

## **Job Title: Consultancy to prepare ESMS and Regional ESA/ESMP Framework**

### **Background of this search:**

The Social Protection and Health Division (SCL/SPH) of the IDB is seeking a consultant to support the preparation of an Environmental and Social Management System (ESMS), and Regional Environment and Social Assessment (ESA) and related Environmental and Social Management Plan (ESMP) using a framework approach for health facilities to be selected in Guyana, in the context of operation “Health Care Network Strengthening in Guyana” (GY-L1080).

### **The team’s mission:**

The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services to citizens. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.

The Social Protection and Health Division (SPH) is tasked with the preparation and supervision of IDB operations in borrowing member countries in the areas of: (i) social protection (safety nets and transfers and services for social inclusion, which include early childhood development, youth programs, and care services, among others); (ii) health (health capital investment strategies, health networks strengthening, health system financing, and organization and performance, etc.); and (iii) nutrition.

### **What you’ll do:**

#### General and Specific Objectives

In accordance with the IDB’s impact categorization process for Category B projects, an ESA must be carried out along with a corresponding Environmental and Social Management Plan (ESMP) that includes the most relevant actions, for all phases of the project. The IDB’s new Environmental and Social Policy Framework (ESPF) and associated Environmental and Social Standards (ESPS) requires that all Borrowers develop and implement an Environmental and Social Management System (ESMS) to be established and maintained as appropriate *to the nature and scale of the project and commensurate with the level of its environmental and social risks and impacts*.

As such, the objective of this consultancy is to prepare, with support from the Executing Agency (EA), the ESMS and appropriate instruments of social and environmental management for compliance with the requirements set forth in the Bank’s ESPF that includes ESPS 1 through 10.

The ESMS will be accompanied by the preparation of a Regional ESA and its ESMP for the project.

In keeping with ESPS 1 regarding the Assessment and Management of Environmental and Social Risks and Impacts the specific objectives are:

- i) To prepare the project’s specific ESMS whose scope adheres to the management requirements set forth in ESPS 2, 3, 4, 5, 6, 7, 8, 9 and 10.

- ii) To prepare the Regional ESA and ESMP according to the scope set out in ESPS 1 and the identification, evaluation and mitigation hierarchy requirements set forth in ESPS 2, 3, 4, 5, 6, 7, 8 and 9 for the planned operation and the long-term operation of potential project sites.
- iii) To support the preparation and completion of a meaningful, gender sensitive and culturally adequate public consultation process with stakeholders on the project in general, in accordance with the provisions of ESPS 1 and 10.

The activities that the selected candidate will perform include, but are not limited to, the following:

1. Conduct data analysis and initial diagnosis as outlined under ESPS 1

- a. The consultant in close collaboration with the EA and the IDB will develop a working methodology detailing roles, responsibilities, and capacity of the EA. There will be coordination among all parties involved to determine appropriate times for visits and meetings as appropriate.
- b. Review relevant documentation, including documents from previous operations, applicable laws and regulations from Guyana, and the new IDB ESPF and ESPS.
- c. Complete initial scoping of the main impacts and risks relating to the possible substantial renovation and construction activities of Guyana's healthcare facilities using a framework approach (e.g., land clearing, site preparation, demolition, impacts on biodiversity, water demand, effects on surface and ground water, medical/hazardous and non-medical waste (including liquid and solid), labour management, gender, immigration, indigenous communities (Hinterland), and health and safety – including Covid-19 factors as applicable).
- d. Develop a methodology to provide an overview of the locations of potential sites under the project including a general physical description of these sites (e.g., health facilities in the various regions categorized as urban, peri-urban and Hinterland), and potential adjacent properties and local or associated facilities. The project description should include analysis of maps and historical land use and a description of the surrounding environments common in these areas. The description should also include the project objectives, rationale, background, timing, duration, layout, and the outline of potential renovation and construction plans including new associated facilities.
- e. Based on the methodology above, collection, analysis and interpretation of all data identified from reviewing existing documentation and initial scoping should be gathered to describe the existing environmental and social conditions, including for the biophysical, socio-economic and cultural context. This data should consider as relevant: soil, geology, landscape, land use, values (land, crop, etc.), hydrology, air quality, ground and surface water quality, quantity and availability, flora and fauna, socio-economic and cultural information, natural hazards (earthquakes, hurricanes, floods, droughts), discharge characteristics, noise levels, existing contamination sources, and solid waste management. Particular attention should also be given to the existence of natural habitats and adjacent communities commonly or likely to be found in these areas.
- f. Describe policy, legislative, and regulatory requirements including those relating to international agreements, national requirements, and the IDB ESPF and applicable ESPSs.

