

# TERMS OF REFERENCE

## MONITORING AND EVALUATION (M&E) OFFICER

BELIZE COVID-19 RESPONSE PROJECT

### 1. BACKGROUND

---

The COVID-19 pandemic was declared by the World Health Organization (WHO) on March 11, 2020. COVID-19 is an acute respiratory illness caused by a novel human coronavirus 2 (SARS-CoV-2). SARS-CoV-2 causes coronavirus disease or COVID-19, the first non-influenza pandemic to affect the world. As of May 16, 2022, there were 58,028 confirmed cases of COVID-19 with 676 reported deaths in Belize. In response to the pandemic, the Belize COVID-19 Emergency Response Project supported by the World Bank aims to prevent and respond to the threat posed by COVID-19 and strengthen the national health system for emergency response to the pandemic.

Prompt support to vaccine purchase and deployment is critical for Belize to reduce the disease burden from COVID-19 and enable economic recovery. Expedient actions to support vaccine procurement and vaccine deployment in Belize are necessary to scale up ongoing immunization efforts and provide the MOHW much needed resources to the health sector during this period of significant fiscal constraints. Moreover, due to the global spread of COVID-19 variants, increasing immunization rates is paramount to contain the spread of the coronavirus.

The vaccine doses Belize has so far secured are sufficient to fully immunize (including booster vaccines for adults) up to 80 percent of the total population. In terms of primary vaccination (no booster), the secured doses are sufficient for primary vaccination of 521,825 people or 121 percent of the total population. When considering that everyone aged 18 and older will be eligible for a booster vaccination during the Project implementation period, the hitherto secured vaccines are sufficient to vaccinate 80 percent of the population, somewhat below the Government of Belize's (GoB) target of 88.5 percent. The GoB plans to use donated vaccines for boosters.

The Belize COVID-19 Response Project will form part of an expanded vaccination effort led by the GoB and supported by several international partners. The IDB, PAHO, UNICEF, and the European Union have played a key role in supporting the GoB's financial and technical response to COVID-19, including COVID-19 immunization. Moreover, Belize benefited from COVID-19 vaccines donated by foreign governments (Barbados, India, Mexico, United Arab Emirates, United Kingdom, United States of America). Close coordination with other partners, under the leadership of the Ministry of Health and Wellness (MOHW), will avoid duplication of efforts and maximize synergies.

#### **The Project has two main components**

**Component 1: COVID-19 Response (US\$5.8 million).** The support for vaccines will be financed as part of the containment and mitigation measures to prevent the spread of COVID-19 and deaths and to strengthen the ability of the health system to respond to future health emergencies. Vaccine purchase and deployment activities carried out under this component will be guided by the Belize COVID-19 Vaccine Introduction Plan (VIP). The Project will contribute to climate resilience and mitigation measures through vaccine deployment to increase the resilience of the health system and vulnerable populations. This component will support the Belize COVID-19 response through two subcomponents as follows:

- **Subcomponent 1.1. Vaccine purchase (US\$3.9 million).** This subcomponent will support the procurement of vaccines from the COVAX and AVAT facilities. Other sources to be determined may be included.
- **Subcomponent 1.2 Vaccine deployment (US\$1.9 million).** Envisioned support under this subcomponent includes vaccine deployment and supporting the health system emergency response capacity:
  - a) procurement of ancillary supply kits that may include PPE for vaccinators, syringes, and other medical supplies;
  - b) scale up the outreach program (e.g., by supporting human resources, procurement of vehicles and operating costs) to strengthen the emergency response and provide critical health services – starting with COVID-19 vaccines - to

everyone, with a focus on specific target groups such as poor people living in rural and urban areas, people with vaccine hesitancy and lower uptake for essential health services, women and girls, persons with disabilities, indigenous population groups, and populations groups vulnerable to climate change;

- c) capacity building of human resources to: (i) strengthen infection prevention control (IPC) and waste management practices and updating the MOHW health care waste management plans, (ii) increase climate awareness and resilience, and (iii) increase awareness and knowledge about gender-based violence and better equip male and female frontline workers with leadership and self-care skills;
- d) strengthen the Belize health information system through digitizing data reporting systems in hard-to-reach areas (e.g. through support of human resources and the procurement of IT equipment) to monitor vaccines uptake and use of other services provided through mobile clinics;
- e) the development of contingency plans to maintain vaccination campaigns during climate shocks;
- f) supporting the COVID-19 immunization campaign and the development and distribution of risk communication products for COVID-19 vaccination, including communication on the risks related to climate shocks and respectful attitudes towards male and female health workers, with special attention to the specific needs of women and men, and disadvantaged population groups (e.g., urban poor, indigenous people);
- g) ensuring adequate and climate and environmentally friendly medical waste management;
- h) support *analytic activities for evidence-based decision making*, including a knowledge, attitudes and practices survey around COVID-19 vaccination which will provide critical information to the MOHW on possible interventions to increase uptake of public health services in case of future epidemics and natural disasters, and
- i) support the procurement of medical equipment to strengthen COVID-19 case management.

