

## **Terms of Reference**

### **Implementation of PAHO Support to One Health Efforts in Guyana**

#### **I. BACKGROUND**

One Health is a policy that aims to prevent and prepare for current and future health challenges at the human-animal-environment interface by fostering collaboration and coordination across governance frameworks of human, animal, plant, and environmental health programs. During the 59<sup>th</sup> Pan American Health Organization (PAHO) Directing Council in September 2021, countries in the Region of the Americas adopted Resolution CD59.R4 “One Health: A comprehensive approach for addressing health threats at the human-animal-environment interface”, mandating PAHO to coordinate, promote, and provide technical cooperation to support countries and territories in implementing One Health.

In March 2022, with anticipated support from the World Bank, the Guyana Ministry of Health (MoH) requested the support of PAHO, the Food and Agriculture Organization of the United Nations (FAO), and the Interamerican Institute for Cooperation in Agriculture (IICA) to collaborate in implementing key activities to strengthen the One Health approach in Guyana, as part of the country’s emergency response to the COVID-19 pandemic. Three specific activities were designated for PAHO to coordinate:

- Implementation of a Voluntary External Evaluation using the State Party Annual Report (VEE-SPAR) in support of One Health using the tool developed by the World Health Organization for International Health Regulation (IHR) Monitoring and Evaluation; and
- Capacity Building for One Health through training and other activities
- Strengthening of laboratory capacities for assessing risks of food of animal origin and AMR in the food value chain

#### **II. PURPOSE**

The main purpose of the consultancy is to provide support to the VEE-SPAR and capacity building activities for One Health efforts in Guyana, as part of the country’s emergency response to COVID-19 and facilitate timely delivery of relevant reports and outputs.

#### **III. OBJECTIVES, ACTIVITIES, AND TIMELINES**

The main objective is to collaborate with PAHO in supporting the Ministry of Health in its One Health efforts particularly in terms of facilitating the timely completion of deliverables in relation to the VEE-SPAR, capacity building activities, and consolidating lessons learned from the COVID-19 pandemic as outlined below:

##### **A. Voluntary External Evaluation using the State Party Annual Report (VEE-SPAR) Tool in support of One Health**

In 2019, PAHO/WHO updated its guidance among countries in the Region of the Americas to consider the use of the revised SPAR tool which has been mandated in terms of reporting to the World Health Assembly, pursuant to Article 54 of the IHR and Resolution. The methodology and process of the VEE-SPAR has been updated in 2021 and uses key indicators that WHO has set in relation to the core capacities detailed in Annex 1 of the IHR. The process is outlined and explained as follows:

1. Submission of Official Request for the Evaluation addressed to PAHO (*received by PAHO as of 14 July 2022*)

## 2. Self-assessment

- The government entity that has the leadership of the VEE informs all sectors - whose mandates are relevant to one or more of the technical areas - about the country's commitment to carry out the evaluation.
- The government entity that has the leadership of the VEE shares the tool to be used, the schedule of activities (~3 months), and requests that each of the organizations to name a focal point.
- While the length and level of depth of the exercise may vary greatly, depending on the political context, expectations, and likelihood of taking corrective actions, because of the process, the involvement from the outset of both the Ministry of Finance (or equivalent), and from the areas of planning, human resources, at least from the Ministry of Health, is essential.
- Once the instances have been informed, according to the schedule, the government entity that has the leadership convenes a national meeting to present the tool and distribute the technical areas that correspond to each of the instances.
- The government entity that has the leadership prepares a self-assessment report, to be shared with the external mission team. The self-assessment process is explained, scores are presented, and, for each of the technical areas, strengths, good practices, and challenges are shared.

## 3. External mission

- PAHO assembles the external mission team.
- The external mission team includes a rapporteur who will take notes and draft the report.
- PAHO covers the travel and accommodation expenses of the members of the mission.
- The host government must propose an agenda for the mission, which also includes field visits. However, the development of the agenda requires interactions between the country and PAHO Headquarters.
- The initial and final phase of the mission includes meetings of the external mission team and all the instances involved in the exercise.
- The host government would have to take care of local logistical arrangements.

