

TOR SERVICE CONTRACT (National Communicable Surveillance Manual)

Title:

Service Contract to update the national communicable disease surveillance manual of the Ministry of Health and Wellness, Belize

Duration:

3 months: July – September 2024

Background:

Public health surveillance is defined by the World Health Organization (WHO) as the ongoing systematic collection, analysis, interpretation and dissemination of health-related data and information for decision-making. It is the most useful tool to estimate the health status and behavior of the populations served, crucial to measure health inequalities, to determine the need for interventions and to measure their impacts. A robust surveillance system requires trained individuals and other core capacities to create an enabling environment for effective prevention, timely detection and case management and prompt response to the diseases and events that are under surveillance. That environment makes it necessary to develop guidelines, protocols with clear case definitions, reporting procedures and an organized structure with the aim of effectively tackling diseases.

Belize has developed several communicable disease surveillance manuals in the past and the health professionals have been using these manuals for detection and case management of communicable diseases. However, with the recent outbreaks and pandemic of the emerging and reemerging infectious diseases, the frequent occurrence of epidemics and pandemics and the rapidly evolving nature of technical knowledge on communicable diseases make it necessary to revise the current manual to incorporate the up-to-date and evidence-based information to allow opportune detection, treatment, and response to the communicable diseases. Therefore, within the framework of supporting the Ministry of Health and Wellness (MoHW) in its endeavor of providing the necessary tools to the health professionals for a robust surveillance of the communicable diseases that will facilitate their control and elimination, the Pan-American Health Organization/World Health Organization (PAHO/WHO) is contracting a national professional to revise and update the national communicable disease surveillance manual. The updated document and the surveillance activities outlined in it will be clear enough to facilitate the timely detection of outbreaks of epidemic-prone diseases, and to monitor progress towards national, regional and global elimination targets.

Objective of the Service Contract:

The general objective of this service contract is to update the National Communicable Disease Surveillance Manual based on the current WHO Recommended Surveillance Standards.

Description of duties:

The Contractor is expected to complete the following scope of services under the direct supervision and guidance of the PAHO Country Office and PAHO Regional Office in close collaboration with

the Ministry of Health and Wellness. The contractor is also expected to participate in virtual or face-to-face meetings to present to PAHO and the Ministry of Health and Wellness the progress made towards the completion of the manual or to address any recommendations made during the process.

- Review and revise the 2011 version of the national communicable disease surveillance manual to incorporate the evidence-based information based on the current WHO and PAHO Guidelines.
- Make the necessary recommendations to improve the document and submit it timely to PAHO/WHO for recommendations.
- Participate in virtual and/ or face-to-face briefing meetings to present to PAHO/WHO and MoHW the progress made towards the completion of the manual.
- Organize technical meetings to present the draft of the document to the Epidemiology Unit of the Ministry of Health and Wellness.
- Participate in technical meetings to present the final draft to PAHO/WHO and the Ministry of Health and Wellness and revise it based on feedback received.
- Submit the final document to PAHO/WHO.

Deliverables and Time Frame:

- Technical proposal outlining execution of the deliverables submitted to PAHO/WHO and meeting with the Epidemiology Unit of the Ministry of Health and Wellness to present the technical proposal at the end of the 2nd week. (10%).
- The 2011 version of the National Communicable Disease Surveillance Manual reviewed, and the first draft of the revised document submitted to PAHO/WHO at the end of the 4th week from the development of the technical proposal (20%).
- Report on meetings to present the draft revised manual to PAHO/WHO and the Ministry of Health and Wellness to present the draft of the document during the 7th week of the contract (20%)
- Address or incorporate the recommendations and suggestions made by PAHO/WHO and MoHW at the end of the 9th week. (10%)
- Final revised National Communicable Disease Surveillance Manual submitted and accepted by PAHO/WHO in alignment with WHO evidenced-based recommendations at the end of the 12th week. (40%)

REQUIRED QUALIFICATIONS:

Education:

Essential: A bachelor's degree in medicine, Nursing, Pharmacy, Veterinary or related fields from a recognized university.

Desirable: A master's degree in public health, Infectious Diseases, Epidemiology or related fields.

Technical expertise

- Experience in writing and development of communicable diseases surveillance manuals and working experience on infectious disease prevention, diagnosis and treatment.

- Demonstrable knowledge of the local epidemiology and the structure of the surveillance system.
- Knowledge about health systems' operations.
- Experience in data collection and analysis.
- Strong research, problem-solving and organizational skills.
- Ability to work collaboratively (in person or virtually) with other team players.
- Excellent communication and interpersonal skills and sensitivity to political and cultural issues.
- Ability to work under pressure.
- Ability to meet deadlines.
- Strong professional oral and writing skills, including the development of reports, oral presentations, and technical/persuasive documents for consideration at the highest levels of the Organization.

IT Skills:

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint, SharePoint, and Outlook. Other IT skills and knowledge of other software programs for Statistical Analysis, Data Exploratory Analysis and Project Management would be an asset.

Experience:

Essential: At least 5 years of national and/or international experience working in communicable disease surveillance, epidemiology or public health.

Desirable: Experience in developing or participation in the development of Surveillance Manuals or guidelines.

Languages:

Essential: Very good knowledge of English and working knowledge of Spanish

To apply:

Interested applicants should submit the following to blzmail@paho.org, cc: contrero@paho.org no later than **14 June 2024**.

- Curriculum Vitae, indicating all past experiences from similar assignments and at least 2 professional references.
- Technical proposal.
- Financial proposal.