2. Develop and finalize the ESMS

IDB's ESPF is oriented toward the systematic management of the project's environmental and social performance throughout its complete lifecycle. In ESPS 1 the Borrower is required to carry out this management, which is accomplished through an ESMS specific to the project,

based on the cycle of planning, execution, verification and action. The consultant will be required to:

- a. Develop in continuous coordination with the EA, an ESMS that incorporates the following elements: (i) an environmental and social framework specific to the project; (ii) identification of risks and impacts; (iii) management programs; (iv) organizational training and competency; (v) preparation for and responses to emergency situations; (vi) participation of the stakeholders; and (vii) monitoring and evaluation. The structure proposed for the ESMS, as well as its content and scope, is detailed in Annex 1. This will be first developed as a draft with an executive summary and outline of the seven elements (pillars) followed by a final detailed ESMS for the Banks review and non-objection.
- b. Assure transfer of the basic knowledge required for the planning, implementation, EA verification and improvement of the ESMS specific to the project. For this purpose, the EA must be staffed with competent personnel and the authority and responsibility to collaborate in the planning of the ESMS and subsequent transfer.

3. Develop the regional ESA and prepare the associated ESMP

- a. Review of existing environmental and social assessments and study the current baseline situation on applicable environmental and social aspects including but not limited to pollution control, natural environment, land use, involuntary land acquisition, resettlement, and disaster and climate change risk. This should also include a characterization of the populations in the general areas (direct and indirect areas of influence) and identification of the presence of any vulnerable groups (e.g., IPs). Primary data collection should be conducted when secondary data is not available.
- b. Preparation or completion of analysis of alternatives (including an alternative without project option which will be compared and evaluated against the selected option from technical, financial, and social and environmental impacts points of view) in a manner that guarantees compliance with the Bank's ESPF, and applicable legislation, thus guaranteeing the project's environmental and social sustainability.
- c. Using a framework approach, capture, identify, assess and consolidate the potential impacts and risks and examine and identify the major potential environmental, social, labour, public health, and occupational safety issues of concern for renovation and construction activities (including Covid-19 factors as appropriate) along with any associated or auxiliary facilities. This should include as relevant, changes in water quantity, quality and availability, landscape impacts, noise generation, changes in species and natural features, habitat loss, changes in land use, contamination of water, air pollution, socio-economic and cultural change, displacement of people, loss of livelihoods, impacts on traffic, risks from natural hazards (flooding), dust generation, solid waste management (particularly medical/hazardous waste), and effluent and sewage treatment. Special attention must be paid to distinguishing negative and positive impacts along with indirect and cumulative impacts throughout renovation, construction, and operation of health facilities.
- d. A simple qualitative Disaster Risk Assessment (DRA) should be included as part of the regional ESA framework to review potential disaster risks (Disaster Risk 1 and 2)
  - o Type 1: When the project is likely to be exposed to natural hazards due to its geographic location.
  - o Type 2: When the project has a potential to exacerbate hazard risk to human life, property, the environment, and the project itself.

The analysis should also consider meteorological data, disaster records, and climate change impacts.

- e. Identify potential environmental impacts associated with the direct and indirect emissions of greenhouse gases (GHGs) and calculate gross GHG emissions for the project with the

support of the Bank. Recommendations should be provided to encourage resource efficiency in the project design and for facilities in operation.

