



REQUEST FOR EXPRESSIONS OF INTEREST HEALTH SYSTEMS STRENGTHENING CONSULTANT



Country:	The Commonwealth of The Bahamas
Supporting Institution:	Inter-American Development Bank
Programmes:	Programme to Support the Health System Strengthening of The Bahamas
Project Number:	BH-L1053
Loan Number:	5179/OC-BH
Sector:	Health
Deadline:	19 January 2023
Consultancy:	Health System Strengthening Consultant
Consultancy Location:	New Providence, The Bahamas
Reports to:	Transformation Management Office (TMO) Lead/Director

The Ministry of Health and Wellness (MOHW) of The Bahamas has received financing from the Inter-American Development Bank (IDB) toward the cost of the Programme to Support the Health System Strengthening of The Bahamas and intends to apply part of the proceeds for the consulting services of a **Health System Strengthening (HSS) Consultant**.

The successful individual will work as a part of the MOHW on a contractual basis and report to the Transformation Management Office Lead/Director. The successful individual is expected to network across both the public and private health systems, particularly with clinicians, allied health professionals and Civil Society to promote and facilitate the adoption of an integrated health system. The Health System Strengthening Consultant will be required to contribute to effective, comprehensive and strategic national health plans pertaining to the seven (7) Workstreams namely: Governance and Stewardship; Service Delivery; Health Technology and Information Systems; Accountability and Funding; Human Resources or Health; Medicines and Technology; Health Infrastructure. The successful candidate will work with healthcare workers from every level and every category throughout the project development cycle.

The resourced individual should be a medical doctor (M.D.) with 10+ years in clinical and management experience. The position requires a comprehensive understanding of the primary, secondary and tertiary services available in The Bahamas and familiarity with international trends in health systems integration with an emphasis on people-centeredness. The Health System Strengthening Consultant will be integral to the development and application of an appropriate change management strategy. In this role, the incumbent should be a team player with a keen eye for detail, problem-solving skills, and good interpersonal skills. This contract is expected to be completed in a twenty-four-month period starting in January 2023.

Main Responsibilities:

The main objective of this consultancy is to provide technical guidance on health systems strengthening and the promotion, adoption and implementation of clinical pathways for an integrated health system in The Bahamas. The Health System Strengthening Consultant will directly support the TMO Lead/Director, and play a crucial role in the transformation of the health system in The Bahamas. The incumbent will assist in shaping health policy in line with WHO's principles and values, and advocate for an integrated approach to health development to improve the health system and provide technical support as necessary. The consultant will support the MoHW Transformation Management Office team to design and implement health strategies and facilitate inter-agency and inter-sectoral coordination and enhance collaboration among respective agencies, while displaying a keen sense of leadership, initiative and commitment, and the ability to function well on projects at various levels within the organization.

The consultant will:

- Support the design, implementation, and evaluation of national health policies for health system strengthening.
- Advise and collaborate on the development, implementation, and evaluation of technical cooperation programmes in the areas of health systems development, health services organization and management supporting universal health coverage.
- Identify the critical elements/issues in each workstream that will have a direct impact on the adoption and implementation of the clinical pathways in the integrated health system.
- Develop a program/plan to ensure that the issues will be addressed in the change management strategies for the implementation of the clinical pathways.
- Participate in meetings with the KPMG and TMO teams to agree on strategies for health systems strengthening.
- Coordinate interaction with clinical teams in the public and private sector.
- Review and provide technical guidance on appropriate Standard Operation Procedures for the selected clinical pathways.
- Provide direct technical/clinical guidance on health systems strengthening to the Director, Transformation Management Office and other team members.
- Convene meetings with clinical and management teams in the public and private sector to promote the adoption and implementation of the clinical pathways in an integrated health system.
- Collaborate with stakeholders to implement the change management strategy to effect health systems strengthening.
- Responsible for sensitization and orientation of change management strategies.
- Provide technical guidance on the enhancement of Primary Health Care services.
- Define, negotiate, and agree on delivery milestones to monitor progress of the work to be accomplished.
- Provide technical guidance for the development of an effective communication strategy for internal and external stakeholders.
- Collaborate in the development of a program to promote people-centeredness and community engagement in the delivery of the healthcare services.
- Identify risk factors that may jeopardize project success.
- Prepare reports to the Steering Committee and other stakeholders as appropriate.
- Build a strong working relationship with stakeholders that fosters an environment of trust and collaboration.
- Manage relationships throughout the health sector, to build awareness and secure commitment and trust and ensure the achievement of the goals and deliverables of the transformation process.
- Network with leaders across the health sector landscape to exchange ideas, share learning and identify areas of change, improvement and development.
- Provide recommendations on funding models which align to clinical pathways.
- Support the identification of key performance indicators (KPI's) of clinical pathways and support ideation of financing options to incentivize achievement of KPI's.
- Perform any other duties that may be assigned by the Permanent Secretary, or Transformation Management Office Director.