4. After conducting the evaluation, the team drafts a report to identify status levels for each indicator and presents an analysis of the country's capabilities, gaps, opportunities, and challenges.

5. The draft report is shared with the host country. After the host country concurs with the findings, the final report is published on the WHO website.

6. The final report serves as basis for the country to develop a roadmap towards addressing gaps.

**B. Capacity Building: One Health and AMR workshops and mentorship program for health, food, and agriculture sector at national, regional and district levels.**

Acknowledging the importance of co-ownership of the One Health approach and activities by collaborating institutions and stakeholders, two specific capacity building programs will be coordinated by PAHO:

- Training and mentorship for key players from the health, agricultural and environmental sectors in One Health including the identification of issues and development of sustainable solutions for problems that overlap the health, agricultural and environmental sectors.
- Antimicrobial stewardship training and mentorship program for health, food, and agriculture sector at national, regional and district levels.

The projected timelines for these activities are as follows:

Contingent to the commitment and availability of national counterparts and subject matter experts, the JEE / VEE-SPAR is projected to be conducted for a period of approximately six months

Activity	Months						
	0	1	2	3	4	5	
<b>Official Request for the Evaluation addressed to PAHO</b>	X						
<b>Phase 1: Scoping and Planning</b>							
- <b>Organizing / Setting-up of a country team</b>		X					
- <b>On boarding of Consultant Coordinator</b>		X					
- <b>Preliminary joint planning / expectation setting</b>		X					
<b>Phase 2: Briefing and Orientation</b>							
- <b>Conduct of JEE / VEE-SPAR Orientation Workshop (at national and regional levels)</b>		X					
- <b>Determination of agencies which need to be involved</b>		X					
- <b>Review and Finalization of JEE / VEE-SPAR Road Map</b>		X					
<b>Phase 3: Self-Evaluation Phase</b>							
- <b>Conduct of JEE / VEE-SPAR self-evaluation missions</b>		X	X	X			

<i>across participating agencies</i>							
- <i>Submission draft report</i>				X			
- <i>Peer review of draft report and incorporation of feedback</i>				X			
- <i>Finalization and submission of country self-evaluation report</i>				X			
<b>Phase 4: External Evaluation</b>							
- <i>Identification and on boarding of subject matter experts</i>		X	X	X	X		
- <i>Reception and review of submitted country self-evaluation report by subject matter experts</i>					X		
- <i>External Evaluation Mission</i>					X		
- <i>Submission of Draft Reports by JEE / VEE-SPAR Team</i>						X	
- <i>Review of Draft JEE / VEE-SPAR Reports by country team</i>						X	
- <i>Finalization of the Report</i>						X	

Regarding the capacity building activities, the projected timeline and key details are as follows:

#### **OUTPUT 2 One Health bridging workshop and Training Program**

Activity	Time frame	
Training and mentorship for key players from the health, agricultural and environmental sectors in One Health including the identification of issues and development of the health, agricultural and environmental sectors.	3 months	MOH, PAHO/WHO, FAO, IICA, etc.
Antimicrobial stewardship training and mentorship program for health, food, an agriculture sector at national, regional and district level	3 months	MOH, PAHO/WHO, FAO, IICA, etc.

#### **IV. ROLES**

Organization	Responsibilities
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<b>MoH</b>	<ol style="list-style-type: none"> <li>1. MOH Point of Contact (PoC) must collaborate with PAHO/WHO in terms of the following functions: <ol style="list-style-type: none"> <li>a) coordinate activities at the national level, between sectors, both from a technical perspective and other aspects such as logistics;</li> <li>b) serve as a link between the technical level and the political level at the national level;</li> <li>c) serve as liaison with PAHO/WHO for technical and logistical matters, before, during, and after the external mission.</li> </ol> </li> <li>2. MOH would have to indicate the expected dates for the VEE, considering that the self-assessment phase lasts at least three (3) months, and that at least 2.5 to 3 months are needed to assemble the team of the mission.</li> <li>3. The external evaluation team must receive the self-assessment report one month prior to the start of the external mission.</li> </ol>
<b>Consultant</b>	<ol style="list-style-type: none"> <li>1. Prepare and submit an updated work plan for the implementation of the VEE-SPAR and One Health capacity building activities in Guyana</li> <li>2. Collaborate with the One Health PAHO Project Manager and the MOH Point of Contact (PoC) in planning, organizing, and implementing the various VEE-SPAR steps and phases, including related meetings and workshops.</li> <li>3. Facilitate the creation of a repository of key documents relevant to the VEE-SPAR process.</li> <li>4. Develop, consolidate, and finalize drafts of various reports and documents, particularly those in relation to the self-assessment report that must be presented to the external evaluation team prior to the start of the external mission.</li> <li>5. Collaborate in the conduct of the external evaluation mission, including consolidation of the final report.</li> <li>6. Perform other related duties, as assigned.</li> </ol>
<b>WHO/PAHO</b>	<ol style="list-style-type: none"> <li>1. Provide overall technical and programmatic support / cooperation to the Ministry of Health in the implementation of key activities outlined in this document.</li> </ol>

