

**Ministry of Finance, Economic Planning and Information Technology**  
**OECS Regional Health Project (168539)**  
**Terms of Reference**  
**Consultancy to Develop Port Health Protocols and Environmental Health Surveillance**  
**System Manuals**

**SVGRHP-C-IC-11A**

## **1. Background**

The Government of Saint Vincent & the Grenadines has received funding from the International Development Association (The World Bank) for the implementation of the OECS Regional Health Project. The objective of the project is to improve the preparedness capacities of health systems to manage public health emergencies. The project is being implemented by the Economic Planning and Division in the Ministry of Finance, Economic Planning and Information Technology in collaboration with the Ministry of Health, Wellness and the Environment (MOHWE). Activities will be implemented under the project to among other things strengthen the country's port health and surveillance capabilities.

### **1.1. Port Health and Environmental Health Surveillance**

The Environmental Health Division (EHD) was established within the MOHWE in the Public Health Department and is headed by the Chief Environmental Health Officer (CEHO) in accordance with the Environmental Services Act No.14 of 1991. One of the main functions of the EHD is environmental health surveillance in preparation and response to public health events. These events can be of an infectious nature or associated with food safety, chemical incidents, biological and radio nuclear emergencies. The functions of the EHD are guided by three key legislations as follows:

- Public Health Act No. 9 of 1977
- Environmental Services Act No.14 of 1991, and;
- International Health Regulations (2005).

In keeping with its functions, the EHD, is to ensure that its port health protocols and environmental health surveillance system are in alignment with IHR (2005) core capacities. These core capacities include: Human resources (C6), Health Emergency Management (C7), Point of Entry and Border Health (C11), Food Safety (C12), Chemical Events (C14) and Radiation Emergencies (C15).

Designated Points of Entry

- Argyle International Airport
- Kingstown Port

Other Points of Entry (Not designated under the IHR (2005))

- Blue Lagoon Jetty

- Chateaubelair Bay Jetty
- Bequia Airport
- Port Elizabeth Wharf
- Union Island Airport
- Canouan Airport
- Mustique Airport and Wharf
- Campden Park Port

The increase in the number of persons and conveyances, the increased in international and the risk of international spread of emerging and re-emerging infectious diseases, makes it imperative the core capacities are developed and maintained at PoE. These capacities include the ability to early detect and respond to public health threats.

## **2. Objective**

The objectives (outputs) of the consultancy are:

1. Develop strategic risk assessment for each PoE
2. Develop integrated PoE public health contingency plan for all hazards
3. Develop integrated surveillance manual for PoE

## **3. Duration**

The consultant will be hired as a short-term consultant for a duration of approximately eight (8) months to completed the scope of works listed in section 4 of these terms of reference.

## **4. Scope of Works**

The scope of works will include all the activities to be completed for developing the manuals containing port health protocols and environmental health surveillance systems. The consultant is expected to complete the tasks listed below for completion of the scope of works.

Additional technical resources for the development of the manuals are available on the following website:

### **4.1.Task 1 - Assessment of the EHD current Port Health Protocols and Environmental Health Surveillance System**

For the completion of Task 1, the consultant is expected to conduct a desk reviews, consultative meetings/ key informant interviews and or observation to document the existing port health protocols and environmental health surveillance in St. Vincent and the Grenadines. At a minimum, the consultant is also expected to review the roles and responsibilities of officers for the execution of the activities listed below.

- Boarding procedures for vessels and aircraft
- Waste disposal procedure (ship to land)
- Notification for communicable disease on vessel

Based on the assessment findings, the consultant will identify any existing gaps in the current Port Health Protocols and Environmental Health Surveillance System and make recommendations for improvement based on IHR (2005) requirement, international best practices and standards.

#### **4.2. Task 2 - Develop a Port Health Protocol Manual**

Using the finding of the assessment conducted and the recommendations for improvement provided, the consultant will develop (using the approved template/structure) a Port Health Protocol Manual entitled “Management of Public Health Events on Board Ships and Ports of Entries”. The manual shall at a minimum contain the following:

##### **A. Purpose**

- a. Provide guidance for staff and all stakeholders.

##### **B. Background**

- a. Port health as the first line of defence.
- b. Identification of stakeholders
- c. International requirements for port health in the context of IHR.
- d. Overview of port: designated and undesignated.

##### **C. Legal framework**

- a. IHR (2005) and core capacities.
- b. Regional legal context.
- c. Local legal context: Public Health Act 1977, etc.