The Successful Candidate will have the following skills:

- **Education:** A degree in medicine from an accredited/recognized institute is required. A graduate degree in Public Health, Health Administration, or Economics or Business Administration, health systems / services administration, health policy, health management or health related field from an accredited/recognized institute is preferred. *Consideration may also be given to academic equivalency in these areas.*
- **Experience:** Physician with a minimum of 10 years in clinical and management experience in the public and private health systems. Preference will be given to individuals with experience in Primary, Secondary and Tertiary health care services with

a familiarity of population health issues in the public and private community and hospital services. Previous experience in transitioning health systems to an integrated model is preferred.

- **Languages:** Writing, communication, and presentation skills in English.
- **Core and Technical Competencies:** Strong interpersonal skills and communication skills (both verbal and written). Demonstrates strong collaborative, innovative, analytical and problem-solving skills. A result- and action-oriented individual who demonstrates high integrity, ethical behavior, and the ability to thrive in complexity and ambiguity. Possess the skills necessary to support policy level dialogue, advocacy, and communications with partners of health systems. Cooperative and willing to assist others while working in a team environment. Observes and maintains confidentiality.

The Ministry of Health and Wellness now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultants will be selected under the National Competitive Bidding Selection procedures set out in the IDB's: Policies for the Selection and Contracting of Consultants financed by the IDB and it is open to all eligible bidders as defined in these policies. Only Short-Listed Individuals will be contacted.

Further information can be obtained by e-mail mohwpeu@bahamas.gov.bs.

All CVs and qualification documents must be submitted by email with **Re: Health Systems Strengthening Consultant** at the subject line to mohwpeu@bahamas.gov.bs by 5:00 pm on or before **19th January, 2023**.



Country:	The Commonwealth of The Bahamas
Supporting Institution:	Inter-American Development Bank
Programmes:	Programme to Support the Health System Strengthening of The Bahamas
Project Number:	BH-L1053
Loan Number:	5179/OC-BH
Sector:	Health
Deadline:	19 January 2023
Consultancy:	Project Manager (4)
Consultancy Location:	New Providence, The Bahamas
Reports to:	TMO Lead/Director

The Ministry of Health and Wellness (MOHW) of The Bahamas has received financing from the Inter-American Development Bank (IDB) toward the cost of the Programme to Support the Health System Strengthening of The Bahamas and intends to apply part of the proceeds for the consulting services of four **Project Managers**.

The successful individuals will work as a part of the MOHW on a contractual basis and report to the Transformation Management Office Director. Project Managers will work collaboratively with leaders from the Ministry of Health, national health system stakeholders, as well as other ministries and international partners. Successful individuals will be responsible for the management, coordination and support of one of four teams and their respective workstreams, detailed below. In this role, the incumbents should be a team player with a keen eye for detail, problem-solving skills, and good interpersonal skills. This contract is expected to be completed in a twenty-four-month period starting in January 2023.

Main Responsibilities:

Project Managers will be responsible for coordinating with health system initiative and other leaders to monitor and assess initiative progress, reinforcing accountability and setting transformation expectations by maintaining standard reporting and evaluation mechanisms. The Project Managers will coordinate with other members of the TMO, including the TMO Lead/Director, Health System Strengthening Consultant, and Project Officers to facilitate collaboration and ensure alignment of all major transformation initiatives across the health system. They will provide strategic advisory support to delivery teams and specialized subject matter expertise to augment delivery capacity.

Project Managers will as a team be responsible for the following duties:

- Work closely with initiative leaders to ensure initiatives remain on track.
- Work closely with initiative leaders on emerging issues within portfolio of initiatives to diagnose and assess issues and develop resolution recommendations.
- Design and implement innovative solutions to meet system needs.
- Build strong relationships to interact with stakeholders, colleagues, and the wider community.
- Support initiative course correction by providing ad hoc decision support and resource management support, building the case for additional resources as needed.