### **C. PROFESSIONAL PROFILE**

The consultant must be present in the country as the consultant will be required to work in close collaboration with members of the PAHO Guyana country team, the Ministry of Health Epidemiology Unit, and other relevant agencies.

#### **Qualifications**

- Master's Degree in Public Health, Health Policy, International Relations, or any related field
- A minimum of 5 years work-related experience in One Health and / or International Health Regulations

- Experience working in inter-programmatic collaborations, with Ministry of Health, Non-Governmental Organizations, or United Nations Agencies would be an asset.
- Previous work in leading/facilitating the writing of assessment / evaluation reports
- Fluency in English is required; working knowledge of Spanish or Portuguese is desirable
- Excellent knowledge of Microsoft office applications (MS-Office Word, Excel, and Power Point)

#### **D. DELIVERABLES**

1. Development and submission of an updated work plan for the implementation of the VEE-SPAR and One Health capacity building activities in Guyana.
2. Organization of relevant planning and scoping meetings and workshops relevant to the implementation of the various VEE-SPAR phases and related capacity building activities
3. Creation of a repository of key documents relevant to the VEE-SPAR process.
4. Development and consolidation of various reports and documents, particularly those in relation to the self-assessment report that must be presented to the external evaluation team prior to the start of the external mission.
5. Planning and implementation of the external evaluation mission, including collaboration in the consolidation of the final report.
6. Collaboration in terms of facilitating the strengthening of laboratory capacities (as guided by PANAFTOSA)

#### **E. DURATION OF CONSULTANCY**

The proposed duration of the consultancy/technical assistance is 5 months commencing on February 1, 2023 to June 30, 2023 .

<b>Deliverables</b>	<b>Estimated time of completion</b>
Develop and submit a finalized work plan	4 weeks
Collaborate with the One Health PAHO Project Manager and the MOH Point of Contact (PoC) in planning, organizing, and implementing the various VEE-SPAR steps and phases, including related meetings and workshops	5 months
Facilitate the creation of a repository of key documents relevant to the VEE-SPAR process.	3 months
Develop and consolidate various reports and documents, particularly those in relation to the self-assessment report that must be presented to the external evaluation team prior to the start of the external mission	3 months
Plan and implement the external evaluation mission activities, including collaboration in the consolidation of the final report.	3 months
Collaborate in terms of facilitating the strengthening of laboratory capacities (as guided by PANAFTOSA)	5 months

#### **l) PAYMENT SCHEDULE**

The consultant will receive a consultancy fee of US\$ 6,200 monthly, commensurate with experience and qualifications. Payments will be released monthly on the recommendation of the

Project Manager and approval of the PAHO/WHO Representative, Guyana, in accordance with the satisfactory completion of the deliverables outlined in these terms of reference.

Consultant will also receive applicable subsistence allowance, and roundtrip airfare coverage for the flight into Guyana and back to home at the end of the contract.

## **II) PROJECT OFFICERS:**

With guidance from and in collaboration with the Project Manager, the Consultant will work in collaboration with the MOH-Office of Special Advisor and other collaborative agencies.

## **III) PROJECT MANAGER:**



Dr. Rainier Escalada  
Advisor, Health Surveillance, Disease Prevention and Control

Approved by

p.p. 

Dr. Luis Felipe Codina  
PAHO/WHO Representative, Guyana