##### **D. Port health duties**

- a. Inspection of goods.
- b. Monitoring conveyances
- c. Communicable disease surveillance and control
- d. Port of entry facilities

##### **E. Standard Operation Procedures**

###### **a. Communication of Public Health Event**

- I. Chain of commands for communicating information

###### **b. Inspection of goods**

- i. Compliance with national regulations
- ii. Risk analysis
- iii. Sampling
- iv. Importation of human remains
- v. Ordering and monitoring destruction
- vi. Systems for reporting

- c. Monitoring conveyances**
  - i. Monitoring vector control on board
  - ii. Verifying documentation
  - iii. Removal of health risk (biological, chemical, and others) on board
  - iv. Systems of reporting
- d. Communicable diseases surveillance and control**
  - i. Disease surveillance and control
  - ii. Facilities for temporary isolation and examination
  - iii. Testing capacities
  - iv. Transfer of ill passengers
  - v. Systems for reporting
- e. Port of entry facilities**
  - i. Monitor water and food safety
  - ii. Testing parameters and equipment
  - iii. Occupational health and safety

#### **F. Vessels (SOP)**

- a. Notification of arrival
- b. Documentation required upon Arrival
- c. Granting of pratique

#### **G. Appendices**

- a. Port Health Contingency Plan
- b. Required (optimal) staffing for port health, required space, and equipment
- c. Lists of ports of entry (designated and undesignated)
- d. List of stakeholders
- e. Disease threshold formulas for cruise ships

### **4.3.Task 3 – Develop an Environmental Health Surveillance Systems Manual**

Using the finding of the assessment conducted on the EHD Environmental Health Surveillance Systems and the recommendations provided, the consultant will develop a manual entitled “Environmental Health Surveillance Systems”. At a minimum the manual should cover the following:

#### **A. Purpose**

- a. Provide guidance for staff and all stakeholders.

#### **B. Background**

- a. Importance of environmental health surveillance in the context of the National Environmental and Development Plan, MOHWE strategic plan and IHR (2005).

#### **C. Functions performed by port of entry**

#### **D. Roles and responsibilities of port health - environmental health officers**

- a. Standard Operations Procedures
- b. Food safety
- c. Water safety
- d. Air quality
- e. Community health
- f. Vector control
- f. Solid and liquid waste management
- g. Ship sanitation certificate
- h. Inspection of ships and the issuance of ship sanitation certificates

## **E. Appendices**

Additionally, the consultant is expected to examine at a minimum the documents listed below to ensure that the Environmental Health Surveillance Systems meets international best practices and standards.

- Boarding procedure for vessels
- Organogram for the functioning of the port health surveillance
- Waste disposal procedure (ship to land)
- Notification for communicable disease on vessel
- Procedure for the issuance of ship sanitation certificates and an accompanying fee structure

### **4.4. Task 4 - Training**

The consultant shall conduct a two (2) days training session on the approved Port Health Protocols and the Environmental Health Surveillance Systems Manual with staff of the EHD. The training will aim to sensitize staff on the uses and procedures of the manuals.

Additional technical references for developing the manuals can be found on following websites/documents:

- <https://documents1.worldbank.org/curated/en/157871484635724258/pdf/112110-WP-Final-General-EHS-Guidelines.pdf>
- [https://www.icao.int/covid/cart/Documents/10152\\_manual\\_3rd\\_edition.en.pdf](https://www.icao.int/covid/cart/Documents/10152_manual_3rd_edition.en.pdf)
- <https://www.iata.org/contentassets/d0e499e4b2824d4d867a8e07800b14bd/iata-guidance-flight-operations-during-post-pandemic.pdf>
- [https://www.thelancet.com/journals/langlo/article/PIIS2214-109X\(23\)00129-8/fulltext](https://www.thelancet.com/journals/langlo/article/PIIS2214-109X(23)00129-8/fulltext)
- [https://aci-lac.aero/wp-content/uploads/2021/04/FINAL-Aviation-Operations-during-COVID-19-Business-Restart-and-Recovery\\_Version-2-x2hs2m.pdf](https://aci-lac.aero/wp-content/uploads/2021/04/FINAL-Aviation-Operations-during-COVID-19-Business-Restart-and-Recovery_Version-2-x2hs2m.pdf)
- [https://www.thelancet.com/journals/langlo/article/PIIS2214-109X\(23\)00129-8/fulltext](https://www.thelancet.com/journals/langlo/article/PIIS2214-109X(23)00129-8/fulltext)
- <https://www.who.int/publications/i/item/9789241549592>.
- International Convention for the Prevention of Pollution from Ships (MARPOL)
- "National Biomedical Waste Plan (NBWP), 2002"

## **5. Deliverables**

### **5.1. Inception Report**

Upon commencement of the consultancy, the consultant shall prepare and submit electronically an inception report to the Director of Economic Planning for approval. Prior to the submission on the report, the consultant is to participate in an inception meeting with the project coordinator for the OECS Regional Health Project, the staff of the MOHWE and the Economic Planning Division and other stakeholders to discuss the assignment. The inception report shall include at a minimum the template/structure for the Port Health Protocols and the Environmental Health Surveillance Systems Manual, and a work-plan and methodology for completing the assignment. Key decisions and outcome of the inception meeting should also be included in the report. The client will respond with comments on the inception report within two (2) weeks of receipt.