- Work with initiative leaders on planning as well as measuring, tracking and reporting progress.
- Perform regular risk management and progress assessments to enable proactive risk mitigation for foundational initiatives.
- Work closely with the TMO Lead/Director to provide updates on initiative progress.
- Provide strategic advisory support to delivery teams and specialized subject matter expertise to augment delivery capacity.
- Support the development of project financial plans and deliverables related to project budgeting and expenses.
- Support the coordination of project activities including managing the tracking, reporting, and maintenance and setting up of projects in various PM tools.
- Collate contracts, timesheets, and reports.
- Collaborate with colleagues across the organization to complete projects efficiently.
- Support development of communications including status reporting to all stakeholders, summary documents, and presentations of technical information for diverse audiences.
- Identify and recommend opportunities to enhance productivity, effectiveness, and operational efficiency.
- Provide leadership for all activities related to change management.
- Develop and lead change management strategy for the TMO, including change support strategies for initiative leads.
- Provide system leadership to strategically plan for and influence a health system culture shift.
- Provide oversight and strategic direction to all communication strategies and approaches, both internal and external.
- Ensure frequent and open communication on transformation progress with health system leaders and stakeholders.
- Develop key messages and strategies for the TMO related to the transformation and change.
- Support the development of a project charter, including identifying transformation objectives and key health system priorities through stakeholder engagement, developing a high-level operating model, and identifying an approach to financing transformation for the future state.
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- Responsible for support of all Human Resources for Health initiatives.
- Support the development of a project charter, including identifying transformation objectives and key health system priorities through stakeholder engagement, developing a high-level operating model, and identifying an approach to financing transformation for the future state.
- Support the development and implementation of clinical protocols and pathways, a community-centered model of care, and a quality assurance framework in accordance with IDB Programme BH-L1053 for Health System Strengthening.
- Responsible for coordination and support of all Health Technology initiatives.
- Responsible for coordination and support of all Infrastructure initiatives.
- Support the development of a project charter, including identifying transformation objectives and key health system priorities through stakeholder engagement, developing a high-level operating model, and identifying an approach to financing transformation for the future state.

- Support the development and implementation of a future-state system governance structure for integration in accordance with IDB Programme BH-L1053 for Health System Strengthening.
- Responsible for coordination and support of all Accountability & Funding initiatives.
- Responsible for coordination and support of all Medicines & Technology initiatives.

The Successful Candidate will have the following skills:

- **Education:** Master's Degree in Medicine, Health Science, Health Services/Systems Management, Public Health, Health Policy, Health Planning or another relevant health discipline. Consideration may also be given to academic equivalency in these areas. Certification in Project Management is required.
- **Experience:** Minimum 5 years of experience in a supervisory role in the field of health systems, health policy, or project management.
- **Languages:** Writing, communication, and presentation skills in English
- **Core and Technical Competencies:** Strong leadership skills with the ability to coach, cooperate with, and assist others in a team environment. Proven experience in project costing, budget management, schedule management, status reporting, general administration, and project management frameworks. Possesses skills necessary to manage new and complex projects/initiatives. Excellent verbal and written communication skills. Strong problem-solving skills with the ability to troubleshoot and identify resources for problem resolution. Attentive to detail, accurate and well-organized.

The Ministry of Health and Wellness now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultants will be selected under the National Competitive Bidding Selection procedures set out in the IDB's: Policies for the Selection and Contracting of Consultants financed by the IDB and it is open to all eligible bidders as defined in these policies. Only Short-Listed Individuals will be contacted.

Further information can be obtained by e-mail mohwpeu@bahamas.gov.bs.

All CVs and qualification documents must be submitted by email with **Re: Project Managers** at the subject line to mohwpeu@bahamas.gov.bs by 5:00 pm on or before **19th January, 2023**.



Country: The Commonwealth of The Bahamas
Supporting Institution: Inter-American Development Bank
Programmes: Programme to Support the Health System Strengthening of The Bahamas
Project Number: BH-L1053
Loan Number: 5179/OC-BH
Sector: Health
Deadline: 19 January 2023

Consultancy: Project Officer (4)
Consultancy Location: New Providence, The Bahamas
Reports to: Respective Project Managers and TMO Lead/Director

The Ministry of Health and Wellness (MOHW) of The Bahamas has received financing from the Inter-American Development Bank (IDB) toward the cost of the Programme to Support the Health System Strengthening of The Bahamas and intends to apply part of the proceeds for the consulting services of four **Project Officers**.

