



REQUEST FOR EXPRESSIONS OF INTEREST EOI/CURRICULUM VITAE
Consultant for the Development of a Standard Operational Guide for Public Health Inspectors (PHIs)



SOUTHERN REGIONAL HEALTH AUTHORITY

INVITATION TO BID

This is an online Tender where tenders will only be accepted via the Government Electronic Procurement Portal (www.gojep.gov.jm). No offline or hard copies will be accepted and there will be no physical tender box for drop-off of Tender documents.

To Submit Tenders, please Register on the e-GP System (www.gojep.gov.jm).

For assistance, please contact the support desk at 876-932-5220.

PROCURING ENTITY: Southern Regional Health Authority (SRHA)

Scope: Package 1 The Procurement of One (1) 2024 Coaster Bus and One (1) 2024 Double Cab Pickup within Southern Regional Health Authority PPC/NCC Category: Motor Vehicles and Spares, Motor Vehicle Spares and Accessories Ref No: HFRG-CBUS&PICKUP/035

Package 2 The Procurement of Medical Equipment for Black River Hospital within the Southern Regional Health Authority PPC/NCC Category: Medical Equipment and Supplies Ref No: HFRG-MEDEQT-BRH/0038

CONTACT INFORMATION: Director, Public Procurement

ADDRESS OF ENTITY: 3 Brumalia Road, Mandeville, Manchester

TELEPHONE NO(S): 876-961-8344, 876-962-8232 or 876-962-9491

AVAILABILITY OF BID DOCUMENTS: TUESDAY, APRIL 23, 2024

BID SUBMISSION Package 1 – Tuesday, May 7, 2024 @ 12:00 p.m. Package 2 – Tuesday, May 7, 2024 @ 3:00 p.m.

- DOCUMENTS REQUIRED WITH TENDER SUBMISSION: Copy of a valid Tax Compliance Certificate (TCC); Proof of current registration with Public Procurement Commission (PPC) in the category mentioned above; Completed and Signed Bid Submission Form.

The tender must be valid for a period of 90 days commencing May 7, 2024 respectively.

Public Health Inspectors play an essential role in protecting the health of Jamaicans by providing services in key areas such as vector control, food safety, port health and quarantine, institutional health, water quality, development and subdivision and occupational safety and health (OSH).

A training and development manual is crucial to guide the establishment of a quality workforce through adherence to Standard Operating Procedures (SOPs) and guided rules to implement the Public and Environmental health strategic framework. The document will provide guidance by outlining: the legislative framework that gives Public Health Inspectors their authority, the procedures that should be undertaken in fulfilling their duties and obligations to the public.

OBJECTIVES OF THE CONSULTANCY

The Consultant will work with the Environmental Health Unit to create a Standard Operational Guide for Public Health Inspectors in the delivery of environmental health services.

SCOPE OF WORK

In undertaking this assignment, the consultant is required to:

- i. Develop a 6-month work plan and implementation schedule to reflect the execution of the ensuing tasks;
ii. Collect, review, and analyse legislative documents that fall under the ambit of the Public Health Act to fully understand the administrative framework of PHIs;
iii. Review all relevant National Strategic plans, (e.g., HPPB National Strategic Plan, Integrated Vector Management) and any relevant Regional/Global plans related to environmental health as reference to inform SOPs
iv. Conduct situational analysis (e.g. PESTLE, SWOT) on regional operations re PHIs;
v. Organise meeting with key stakeholders and present draft manual on findings to ascertain feedback/comments and recommendations;
vi. Outline and define the roles and functions of environmental health practice at the national, regional and parish levels;
vii. Produce a Standard Operational Guide which will:
a) Outline the scope of responsibilities in daily operations
b) Review and update where necessary the organizational structure as it relates to:
o Hierarchical structure
o Chain of command
o Supervision and duty delegation
o Procedures and roles
viii. Roles and function of the hierarchy
o SOP for inspection
o Enforcement procedure [Notice, verbal order-warning for prosecution]
o Delegation of duty by supervisor/subordinates
o Serving of notice(s)
ix. Media and communication
o Communication protocol
o Information confidentiality
o Divulgence clause
x. Records-keeping and Documentation
o Information system management
o Archives
o Storage
xi. Role of Government
o Definition of terms, terminology
o Legislative "powers" structure
o Tools
o Directives
o Specification of duty
xii. Human Resource Procedural Guidelines
o Requirements for Promotion
o Assignment of duties
o Alignment with Jamaica's vision 2030 HR transformational objectives
o Succession planning
o Structural maintenance
xiii. Summary of the components of health programmes
o Food safety
o Vector control
o Occupational Safety and Health
o Veterinary public health
o Water and Waste Water
o Institutional Health
o Building Plan and Subdivision
o Environmental Sanitation
xiv. Appendices to include all relevant reference documents

QUALIFICATION AND EXPERIENCE

The Consultant must meet the minimum required qualifications as detailed below or based on equivalency.

Qualifications

- Post-graduate Degree in Public Health, Sociology, Health/Hospital Administration, Business Administration, or related discipline;

Work Experience/Requirements

- Minimum 5 years professional experience in the Public Service
Minimum 5 years professional experience in Public Health
Experience working in the English-Speaking Caribbean

Expressions of Interest in the form of an Application Letter, Curriculum Vitae and evidence of qualification must be sent via the GOJEP on or before Tuesday, May 7, 2024 at 2:00 p.m.

Interested Consultants, who have not yet registered on the GOJEP, can self-register by navigating to the GOJEP Self-Registration page or make contact with the Office of the Public Procurement Policy (OPPP) opppcustomer@mo.gov.jm or by telephone at 876-932-5264 for support.

The detailed Terms of Reference can be viewed on both the MOH Website at www.moh.gov.jm and the GOJEP platform at https://www.gojep.gov.jm/epps/home.

We thank all applicants; however, please note only shortlisted candidates will be contacted for an interview.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email: jisadvertising@gmail.com, procurement@jis.gov.jm