### **5.2. Assessment Report**

The consultant shall submit the findings of the assessment conducted on the current port health protocols and environmental health surveillance system at the EHD. The report is to include the list of documents reviewed, meetings/interviews and observations conducted (locations). Based on the assessment findings, the consultant will identify any existing gaps in the Port Health Protocols and Environmental Health Surveillance System and make recommendations for improvement based on IHR (2005) requirement, international best practices and standards. Comments will be provided on the report within two (2) weeks of receipt. The consultant shall submit two (2) hard copies and one electronic copy of the assessment report upon confirmation of acceptance.

### **5.3. Draft Port Health Protocols and Environmental Health Surveillance Manuals**

Using the recommendation provided in the assessment report, and the approved template/structure the consultant will prepare and submit electronically, the draft copies Port Health Surveillance and Environmental Health Surveillance Protocols manual for approval. Additionally, the consultant will make a power point presentation of the manuals to all stakeholders over a two-day period. The client will respond within three (3) weeks of receipt with comments on the draft manuals for incorporation in the final documents.

### **5.4. Final Port Health Protocols and Environmental Health Surveillance Manuals**

The consultant shall submit six (6) hard copies and one electronic copy of each manual for final approval. The final manuals should incorporate the comments received on the draft submissions. The client will indicate approval of the final manuals within two (2) weeks of receipt.

### **5.5. Training and sensitization of the Port Health Protocols and Environmental Health Surveillance Manuals**

The consultant shall conduct a two (2) days training session on the approved Port Health Protocols and the Environmental Health Surveillance Systems Manual with staff of the EHD. The training

will aim to sensitize the staff on the manual, uses and procedures. The consultant will provide all training material required for training sessions. The client will provide the list of staff to participate in the training session.

The training can be conducted via the face to face or virtual mode. The client will provide the training venue and meals where necessary for the training sessions. The consultant and client will be responsible for the equipment and other necessities required to facilitate a virtual training. All deliverables shall be submitted in English. Additionally, the draft reports are to be submitted in an electronically editable format.

## 6. Payment Schedule

<b>Deliverables</b>	<b>Duration</b>	<b>Payment Schedule - %</b>
<b>Inception Report</b>	<b>Two (2) Weeks</b>	<b>10 %</b>
<b>Assessment Report</b>	<b>Three (3) Weeks</b>	<b>15%</b>
<b>Draft Port Health Surveillance and Environmental Health Surveillance Protocols Manuals</b>	<b>Ten (10) weeks</b>	<b>40%</b>
<b>Final Port Health Surveillance and Environmental Health Surveillance Protocols Manuals</b>	<b>Two (2) weeks</b>	<b>15%</b>
<b>Training</b>	<b>One (1) week</b>	<b>20%</b>

## 7. Input

The Client will be responsible for providing the following:

- Relevant documents, studies, reports relating to Port Health Protocols and environmental health surveillance;
- Access to Port sites;
- Access to files, forms, certificates and assessment tools use in the execution of port health and environmental health surveillance;
- Coordinate the administrative/logistical arrangements for the presentation of the Port Health Protocols and Environmental Health Surveillance;
- Provide the training venue and list of trainees for the training;
- The list of staff to participate in the training session;
- Liaison with other ministries and departments., and;

- Where necessary assistance in obtaining visas, work permits and licenses etc.

**The Consultant will be responsible for the providing the following:**

- All office space, material, equipment and software required for completion of the task listed in Section G of these Terms of Reference;
- Prepare and deliver virtual presentation of the drafts Port Health Protocols and Regulations and the Food Safety Guidelines and Regulation;
- All transportation required.

**8. Project Management**

The Consultant will report to the Director of Economic Planning through the project coordinator; OECS Regional Health Project.

**9. Qualification & Experience**

- Minimum – bachelor’s degree in Public Health, or a related field;
- Minimum of ten years of experience in Public Health;
- Have a working knowledge of IHR 2005, Food base Guidelines-Codex Alimentarius etc. International Maritime Laws-IMO, SOLAS etc.;
- Proven experience in developing protocols guidelines in these respective areas in relation to the analysis of the applicable legal framework for the operationalization of the manual;
- Proven leadership skills, including the ability to set priorities, manage time effectively, and contribute to a team environment of respect, recognition, and mutual accountability;
- Excellent spoken and written English;
- Excellent communication skills, and;
- Experience working with Caribbean countries will be an asset.