**Component 2. Project Management and Monitoring (US\$0.4 million).** This component will finance the required project management activities and administrative and human resources to manage the Project. The main activities will be carried out by the MOHW team as the Policy, Planning and Project Management Unit (PPPMU) and working closely with the MCH and EPI teams and will include: (i) financial management (FM), procurement, environmental and social requirements, and due diligence; and (ii) monitoring and evaluating the Project. These activities will be carried out per Bank's guidelines and procedures.

The Project includes an option for retroactive financing which can be applied to vaccine purchase (within 12 months from project signing) if the Government of Belize (GOB) decides to seek reimbursement from the World Bank (WB) and the Loan disbursement conditions are in compliance.

### **Project Implementation Arrangements**

The key departments at the MOHW will lead project implementation. Specifically, the Policy, Planning and Project Management Unit (PPPMU) will be responsible for project implementation with technical support from the Maternal and Child Health (MCH) and the Expanded Program for Immunization (EPI) teams. The MCH unit will be responsible for vaccine deployment. The MOHW is Belize's primary sector ministry responsible for the national health care system. The implementation of project activities will require complementary staffing in the PPPMU to ensure adequate monitoring, supervision and reporting throughout the Project. The Project activities will be carried out in accordance with the Operational and Vaccine Delivery and Distribution Manual which will be prepared and adopted by the GoB within 60 days from project effectiveness. A well-developed VIP and the District Vaccine Deployment Plans currently guide the transport, storage, and deployment of COVID-19 vaccine. In addition, the Project activities will be coordinated with support from other partners to avoid duplication of efforts and maximize synergies. Project implementation will also be coordinated with other line ministries and agencies where necessary.

### **PPPMU staffing**

The PPPMU will be strengthened with the following technical staff: (a) Project Officer; (b) M&E Officer; (c) Environmental and Social Officer; and (d) Senior Accounts Officer.

### **Project Duration:**

The proposed Project would be implemented until April 30, 2024, to allow the GoB sufficient time for implementation.

## 2. OBJECTIVE

---

The M&E Officer will form part of the technical team within the Policy Planning and Project Management Unit (PPPMU) and be responsible for monitoring the overall Belize COVID-19 Project Results Framework in accordance with the M&E plan developed for the project, and coordinating the communication of the progress, results, challenges, successes and lessons learned through reports to the World Bank, to the MOHW and other media. The M&E Officer will work under the supervision of the Director of the PPPMU, Ministry of Health and Welfare (MOHW).

## 3. TASKS AND RESPONSIBILITIES

---

The M&E Officer will be responsible for the execution of the following tasks:

- (i) Review the Operational and Vaccine Delivery and Distribution Manual (POM) including the Annual Work Plan (AWP), Project Appraisal Document, Stakeholder Engagement Plan, Rapid E&S Assessment, Environmental and Social Framework and other project documents to ensure complete and comprehensive understanding of the intended goals, activities and results of the program. Moreover, the M&E will be expected to familiarize himself/herself with the World Bank Guidelines on the Results Framework (to be shared by the World Bank).
- (ii) Review the Project Results Framework included in the Project Appraisal Document (and in Annex) assessing the availability and quality of existing data for project results and indicators and identifying gaps. The M&E officer will be in charge of designing and conducting various M&E activities, and coordination for data collection. For existing activities, the M&E officer will provide quality control on the entire process.
- (iii) Be responsible for working with the project team members to develop adequate financial internal control systems and procedures and coordinate ongoing project monitoring of project indicators and results throughout the program implementation. In particular, the Officer will provide assistance to the Director, PPPMU and be responsible for updating and revising the PEP.
- (iv) Assist the Director, PPPMU with collating project progress reports for quarterly and semi-annual presentations to both internal and external stakeholders as required.
- (v) Provide guidance/advice to the World Bank Task Team on quality control measures for project M&E activities
- (vi) Assist in fostering an M&E culture within the project team as well as promoting M&E capacity building.
- (vii) Assistance with other administrative support to the executing team where requested, and other relevant duties as may be assigned by the Director, PPPMU.
- (viii) Utilization of Microsoft/Open Office applications such as Microsoft Word, Excel, PowerPoint will be necessary to fulfil duties.