- f. Analyze gender-differentiated impacts and the relevance of the gender perspective adopted by the project, including complementing or development of pertinent measures as part of a gender analysis. The assessment should also include measures to consider the incorporation of the principles of universal design and access in the project (i.e., health infrastructure that can be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design) which will take into account vulnerable groups such as people with disabilities.
  - g. Conduct a review and gap analysis of national standards and relevant laws/regulations in Guyana in comparison with the IDB's environmental and social criteria and procedures set forth in the ESPF (screening, environmental impact assessment, public participation, information disclosure, monitoring and others), and identify how any gaps will be addressed. The list of relevant local/regional permits and/or licenses required for the project should also be outlined with clear roles and responsibilities for this process and ensuring compliance.
  - h. Identification of stakeholders, participation plans and consultation processes which are necessary for compliance with national legislation and the IDB's ESPF, including the preparation of materials and reports that are adequate for these processes in coordination with the EA.
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- i. Prepare a regional ESMP, which should include the mitigation measures proposed to manage the identified impacts, risks and remaining environmental liabilities using the mitigation hierarchy – these should be presented as plans, procedures, and guidelines consistent with the ESPFs that will result in avoiding and minimizing impacts, or where impacts are unavoidable, the restoration and compensation for those impacts. The ESMP should incorporate plans to address occupational and community health and safety, traffic, noise, air (including GHG reduction), hazardous materials (particularly medical waste), water and wastewater, security, emergency preparedness and response, disaster risk, stakeholder engagement, and monitoring, and should cover all phases of the project. There should be section outline on the formulation of a resettlement or livelihood restoration plan and conducting the required specific consultation process in case these types of impacts should materialize during project preparation.
  - j. Separate sections in the EMSP will be required – one for renovation/construction and one for operation.
  - k. Assess the capacity of the EA and key stakeholders to take responsibility for implementation of the environmental and social management plan. It is essential for the consultants to coordinate closely with the EA and stakeholders involved in establishing the technical parameters and procedures that will be applied in the project.
  - l. Define monitoring and evaluation strategies, a budget for these activities, and capacity building and training activities.
  - m. Propose a set of indicators to measure the implementation of key elements of the ESMP framework.

The regional ESA and ESMP will include the requirements necessary to evaluate the potential impacts and risks resulting from the renovation, construction and operation phases of any individual projects and activities, after the project's approval and following the completion of an environmental audit for these facilities.

Specific to note, the framework should contain and outline the following elements with requirements for the renovation and construction of individual health facilities:

- (i) environmental/social selection and screening criteria, including exclusions to ensure that project works that the Bank would classify as category A in environmental impact are excluded;
- (ii) a site specific social and environmental assessment; (iii) consultation and stakeholder engagement specific to the site and scope of works; (iv) implementation, supervision and reporting arrangements for the resulting environmental and social requirements for each project;

The Bank will require the full development of the ESMS following the completion of the regional ESA and ESMP.

#### 4. Consultation process:

The consultant will be required to carry out stakeholder engagement/consultation proportional to the project's risks and impacts. The EA in close collaboration with the consultant should therefore facilitate a consultation process consistent with ESPS 1 and 10. The draft regional ESA/ESMP framework should be made available as part of this process in a timely manner prior to consultation and finalization of this document. The consultation process should include, at a minimum:

- a. Stakeholder mapping and analysis to identify the directly affected project people, other stakeholders, and relevant organizations for consultation (municipal authorities, social organizations and, where appropriate, NGOs active in the project area).
- b. A Stakeholder Engagement Plan (SEP) and grievance redress mechanism based on the stakeholder analysis which must be prepared as part of the ESMS and captured in the regional ESA in accordance with ESPS 1 and ESPS 10. This should be disclosed in the relevant local languages in an accessible and culturally appropriate manner. As required under ESPS 10, the SEP should be completed as early as possible and prior to any consultations
- c. The results and processes for consultation, including a record of people consulted (list of attendees, contact addresses), date and location of consultation event (e.g., meetings, workshops), key comments received and summary minutes, should be included as part of the regional ESA in the form of a detailed consultation report. It should also be documented in this report, if and how comments received during the consultations were incorporated into the project design via the ESMS and regional ESA/ESMP to demonstrate that meaningful consultation has taken place. The consultation should take place with potentially affected persons and interested stakeholders identified from the stakeholder mapping/analysis and be widely announced/well-advertised with appropriate notice to encourage the participation/involvement of a diverse audience. Materials should be presented in public consultations in a manner that is accessible for local communities and will cover: (i) proposed project design and layout; (ii) summary of impacts and mitigation measures; (iii) overview of the applicable IDB ESPS; (iv) the scope of the regional ESA; and (v) discussion of the grievance management mechanism. As relevant, consultations should take the risk of Covid-19 into account, and while following country requirements, virtual consultations or other suitable engagement mechanisms should be considered.