The successful individuals will work as a part of the MOHW on a contractual basis and report to their respective Project Managers and the Transformation Management Office Director (or other designated alternate). The successful individuals will also work collaboratively with other leaders from across the Ministry of Health and national health system stakeholders, as well as with other ministries and international partners. The successful individuals will be responsible for the supporting of one of four teams tasked with the seven (7) workstreams, namely: Governance and Stewardship; Service Delivery; Health Technology and Information Systems; Accountability and Funding; Human Resources or Health; Medicines and Technology; Health Infrastructure. The successful candidates will work with healthcare workers from every level and every category throughout the project development cycle. In this role, the incumbents should be a team player with a keen eye for detail, problem-solving skills, and good interpersonal skills. This contract is expected to be completed in a twenty-four-month period starting in January 2023.

Main Responsibilities:

The main objective of the Project Officers is to support the delivery, acceleration, and risk mitigation of key transformation initiatives. As generalists who can quickly be re-deployed across the core functions of the TMO, the Project Officers are dedicated to working with the Project Managers and the TMO Lead/Director to support teams assembled to guide the transformation of the health system in The Bahamas. The Project Officers will display a keen sense of initiative and commitment, and the ability to function well on projects at various levels within the organization.

The consultant will:

- Support the generation of evidence, knowledge, and best practice models as well as clinical protocols and pathways for implementing “low-cost, high impact” health interventions in the country that promotes advancing universal health coverage and policies of government for attaining “Health for All”.
- Provide literature review, rapid assessment, data analysis and other technical contributions to Project Managers and initiative leads.
- Validate data on initiative progress and analyze system-level perspective.

- Technically support the conduct of assessments and surveys for mapping of health resources including service availability with a view to improving primary health care services.
- Share project management best practices with initiative leads to support capability development.
- Ensure that records of meeting activities are recorded, collated and formatted in the prescribed manner.
- Lead regular reporting for various audiences on transformation progress and results.
- Monitor activity progress against objective goals stipulated in the work plan and ensure successful completion within the timeline.
- Support the completion of deliverables and ensure a high quality of product delivery in accordance with strategic and implementation plans and mandates of the MoHW.
- Prepare presentations and reports using statistical data.
- Perform research and analysis on specific issues, as required, and independently prepare non-routine letters and/or reports, which may be highly sensitive and confidential in nature.
- Perform other duties as assigned.

The Successful Candidate will have the following skills:

- **Education:** A minimum of a bachelor's degree in Health Science, Healthcare, Public Health, Biostatistics, Computer Science, or Data Science from an educational institution recognized by the Ministry of Public Service and/or the National Accreditation for Education Council of The Bahamas. *Consideration may also be given to academic equivalency in these areas.*
- **Experience:** Minimum of 3-5 years working experience in the field of health systems and/or health policy development programmes or projects. Working knowledge of healthcare, population health, project management, and data analytics.

Languages: Advanced writing, communication, and presentation skills in English.

- **Core and Technical Competencies:** Strong interpersonal skills, and an effective verbal and written communicator. Attentive to detail, with the ability to function well in a collaborative, team-oriented work environment and on projects at various levels within an organization. Results- and action-oriented individual who demonstrates high integrity and ethical behavior. Observes and maintains confidentiality.

The Ministry of Health and Wellness now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultants will be selected under the National Competitive Bidding Selection procedures set out in the IDB's: Policies for the Selection and Contracting of Consultants financed by the IDB and it is open to all eligible bidders as defined in these policies. Only Short-Listed Individuals will be contacted.

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All CVs and qualification documents must be submitted by email with **Re: Project Officers** at the subject line to mohwpeu@bahamas.gov.bs by 5:00 pm on or before **19th January, 2023**.



Country:	The Commonwealth of The Bahamas
Supporting Institution:	Inter-American Development Bank
Programmes:	Programme to Support the Health System Strengthening of The Bahamas
Project Number:	BH-L1053
Loan Number:	5179/OC-BH
Sector:	Health
Deadline:	19 January 2023
Consultancy:	Transformation Management Office (TMO) Data Analyst
Consultancy Location:	New Providence, The Bahamas
Reports to:	TMO Lead/Director, Project Managers, and Project Officers

The Ministry of Health and Wellness (MOHW) of The Bahamas has received financing from the Inter-American Development Bank (IDB) toward the cost of the Programme to Support the Health System Strengthening of The Bahamas and intends to apply part of the proceeds for the consulting services of a **TMO Data Analyst**.

