 Email: procurement@caribank.org</p>
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GOVERNMENT OF ST. VINCENT AND THE GRENADINES
STRENGTHENING RESPONSE, RECOVERY AND RESILIENCE IN THE HEALTH
SECTOR

DRAFT TERMS OF REFERENCE

SURVEILLANCE OFFICER for the MENTAL HEALTH REHABILITATION CENTRE

1. BACKGROUND

The Government of St Vincent and the Grenadines (GOSVG) has received financing from the Caribbean Development Bank (CDB) for a Health Project under a Global Loan Program to build Health, Social and Economic Resilience in the Organization of Eastern Caribbean States (OECS) member countries during the COVID-19 Crisis (the programme).

The programme is financed by the Caribbean Development Bank (CDB) through a European Investment Bank (EIB) Climate Action Line of Credit II (CALC II) – COVID-19 Component to support recovery from COVID-19 in eligible OECS member states. CDB is acting as an Implementing Agency under the Programme and responsible for the administration, execution, control and monitoring of resources under the Programme.

The project lends support to Health Security Unit to employ Surveillance Officers with the responsibility of monitoring, investigation and controlling the spread of diseases within the population of St. Vincent and the Grenadines.

Under the general supervision of the Epidemiologist, the Surveillance Officer will be responsible for the systematic collection, analysis, interpretation and dissemination of health data; monitor and response to outbreaks; support operational research to improve disease control and prevention strategies; assist in field investigations and data management.

2. DUTIES AND RESPONSIBILITIES:

1. Data Collection and Management

- Developing, updating and implementing protocols for data collection and ensuring adherence to protocols.
- Establishing timely, accurate data entry and validation processes.
- Maintaining and managing databases, to ensure data integrity, confidentiality and security.
- Coordinating with data providers to ensure data completeness and accuracy.
- Collection and reviewing/verification of surveillance data obtained from personnel internal and external to the Epidemiology Unit.
- Preparation of reporting templates.
- Generating weekly, monthly and annual statistical reports.
- Monitoring all data including dashboards.

2. Surveillance and Monitoring

- Conducting surveillance activities and the monitoring of communicable diseases.
- Analyzing surveillance data to identify trends, outbreaks and potential public health threats.
- Generating and dissemination of surveillance reports to reporting stakeholders.
- Preparing statistical packages for additional interrogation of existing surveillance data.
- Conducting training on surveillance of epidemic prone diseases on topics of detection and notification, investigation, data management / analysis, and rapid response to build capacity and strengthen surveillance systems.
- Planning and developing presentations and material for workshops, and training to build capacity and improve surveillance efforts.

3. Quality Assurance

- Implementing measures in quality assurance to ensure high standards in surveillance data collection, analysis and reporting.
- Implementing scheduled surveillance activities that will identify gaps in that surveillance process and make recommendations for corrective actions to be taken.
- Conducting regular reviews and audits of the surveillance systems and processes.

4. Collaboration and Coordination

- Mitigation of potential public health threats.
- Evaluation of intervention programme in keeping with the information generated from public health data.
- Collaborating with the epidemiologist and other team members to conduct data analysis including real-time analysis of outbreak data, to perform epidemic forecasting and detection.
- Coordination of technical activities and outbreak/health emergency programs.
- Facilitating in the implementation of the International Health Regulations which includes participating in verifying and assessing the risk on reported public health events.
- Finding associations between risk factors and incidence, and risk factors and prevalence. Specifically, for the analysis of NCDs.

5. Field Visit and Emergency Response

- Coordinating field investigations in response to reported outbreaks or unusual disease patterns.
- Conducting emergency response activities and support during public health emergencies/ threat.

3. REQUIREMENTS:

A. Qualification

The Surveillance Officer should have at least a bachelor's degree in Public Health, Epidemiology or Bio-statistics.

B. Experience:

The Surveillance Officer should have at least three (3) years' experience in disease surveillance, public health or epidemiology.

Proven experience with data analysis and statistical software (e.g., SPSS, Stata, R) is also desirable.

C. Skills:

- Strong analytical and problem-solving skills.
- Excellent communication and presentation skills.
- Proficiency in data management and analysis tools.
- Ability to work effectively in a team and collaborate with diverse stakeholders.
- Strong organizational skills.

Core Competencies:

- **Technical Expertise:** Knowledge of disease surveillance systems, epidemiological methods, and public health principles.
- **Attention to Detail:** High level of accuracy in data collection, analysis, and reporting.
- **Adaptability:** Ability to manage multiple tasks and respond effectively to rapidly changing situations.
- **Ethical Conduct:** Commitment to ethical standards in data management and public health practices.
- **Continuous Learning:** Commitment to ongoing professional development and staying updated with current trends in disease surveillance and public health.

4. WORKING CONDITIONS:

Environment:

- Work will be performed both indoors and outdoors with regular field visits to health care facilities and communities.
- The successful applicant will be contracted on a full-time basis and may be required to work outside of regular hours during outbreaks and emergencies.

5. TIME AND LOCATION:

The assignment is for a duration of nine (9) consecutive months, to be performed on site in St. Vincent and the Grenadines and is expected to commence October 1, 2025.

6. PAYMENT TERMS

Payment will be made on a monthly basis upon submission of a detailed invoice and progress report, subject to approval by the Epidemiologist.