#### Deliverables and payment schedule:

- **Product 1:** The workplan for the consultancy, including proposed dates, mobilization strategy, stakeholder mapping, and timeline (expected one week after the beginning of the consultancy).
- **Product 2:** A draft of the ESMS with executive summary and section outline for the seven pillars to meet Bank timelines for fit-for-disclosure versions of the ESA/ESMP framework. To be delivered within 30 calendar days of the signing of the contract.

- **Product 3:** Stakeholder analysis (including gender analysis), the SEP and grievance management mechanism for the implementation of the project as outlined under ESPS 1 and 10 (initial submission can be made nine weeks after the beginning of the consultancy for review or submitted wholly as part of Product 4).
- **Product 4:** A Fit-for-disclosure version of the regional ESA/ESMP framework for potential renovation, construction and operation activities of the project, including identified impacts and proposed mitigation measures, disaster risk and mitigation, institutional capacity, and recommendation for implementation of the ESMP. Should there be a need for environmental clearances by Guyanese authorities for any of the proposed packages to be financed, the consultant will assist in the preparation of the information needed (expected 12 weeks after the beginning of the consultancy).
- **Product 5:** Final regional ESA/ESMP framework with consultation report (TBD based on internal project review timelines)
- **Product 6:** Final ESMS to be submitted within 90 calendar days following submission of the final ESA/ESMP framework or to meet project's timeline prior to first disbursement.

Deliverable	Payment (%)
<b>Product 1</b> Workplan	10
<b>Product 2</b> Draft ESMS	15
<b>Product 3</b> Stakeholder analysis and Engagement Plan including project level grievance mechanism	15
<b>Product 4</b> Fit-for-disclosure version of the regional ESA/ESMP framework (incorporating product 3)	25
<b>Product 5</b> Final regional ESA/ESMP framework with Consultation report	15
<b>Product 6</b> Final ESMS (incorporating product 3)	20

#### **What you'll need:**

- **Citizenship:** You are either a citizen of Guyana or a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.
- **Education:** You must be a professional in environmental management or similar area.
- **Language:** The consultant must be proficient in English.
- **Experience:** (i) experience in the preparation and implementation of ESA and ESMP, particularly in the health sector; (ii) familiarity with IDB or other MDB Safeguards Policies; and (iii) field experience in Guyana.

**Core and Technical Competencies:**

- Good writing and presentation abilities. Experience facilitating meetings and coordinating groups. Good teamwork abilities.

**Opportunity Summary:**

- **Type and mode of contract:** Products and External Services Contractual (PEC), Lump Sum.
- **Term of contract:** 212 non-consecutive days in a period of 7 months.
- **Location:** Place of residency of the consultant.
- **Person responsible :** Ian Mac Arthur (SCL/SPH) and Jodi Johnson (ESG/CJA).
- **Requirements:** You must be a citizen of one of the 48 IADB member countries and have no family members currently working at the IADB Group.

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

**Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, LGBTQ+, persons with disabilities, afro-descendants, and indigenous people to apply.**

**About us:** At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

**Our team in Human Resources carefully reviews all applications.**

## **ANNEX 1: Environmental and Social Management System (ESMS)**

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The ESPF and the guidelines for each of the ESPS can be found at: <https://www.iadb.org/en/mpas/guidelines>.

This Annex provides indicative content of the deliverable that shall be adjusted proportional to E&S risks of the project and its scope.

ESPS 1 provides that an effective Environmental and Social Management System (ESMS) is a dynamic and continuous process, which sets in motion and supports the Borrower's project-related activities, and involves collaboration between the borrower, its workers, people affected by the project and, where appropriate, other stakeholders.

The ESMS will incorporate the following elements:

### **(i) Environmental and Social Framework Specific to the Project**

In coordination with the Borrower, the consultant will prepare an environmental and social framework that is specific to the project, which will consist of a document that:

- sets forth the values, objectives, principles and goals that will guide the preparation and execution of the project, as well as its environmental and social performance.
- describes the general structure, processes and functions (roles and responsibilities) required for the environmental and social management of the project.
- presents in a concise manner the aspects of the country's normative, institutional and policy framework, including its executing national, sub-national or sectoral level institutions, and the applicable laws, regulations, rules and procedures that are pertinent to the project's environmental and social risks and impacts.
- is concordant with the ESPF's Environmental and Social Performance Standards.
- describes the Grievance Redress Mechanism for complaints and claims related to the project.
- Demonstrates the top management's commitment to the project's achieving of good environmental and social performance.
- can be disseminated and communicated at all relevant levels of its organization.

