

Saint Vincent and the Grenadines
Ministry of Finance, Economic Planning and Information Technology
OECS Regional Health Project (P168539)
Terms of Reference
Consultancy
National Health Multi-Hazard Incident Management Plan

1. Background

The Government of Saint Vincent & the Grenadines has received funding from International Development Association (World Bank) for the implementation of OECS Regional Health Project (OECS RHP). The project aims to improve the preparedness capacities of health systems for public health emergencies in the OECS regional and includes response to the threats posed by COVID-19 nationally. The project has four components as follows:

- Component 1: Improved Health Facilities and Laboratory Capacity
- Component 2: Strengthening Public Health Surveillance and Emergency Management
- Component 3: Institutional Capacity Building, Project Management and Coordination
- Component 4: Contingent Emergency Response Component (CERC)

In keeping with the project objective to improve the mitigation and preparedness capacity of the health system to effectively and efficiently respond in a comprehensive manner to health emergencies, improve its IHR compliance and to accomplish the result indicators of the project. The Economic Planning Division in collaboration with the Ministry of Health, Wellness and the Environment would be implementing a consultancy to enhance the country's Emergency Response to Public Health hazards and threats by developing a Chemical Biological Radiological Nuclear (CBRN) manual, Standard Operating Procedure (SOP) for incident and emergency response for the Public Health Laboratory, develop concise Volcanic Eruption Response, Tsunami Response and Earthquake Response Plans and update the Highly Infectious Disease Management Plan and the Health Services Continuity Plan.

2. Overview

The MOHWE has a National Health Multi-Hazard Incident Management Plan which was recently updated in 2023 from the National Health Emergency and Disaster Management Plan 2019. The plan and Concept of Operations document covers procedures and guidance for management of events utilizing and incorporating the WHO One Health All Hazard Concept. The requirement therefore for this consultancy, will be to update the SOP for Public Health Laboratory Incidents and emergency response, Volcanic Eruption Response Plan, Tsunami Response Plan, Earth Quake Response Plan.

Further the Consultant will be required to update the Highly Infectious Disease and Health Services Continuity Plans incorporating lessons learnt from COVID-19 and the Volcanic eruption (After Action Reviews, IHR recommendations, WHO/PAHO guidance).

3. Objective

The objective of the consultancy is to enhance the Ministry of Health's capacity to mitigate, prepare and effectively and efficiently respond to all hazards while continuing to provide quality healthcare service to current and potential clients. This will be achieved by developing and updating plans and procedures relevant to our context as guidance documents to manage all hazards and ensuring that the WHO One Health all Hazard Approach is embedded in the final documents.

4. Scope of Work

The scope of works to be undertaken for the update, development and completion of the supporting Manuals, Plans and SOPs to the National Health Multi-Hazard Incident Management Plan 2023 are as follows:

A. Develop the following documents:

- a. CBRN manual;
At a minimum the CBRN manual should contain a compendium of risk, treatment, response and mitigation;
- b. Standard Operational Procedure (SOP) for incident and emergency response for the Public Health Laboratory;
- c. Volcanic Eruption Response Plan;
- d. Earthquake Response Plan; and,
- e. Tsunami Response Plan.

B. Update the following documents as Annex to the National Health Multi-Hazard Incident Management

- I. Highly Infectious Diseases Plan (including all diseases in the IHR schedule)
- II. Health Services Continuity Plan

C. Stakeholder sensitization of the Manual, Plans and SOPs

- I. sensitization and awareness sessions which may include simulation exercises

5. Contract Duration

The consultant will be hired as a short-term consultant for the duration of eight (8) months.

6. Deliverables

The consultant is to complete and submit the deliverables listed in the table below to the Director of Economic Planning for approval.

Items	Deliverables	Content	Time of Submission
1	Inception Report	<p>The proposed methodology, template/structure and timeline for completion of the following:</p> <ul style="list-style-type: none"> a. The CBRN manual. The consultant is to conduct an assessment of the CBRN hazards and threats pertaining to St. Vincent and the Grenadines, and submit the report as part of the Inception Report. At a minimum the document is to include a compendium of the risk, treatment, response and mitigation for persons. b. SOP for Public Health Laboratory Incident and emergency response c. The Volcanic Response Plan; d. Tsunami Response Plan e. Earthquake Response Plan f. The Highly Infectious Disease Plan g. Health Services Continuity Plan <p>Approval of, or comments on the Inception Report will be provided within two weeks of receipt of the report.</p>	Three (3) weeks from the start date of the contract
2.	The draft CBRN manual, SOP for Public Health Laboratory Incidents and emergency management, Volcanic Response Plan, Tsunami Response Plan, Earthquake Response Plan, and the Highly Infectious Disease Plan and the Health Services Continuity Plan.	<p>The content of the documents as submitted in the approved Inception Report.</p> <p>Approval of, or comments on the submission will be provided within two weeks of receipt.</p>	Sixteen (16) weeks from the start date of the contract