The successful individual will work as a part of the MOHW on a contractual basis and report to the Transformation Management Office Director. The TMO Data Analyst will work collaboratively with leaders from the Ministry of Health, national health system stakeholders, as well as other ministries and international partners. The successful individual will support the Ministry in the collation, analysis and description of various population health metrics as guided by the work of the Transformation Management Office. This contract is expected to be completed in a two-year period starting in January 2023.

Main responsibilities:

TMO Data Analyst will be responsible for the timely collection, manipulation, analysis, and consolidation of data while ensuring a high level of data integrity, accuracy and quality is maintained.

The Consultant will:

- Manage health data relevant for Health System Strengthening and TMO initiatives.
- Maintain a high level of data integrity for all data that is collected, stored, and manipulated to assist with decision-making by the TMO and MOHW.
- Ensure data validity through the performance of daily maintenance tasks and routine data checks for validation on the various data interfaces.
- Ensure and perform reduction and analysis of data for appropriate interpretation, analysis and troubleshooting of the data.
- Ensure data reconciliation with various source systems.
- Ensure issues with data collection are communicated and resolved and liaises with technical teams on gaps in reporting to minimize impact on services and policy formulation.
- Provide recommendations on optimization and increased efficiency of the data environment including access and storage among others.

- Develop and implement efficient data extraction routines for the delivery of data.
- Prepare and submit final data reports for quality assurance review.
- Perform other duties as assigned
- Ensure a consistent format aligned with international best practices and standards.

The successful candidate should have the following skills:

- **Education:** Bachelor's degree in biostatistics, computer science, data science is required.
- **Experience:** Minimum of 5 years of experience as a data analyst or working in a data science field is required. Experience of work in Caribbean/Latin American Region is considered an asset.
- **Languages:** Advanced writing, communication, and presentation skills in English.
- **Core and technical competencies:** Strong organizational and analytical skills to create and validate data products and documentation. Strong project management skills. Detail-, results- and action-oriented. Self-starter able to use independent judgment and develop solutions to a variety of complex problems. Experience and interest in healthcare services, systems, and their relevant data is considered an asset. General knowledge of data security principles specifically regarding use of healthcare data and information, including (but not limited to) consent, confidentiality, and privacy is considered an asset. Excellent time Management Skills. Ability to organize work effectively and adapt to changing priorities and tasks in an efficient and timely manner. Ability to function well in a team-oriented work environment and on projects at various levels within organization.

The Ministry of Health and Wellness now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultants will be selected under the National Competitive Bidding Selection procedures set out in the IDB's: Policies for the Selection and Contracting of Consultants financed by the IDB and it is open to all eligible bidders as defined in these policies. Only Short-Listed Individuals will be contacted.

Further information can be obtained by e-mail mohwpeu@bahamas.gov.bs.

All CVs and qualification documents must be submitted by email with **Re: TMO Data Analyst Consultant** at the subject line to mohwpeu@bahamas.gov.bs by 5:00 pm on or before **19th January, 2023**.



Country:	The Commonwealth of The Bahamas
Supporting Institution:	Inter-American Development Bank
Programmes:	Programme to Support the Health System Strengthening of The Bahamas
Project Number:	BH-L1053
Loan Number:	5179/OC-BH
Sector:	Health
Deadline:	19 January 2023
Consultancy:	Transformation Management Office (TMO) Administrative Officer
Consultancy Location:	New Providence, The Bahamas
Reports to:	TMO Lead/Director

The Ministry of Health and Wellness (MOHW) of The Bahamas has received financing from the Inter-American Development Bank (IDB) toward the cost of the Programme to Support the Health System Strengthening of The Bahamas and intends to apply part of the proceeds for the consulting services of a **TMO Administrative Officer**.

The successful individual will work as a part of the MOHW on a contractual basis and report to the Transformation Management Office Lead/Director. The successful individual will also work collaboratively with other leaders from across the Ministry of Health and national health system stakeholders, as well as with other ministries and international partners. The successful individual will be responsible for providing overall administrative support to the Transformation Management Office. In this role, the incumbent should be a team player with a keen eye for detail, problem-solving skills, and good interpersonal skills. This contract is expected to be completed in a twenty-four-month period starting in January 2023.

