CALL FOR EXPRESSION OF INTEREST

Documentation of COVID-19 Outbreak Response (part 2) for Maldives

1. Purpose

The purpose of this expression of interest is to hire a contractual partner to support the WCO Maldives to develop a comprehensive written report of the overall COVID-19 outbreak responses in the Maldives (from January 2021 to 13 March 2022).

2. Background

Since the alert in January 2020 regarding the Novel Coronavirus, significant work has been carried out by the Ministry of Health, in partnership with various agencies to prepare and increase the country’s response to possible spread. Documentation of this outbreak response and its stages is necessary and will help in strengthening IHR and pandemic response capacities for the future.

During the year, response work has been carried out at various levels, first at the National Emergency Operation Centre (NEOC) and currently at the Health Emergency Operations Centre (HEOC), with the support and presence of various agencies. Support is needed to document the work that is being done throughout the various stages of the outbreak response, as this will play an essential role in evaluating the response operations and informing similar response efforts in the future.

Additionally, it will help to strengthen IHR core capacities, especially in the areas of emergency preparedness and response, and improve country pandemic preparedness. Extensive documentation for the pandemic response in 2020 was supported by WHO, and we are now looking into the documentation of the response from January 2021-March 2022.

3. A detailed statement of work to be performed (TOR)

The overall objective is to develop a comprehensive written report of the overall COVID-19 outbreak response from January 2021 to March 2022.

1. Detailed documentation of the main functions/activities with timelines that were undertaken by the different clusters at HEOC. (Outline the coordination mechanisms in effect during the Covid-19 response operations)
2. Describe the functions, roles, and responsibilities of the main clusters and outline key activities that were carried out throughout the outbreak response
3. Overview of the functional capacity of the different clusters in comparison to the capacities of the clusters during the response in 2020.
4. Documentation of major policy and technical decisions is taken for this period.
5. Detailed documentation of the stakeholder engagement for the period.
6. Evaluate strengths and weaknesses and areas for improvement, based on the extent of information available

4. Specific requirements

Qualifications:
- Degree in Bachelor’s degree in Public Health, Sociology, Psychology, or a related interdisciplinary field of public health.
- Expertise in Humanitarian, Disaster Risk Reduction and Climate Change Adaptation Expert, Emergency Planning Specialist (desirable)

Experience:
- Previous Experience in documentation of outbreaks.
- Knowledge of the Maldives Health Emergency Operations plan and familiarity with COVID-19 guidelines and SOPs developed in the Maldives.
- Minimum of 3-5 years’ experience in documentation, project management, and training relevant to Emergency response and/or related fields.

Skills / Technical skills and knowledge:
- Must have prior experience in emergency management and documentation.
- Preference will be given to agencies and individuals based in the Maldives as this is a local consultancy.

Language requirements:
- English and Dhivehi – fluency

5. Expected Outcomes/Deliverables

1. Conduct interviews and discussions with the relevant staff working at HEOC, HPA, MoH, and other clusters including WHO and other UN agencies.
2. Gather documents/information such as SOPs, guidelines, legal and technical announcements, and flowcharts of workflow procedures from the various clusters.
3. Collect information and documents on planning, and budgeting of the HEOC functions, including scale up and scale down procedures along with the easing of restrictions based on caseloads.
5. A summarized presentation of the findings for WHO, MoH, and HEOC.
6. Layout and design of the report.

6. Timeline

June 30 – August 31, 2022 (30 days)
7. Application
Interested individuals or companies are requested to submit their CV/ company profiles along with a proposal for the project to sewhomav@who.int by 18 June 2022.

Note: Given the breadth of countries and tasks to be covered, these TORs are for a call for proposals that can identify multiple contractors in their individual capacity or an institution able to provide a range of services and experts). Based on a review of the proposals received, WHO reserves the right to subsequently enter into contract with the selected individuals for the objective, in ways that optimize the technical skill set and capacities of the applicants. WHO will facilitate connection/coordination amongst selected contractor/contractors.