

Terms of Reference

Consultant for supporting the revision of Business Process Analysis National Public Health Laboratory and Public Health Core Function

Background

National Public Health Laboratory (NPHL) provides services for clinical and public health, it serves as a clinical laboratory for Kingston Public Hospital and Victoria Jubilee Hospital as well as National Reference Lab and referral laboratory in disease surveillance, vector control, food safety, and environmental health. The NPHL services include hematology, clinical chemistry, histopathology, cytopathology, microbiology, immunology, environmental health, and vector research.

PAHO is supporting NPHL in a revision of compliance with public health functions, and the requirements for compliance with IHR core capacity, this process needs a systematic revision of the business process, revision of NPHL vision and mission, and organigram, as well elaboration of Strategic Plan to the strengthening of NPHL core functions and NPHL Risk assessment and Implementation and costing plans.

PAHO is seeking a consultancy to be able to support the revision of Business Process Analysis National Public Health Laboratory and Public health core function.

Objectives

The objective is to compile and organized the documents available, participated in and take notes of TWG meetings, and included the conclusion of the report for the meeting. Incorporate TWG comments and recommendations on all the documents reviewed during the duration of the project including but not limited to business processes revision as well incorporated TWG comments on the revision of Public Health Core Functions, report on NPHL infrastructure assessment, Strategic Plan to the strengthening of NPHL core functions and NPHL Risk assessment and Implementation and costing plans.

The purpose of this consultancy will include:

- Deliver a final draft of the NPHL Business process
- Deliver a final draft on Public Health Core Functions
- Deliver a final draft of the Strategic Plan for the strengthening of NPHL core functions
- Deliver final draft of the implementation plan and cost plan

Tasks

1. Compiled and organized the documents available to inform the TWG meetings
2. Prepare PPT presentation for TWG meetings, with updates, suggestions, and inclusion made for TWG
3. Incorporated the recommendations and format of the corresponded document
4. Participating in steering committee meetings for received new inputs
5. Participate in the meeting with NPHL, other consultants, and PAHO
6. Incorporated the recommendations and format the document to be submitted to MoHW

Time frame and deliverables

The consultation starts on May 24, 2022, and ends on 30 April 2023

- **Deliverable 1** – Final draft of NPHL Business process
- **Deliverable 2** – Final draft on Public Health Core Functions
- **Deliverable 3** - Final draft of the Strategic Plan to strengthen NPHL core functions
- **Deliverable 4** - Final draft of an implementation plan and costing plan

Fee and Payment schedule

Specific Outputs/Deliverables and Payment Schedule

All deliverables should be submitted in soft copy (in Microsoft Word, Excel, or PowerPoint as relevant) and be accompanied by an invoice.

- **Deliverable 1** – Final draft of NPHL Business process
- **Deliverable 2** – Final draft on Public Health Core Functions
- **Deliverable 3** - Final draft of the Strategic Plan for the strengthening of NPHL core functions
- **Deliverable 4** - Final draft of the implementation plan and costing plan

Supervision and Coordination

The consultant will be supervised by Advisor health Surveillance, Disease prevention, and control in PAHO/ Jamaica

Qualifications and Experience

- A graduate degree in Health-related areas
- Minimum of two years experience in clinical or public health laboratory
- Excellent written skills, including

- Demonstrated ability to meet timelines and deliverable schedules
- Experience in handling highly confidential and sensitive material/issues.
- Proficiency in the use of Microsoft applications