## 4. DELIVERABLES

---

The M&E officer will provide the following specific deliverables:

- 1) Brief report on the availability and quality of the existing data for project results and indicators
- 2) Tools to collect and process data on results and indicators, if needed
- 3) Updated and revised Project Execution Plan
- 4) Quarterly and semi-annual reports on implementation progress for ongoing M&E activities
- 5) A summary of discussion on M&E for each meeting attended on behalf of the World Bank as well as meeting minutes from ongoing supervision discussions.
- 6) Final report outlining activities conducted, successes, challenges and lessons learned
- 7) Inputs to implementation support mission documents, including provide timely data to update the status of the Results Framework indicators for the preparation of Implementation Status and Results Reports (at least bi-annually) and for preparation of the Aide Memoires

## 5. EXPERIENCE & QUALIFICATIONS

---

Applicants will be assessed against the following list of desirable qualifications according to the methodology outlined within the Evaluation Process section of this TOR.

- (i) At a minimum, a Bachelor's degree in Economics, Social Sciences, International Development, or other related discipline.
- (ii) At least five years General Experience working in a professional capacity within private or public sector or NGOs.
- (iii) Post-Graduate (Master's Degree) Economics, Social Sciences, International Development, or related discipline.
- (iv) Specific experience working within the health sector and/or with health information systems in Belize.
- (v) Specific experience working with World Bank procedures.
- (vi) 5 years experience working with M&E tools and methodologies in a planning and implementation capacity.
- (vii) 3 years experience working with projects funded by World Bank or other recognized International Organizations.
- (viii) 3 years experience working in a collaborative team environment with technical team members and senior officials

## 6. EVALUATION PROCESS

---

The following outlines the evaluation process to be utilized:

### I. Eligibility/Pre-qualification:

Applicants must meet the following minimum qualifications in order to be considered for this process. Note that applicants that do not meet these qualifications will not be considered.

➔ Bachelor's Degree + 5 years General Experience or Master's Degree + 3 years experience

### II. Selection Criteria

Applicants that pass the Pre-qualification will further be assessed (graded) by an evaluation committee consisting of 3-5 persons. Each criterion listed within Experience & Qualifications section will have a maximum value of 10 points each.

0 Points:	Unacceptable: Does not Meet Experience
1-3 Points	Poor
4-6 Points:	Good
7-10 Points:	Very Good

### III. Clarifications

A minimum score of 40 of 80 points is required to be considered as a candidate. Applicants that meet this 40-point threshold will be subject to a brief virtual meeting / telephone clarification session pertaining to their experience presented within their CV. The evaluation committee may alter their scores following clarifications provided by the applicant.

### IV. Negotiation

Negotiations shall include discussions of the TOR, the methodology of work, employer's inputs, and special conditions and remuneration within the contract. These discussions shall not substantially alter the original scope of services under the terms of the contract. The highest scored candidate will be invited to participate in this phase. If the highest scored candidate does not accept the terms, an offer will be made to the next highest scored candidate(s) until a contract is signed.

### V. Notification & Contract Signature

The candidate that passes the negotiation phase will be offered remuneration commensurate with experience which shall be paid either monthly or bi-monthly, as determined during the negotiation phase. Note that standard contract terms shall also consider a 12-month duration, and shall include a 10% gratuity and 20 vacation/personal days. Unsuccessful candidates will be notified within 5 business days of a contract being signed.

## 7. ADMINISTRATIVE ARRANGEMENTS

---

### DURATION

The Officer is a full-time position required for one (1) year, renewable annually based on performance.

### LOCATION

The Officer will work from the PPPMU of the Belize COVID-19 project at the Ministry of Health and Wellness where he/she will be assigned a workstation and will participate in face-to-face or virtual meetings, as is the case.

### COORDINATION.

The Officer will frequently and adequately coordinate with the other PPPMU staff, as relevant.

### REPORTING ARRANGEMENTS

The Officer will report directly to the Director, PPPMU.

## 8. SUBMISSION OF EXPRESSION OF INTEREST

---

Interested applicants are to submit their Curriculum Vitae (CV) / Resume along with copies of educational qualifications and/or relevant certificates, and/or other supporting documents electronically as follows:

### **Address to:**

Dr. Javier Zuniga  
Director, Policy Planning and Project Management Unit  
Ministry of Health and Wellness  
East Block Building, Independence Plaza  
City of Belmopan, Belize  
[pmu@health.gov.bz](mailto:pmu@health.gov.bz)

### **Copy to:**

Ricardo Gongora, Procurement Officer  
[Ricardo.Gongora@health.gov.bz](mailto:Ricardo.Gongora@health.gov.bz)