Main Responsibilities

The main objective of this consultancy is to support the coordination of the administration components related to the Transformation Management Office.

The consultant will:

- Make accommodation and travel arrangements.
- Schedule external as well as in-house events.
- Write drafts of correspondence, memoranda, speeches etc., for the attention of the supervising officer.
- Serve as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.
- Organize and facilitate meetings, conferences, and other special events; coordinate and attend committee meetings, and participate in committee discussions, as appropriate.
- Oversee the operation of office accounts, and plan and monitor expenditures; as appropriate, develop and/or coordinate budgets for the office and associated accounts.

- Provide and/or oversee provision of staff support to the office, including handling walk-up and phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, and handling day-to-day problems and situations.
- Aid in the understanding and interpretation of the Ministry's policies and procedures, as appropriate, and ensure that office operations are in compliance with policy provisions and standards.
- Assist in the coordination, supervision, and completion of special projects, as appropriate.
- Provide support for the general administration including ensuring the proper use and maintenance of office spaces and facilities/utilities.
- Collect and analyze data for the purpose of writing reports on activities implemented by the area assigned.
- Participate in field research for development of administrative policies and programmes.
- Initiate action on the drafting of internal memos and correspondences of routine and administrative nature.

Requirements and Skills

The Successful Candidate will have the following skills:

- **Education:** A minimum of a bachelor's degree in Public Administration, Public Policy and Administration, Political Science, or comparable qualification in a social science discipline from a university recognized by the Public Service.
- **Experience:** Minimum of 3 years of experience in administration with basic projects or programmes, or a similar role.
- **Languages:** Advanced writing, communication, and presentation skills in English.
- **Core and Technical Competencies:** Skilled in using office management software, including proficiency in Microsoft Office applications and the ability to multitask with excellent organizational skills and effective communication skills. Experience working with health services is considered an asset. Excellent verbal and written communication skills. Resourcefulness and troubleshooting aptitude. Ability to pay keen attention to detail. Cooperative and willing to assist others and work in a team environment. Observe and maintain confidentiality.

The Ministry of Health and Wellness now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultants will be selected under the National Competitive Bidding Selection procedures set out in the IDB's: Policies for the Selection and Contracting of Consultants financed by the IDB and it is open to all eligible bidders as defined in these policies. Only Short-Listed Individuals will be contacted.

Further information can be obtained by e-mail mohwpeu@bahamas.gov.bs.

All CVs and qualification documents must be submitted by email with **Re: Administrative Officer** at the subject line to mohwpeu@bahamas.gov.bs by 5:00 pm on or before **19th January, 2023**.



Country:	The Commonwealth of The Bahamas
Supporting Institution:	Inter-American Development Bank
Programmes:	Programme to Support the Health System Strengthening of The Bahamas
Project Number:	BH-L1053
Loan Number:	5179/OC-BH
Sector:	Health
Deadline:	19 January 2023
Consultancy:	Transformation Management Office (TMO) Private Secretary
Consultancy Location:	New Providence, The Bahamas
Reports to:	TMO Lead/Director

The Ministry of Health and Wellness (MOHW) of The Bahamas has received financing from the Inter-American Development Bank (IDB) toward the cost of the Programme to Support the Health System Strengthening of The Bahamas and intends to apply part of the proceeds for the consulting services of a **Private Secretary**.

The successful individual will work as a part of the MOHW on a contractual basis and report to the Transformation Management Office Director. The successful individual will also work collaboratively with other officers of a Transformation Management Office, attached to the Transformation Management Office Director. In this role, the incumbent should be a team player with good interpersonal skills. This contract is expected to be completed in a twenty-four-month period starting in January 2023.

Main Responsibilities

The main objective of this consultancy is to provide secretarial support to the Transformation Management Office attached to the Transformation Management Office Director in the Ministry of Health and Wellness. The consultant will ensure the highest level of customer service delivery and will:

- Answer phone inquiries and handle complaints in a courteous, professional manner.
- Distribute and store correspondence (e.g., emails, letters, and packages).
- Maintain the calendar of the TMO and schedule appointments.
- Book meeting rooms when needed.
- Organize and maintain an efficient filing system for maintaining confidential and important documents.
- Ensure the confidentiality and security of files and filing systems.
- Ensure office supplies levels are maintained, including checking inventory.
- Operate copy equipment, fax machines, printers, or other equipment necessary.
- Answer telephone calls, respond to queries, and reply to emails in a timely manner.
- Prepare regular reports on expenses and office budgets.

