

TERMS OF REFERENCE FOR CONSULTANCY

Improvement of Health Service Resiliency to the Impact of Emergencies and Disasters

1. Background

As part of its commitment to Safe Hospitals, the Pan American Health Organization / World Health Organization (PAHO/WHO) aims to improve hospitals' abilities to remain functional when faced with natural disasters. With support from the European Commission Directorate-General for Humanitarian Aid (ECHO), the project "Caribbean health services resilient to impact of emergencies and disasters" will assist in strengthening health services capacity by preparing selected health facilities in Grenada, Guyana, Jamaica, Saint Lucia, Suriname, and Trinidad & Tobago to respond to the needs of vulnerable populations during emergencies and disasters.

PAHO/WHO is seeing to contract a suitably qualified and experienced consultant to undertake work associated with health facilities resiliency to the Impact of Emergencies and Disasters. The purpose of this Terms of Reference is to solicit competitive proposals for the consultancy advertised.

2. Objective

The objective of the consultancy is to undertake safety improvements of targeted health facilities, assist countries in the adaptation of fire evacuation plans, to advise on safety improvement plans and documentation of lessons learned.

3. Scope of Work

The consultant will be contracted to:

- 3.1. Inception report within one week after the commencement of the consultancy. The report should outline the work to be undertaken and an updated schedule of work.
- 3.2. Work in concert with project team and beneficiaries to undertake non-structural and functional assessment of targeted health facilities in Grenada, Guyana, Jamaica, Saint Lucia, Suriname, and Trinidad.
- 3.3. Assist in the review of safety improvement plans for national level safe hospital programmes based on priority interventions.
- 3.4. Undertake re-assessment of targeted facility to determine level of improvement following implementation of safety improvement plans.

- 3.5. Facilitate a 2-days workshop aimed at documenting lessons learned on safe hospital programming
- 3.6. Assist targeted countries (5) in the adaptation of the Fire Protection and Evacuation Guidelines.
- 3.7. Produce reports highlighting achievements, successes and challenges

4. Expected Deliverables

The Consultant will submit the following:

- 4.1. Project Inception Report
- 4.2. Non-structural and functional assessment reports of targeted facilities in Saint Lucia, Guyana, Trinidad, Suriname, Guyana, and Jamaica.
- 4.3. Workshop Agenda and discussion material for 2-days workshop
- 4.4. Report on the outcome of the 2-day workshop with specific lessons identified
- 4.5. Draft Fire Protection and Evacuation Plans for 5 hospitals in targeted countries
- 4.6. Consultancy report highlighting achievements, successes and challenges

5. Payment Schedule

- **20%** on the submission of and acceptance of inception report
- **50%** upon submission of assessment reports
- **30%** on completion of workshop requirements, draft plans and final consultancy report

NOTE: Timelines for submission of deliverables above will be agreed to and detailed in the final Inception Report.

6. Evaluation Criteria

Proposals will be evaluated on the basis of:

- 6.1. Cost effectiveness / price
- 6.2. Implementation methodology
- 6.3. Experience of consultant/firm

The applicant should have the following qualifications:

- Degree (or relevant experience) in a field related of Architecture or Building Inspection
- Experience in the use of the Hospital Safety Index will be a distinct asset
- A minimum of five years as a building professional with experience in the preparation of Safety Improvement Plans and in Cost Estimates
- Capability and proven experience in Disaster Risk Reduction specifically in preparation of response and evacuation plans
- Ability and proven experience in multi-tasking, in taking initiative and working effectively under pressure

- Excellent written, oral and interpersonal skills
- The consultant will need to provide his/her own computer for the assignment and have access to email and phone services from their work base.

7. Submission requirements

Proposal submissions are to include the following:

- **Technical proposal** not exceeding 10 pages in length with the proposed approach and activities to be taken for the implementation and management of the consultancy, including an operational work plan with timelines
- **Breakdown of costs** with man days. Any travel associated with the health care facility visits will be covered by PAHO as per internal guidelines.
- **Curriculum Vitae** of consultant

Other supporting material deemed to be relevant to the proposal may be attached as an annex.

8. Duration and location:

The duration of the Consultancy is scheduled to last no more than 80 man days. Some aspects of the consultancy can be conducted remotely with contact with project team via electronic communication. However, an initial face to face meeting to discuss the requirements and project implementation process will be required. In addition, all assessment of facilities will involve field assignments.

No equipment or material will be purchased or provided by PAHO to conduct the Scope of Work. Any expenses, unless explicitly articulated by the PAHO, will be at the expense of the consultant.

9. Application:

Interested applicants are requested to submit their **Proposal** based on the Terms of Reference outlined above to contact below no later than close of business on **6th September 2013**:

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