Items	Deliverables	Content	Time of Submission
3.	The final CBRN manual, SOP for Public Health Laboratory Incidents and emergency response, Volcanic Response Plan, Tsunami Response Plan, Earthquake Response Plan, and the Highly Infectious Disease Plan and the Health Services Continuity Plan.	The content of the draft document incorporating the changes received on the draft submissions. Approval of the submission or comments will be approved within one week of receipt.	Twenty (20) weeks from the start date of the contract
4.	Training implementation/Socialization of the CBRN manual, SOP for Public Health Laboratory Incidents and emergency response, Volcanic Response Plan, Tsunami Response Plan, Earthquake Response Plan, and the Highly Infectious Disease Plan and the Health Services Continuity Plan.	Conduct stakeholder's familiarisation engagement sessions with key MOHWE staff and related focal points to understand roles and responsibilities within the manual and plans. This would include leading desktop simulations and sensitization.	Within four (4) weeks of approval of the National Health Multi-Hazard Incident Management Plan

7. Payment and Delivery Schedule

	Deliverables	Value %
a.	Inception Report	10%
b.	The draft CBRN manual, SOP for Public Health Laboratory Incidents and emergency management, Volcanic Response Plan, Tsunami Response Plan, Earthquake Response Plan, and the Highly Infectious Disease Plan and the Health Services Continuity Plan.	50%
c.	The final CBRN manual, SOP for Public Health Laboratory Incidents and emergency response, Volcanic Response Plan, Tsunami Response Plan, Earthquake Response Plan, and the Highly Infectious Disease Plan and the Health Services Continuity Plan.	20%
d.	Conduct stakeholder's familiarisation engagement sessions with key MOHWE staff and related focal points to understand roles and responsibilities within the manual and plans. This would include leading desktop simulations and sensitization.	20%

8. Project Management

The Economic Planning Division in the Ministry of Finance, Economic Planning and Information Technology shall be responsible for the execution of the activities under this consultancy. The Director of Economic Planning will be responsible for approving all reports.

- **Input**

The Client will be responsible for providing the following:

- Relevant documents, studies, reports relating to CBRN;
- Assistance to access to CBRN storage sites for observation purposes where applicable;
- Access to files, forms, certificates and assessment tools used in the management of CBRN;
- The IHR country guidance or core capacities;
- Local After-Action Reviews and existing documentation;
- Regional or international tools and templates relevant to SVG context;
- Coordinate the administrative/logistical arrangements for the training; implementation/Socialization of the National Health Multi-Hazard Incident Management Plan;
- Liaison with other ministries and departments etc., and;
- Where necessary assistance in obtaining visas, work permits and licenses etc.

The Consultant will be responsible for providing the following:

- All office space, materials, equipment and software required to complete the deliverables listed in Section 6 of these Terms of Reference, and;
- All transportation required.

9. Submission Format

The deliverables shall be submitted to the Director of Economic Planning in electronic form by email. In addition, two (2) hard copies of each deliverable shall be submitted to the Director of Economic Planning. The Director reserves the right to request any necessary revisions of the documents to reach an appropriate outcome and quality requirements.

10. Qualification and Experience

- Master's level education in Public Health, Health Emergency and Disaster Management or related field, Disaster Risk Reduction
- Five to eight years of relevant professional experience at national and regional levels. The consultant shall be an expert in health multi-hazard plans development / health systems / Disaster Risk Reduction Management.

- Experience working with multi-sector partners developing health related multi-hazard plans and their implementation, aligned to IHR/ One Health Standards.
- Strong technical skills and understanding of regional context.
- Experience in developing and delivering hands-on training material, including or similar to desktop simulation exercises.
- Strong analytical and advisory skills to inform the design and operational aspects of the manual and plans.
- Strong organizational, social, communications (written and spoken) and diplomatic skills to effectively work with multiple levels of Government.
- Knowledge and familiarity with relevant systems and stakeholders in the OECS region.