- Execute steps to ensure the proper operation of office equipment including contacting maintenance personnel for repair or vendors for replacement.
- Occasionally travel off-site to deliver reports or files.
- Attend meetings, seminars, workshops etc.
- Perform any other duties assigned.

The Successful Candidate will have the following skills:

- **Education:** A minimum of a national high school diploma or equivalent with a minimum of six years' experience; or an Associate's degree in a business-related concentration or equivalent with a minimum of four years' experience; or a bachelor's degree in a business-related concentration or equivalent with a minimum of two years' experience.
- **Experience:** Minimum of 3 years of experience. Experience working with health administration, business management, office management is advantageous.
- **Languages:** Excellent verbal and written communication skills in English.
- **Core and Technical Competencies:** Demonstrates basic bookkeeping experience, especially in accounts payable/receivable. Strong management software skills, including Microsoft Office applications. Ability to multitask while maintaining excellent organizational skills and effective communication. Proficiency in English. Customer-oriented and cool-tempered. Demonstrated ability and desire to work collaboratively and build relationships with stakeholders. Attentive to detail, accurate and well organized. Cooperative and willing to assist others and work in a team environment. Observes and maintains confidentiality.

The Ministry of Health and Wellness now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultants will be selected under the National Competitive Bidding Selection procedures set out in the IDB's: Policies for the Selection and Contracting of Consultants financed by the IDB and it is open to all eligible bidders as defined in these policies. Only Short-Listed Individuals will be contacted.

Further information can be obtained by e-mail mohwpeu@bahamas.gov.bs.

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Country: The Commonwealth of The Bahamas
Supporting Institution: Inter-American Development Bank
Programmes: Programme to Support the Health System Strengthening of The Bahamas
Project Number: BH-L1053
Loan Number: 5179/OC-BH
Sector: Health
Deadline: 19 January 2023

Consultancy: Transformation Management Office (TMO) Clerk (4)
Consultancy Location: New Providence, The Bahamas
Reports to: Respective Project Managers

The Ministry of Health and Wellness (MOHW) of The Bahamas has received financing from the Inter-American Development Bank (IDB) toward the cost of the Programme to Support the Health System Strengthening of The Bahamas and intends to apply part of the proceeds for the consulting services of four **Clerks**.

The successful individuals will work as a part of the MOHW on a contractual basis and report to their respective Project Managers. The successful individuals will also work collaboratively with other officers of a Transformation Management Office. In this role, the incumbents should be a team player with good interpersonal skills. This contract is expected to be completed in a twenty-four-month period starting in January 2023.

Main Responsibilities

The main objective of this consultancy is to provide clerical support to the area assigned, in terms of typing and photocopying among other administrative support functions. The consultant will:

- Prepare typed minutes for meetings held by various subcommittees.
- Conduct data entry for TMO Initiatives that require it.
- Meet daily with assigned team members.
- Attend regularly scheduled meetings of the TMO.
- Assist with photocopying of documents of the various sub-committees.
- Conduct follow-ups for all events and activities of the TMO.
- Assist with the preparation of materials for training workshops, seminars, and conferences.

The Successful Candidate will have the following skills:

- **Education:** A minimum of an Associates degree is preferred.
- **Experience:** Minimum of 3-5 years of experience as a clerk or similar work is preferred.
- **Languages:** Strong writing, communication, and presentation skills in English.
- **Core and Technical Competencies:** Attentive to detail, accurate and well organized. Cooperative and willing to assist others and work in a team environment. Observes and maintains confidentiality.

The Ministry of Health and Wellness now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultants will be selected under the National Competitive Bidding Selection procedures set out in the IDB's: Policies for the Selection and Contracting of Consultants financed by the IDB and it is open to all eligible bidders as defined in these policies. Only Short-Listed Individuals will be contacted.

Further information can be obtained by e-mail mohwpeu@bahamas.gov.bs.

All CVs and qualification documents must be submitted by email with **Re: Clerk** at the subject line to mohwpeu@bahamas.gov.bs by 5:00 pm on or before **19th January, 2023**.