The minimum content of the Project's Specific Environmental and Social Framework (SESF) is listed as follows:

- Introduction
- Project description
- Objectives and Principles
- Legal and institutional framework
- Institutional training and competency
- Evaluation processes and socio-environmental management
- Participation of stakeholders and mechanism for addressing claims and complaints
- Preparing for and responding to emergencies
- Follow-up and monitoring

The Environmental and Social Framework must be a concise and effective document that provides a roadmap to guide the Project's different environmental and social processes and procedures. It should be written from a viewpoint of high level.



## **(ii) Identification of Risks and Impacts**

Based on the Environmental and Social Assessment of the proposed project, the consultant will formulate a process to identify the Project's environmental and social risks and impacts. This process will be documented through a procedure that will integrate:

- Appropriate tools for the identification and assessment of the project's potential risks and impacts (analysis of alternatives, screening, scoping, environmental and social assessment, research, audits, interviews, specialized studies, consultation with experts).
- The identification of direct, indirect and cumulative<sup>1</sup> environmental and social risks and impacts, including the items identified in ESPS 2 through 10.
- Project risks affecting Human Rights.
- Risks and hazards of existing installations.
- Risks and impacts of related installations.<sup>2</sup>
- Risks and impacts in the project's zone of influence that derive from the actions of third parties, to the extent of the control and influence that it exercises over them.
- Risks and impacts linked to principal suppliers.

## **(iii) Management Programs**

The consultant will formulate management programs that describe the mitigation and performance improvement measures and actions aimed at addressing the environmental and social risks and impacts identified in the ESA. The consultant will establish environmental and social plans for each program, which define the results and actions that are sought to address the issues raised in the process of identifying risks and impacts.

The programs can consist of a documented combination of operating procedures, practices, plans, and supporting documents that are managed in a systematic manner.

The programs must conform to the mitigation hierarchy<sup>3</sup> for addressing the identified risks and impacts: where residual impacts persist and to the extent that it is technically and financially feasible, the prevention of impacts will prevail over measures to minimize them, which, in turn, will prevail over compensation or compensatory measures.

In accordance with the provisions of ESPS 2, 3 and 4, the programs will incorporate the World Bank Group's recognized guidelines on the environment, health and safety.

The consultant will integrate guidelines for the environmental and social management of contractors in a manner that assures that this is initiated early in the project and that the process documents for the acquisition of goods and services describe the environmental and social performance that is expected in the carrying out of project activities and that they be a reference framework for the incorporation of environmental and social management costs into contractor proposals.

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<sup>1</sup> The project's incremental impact is obtained by combining the impacts of relevant past, ongoing, and reasonably foreseeable future developments, as well as unplanned but foreseeable project-driven activities that may be carried out later at another site.

<sup>2</sup> New or additional works or infrastructure, regardless of the source of financing, that are essential to the functioning of a Bank-financed project, such as the following: access roads, railway lines, power lines or pipelines, etc.

<sup>3</sup> The mitigation hierarchy represents a structured and systematic approach that takes into account the project's social and environmental risks and impacts and includes the following steps: (a) anticipate and avoid risks and impacts, (b) minimize risks and impacts that cannot be avoided, (c) remedy or mitigate residual impacts to an acceptable level, (d) compensate for, or offset, those residual risks that cannot be remedied or mitigated at an acceptable level.

**(iv) Organizational Skills and Competency**

The consultant will support the Borrower in the process of defining functions, responsibilities, and capacities for the application of the ESMS.

The consultant will identify the knowledge, aptitudes, and experience, including updated knowledge of applicable regulatory requirements and applicable standards from ESPS 1 through 10, that are needed for the responsible parties to implement the ESMS in the carrying out of their work

**(v) Preparing for and responding to Emergency Situations**

The consultant will develop a system for preparing for and responding to emergency situations so that the borrower is able to respond in an adequate manner to accident and emergency situations related to the project, in order to prevent and mitigate any damage to people or the environment.

The system must be aligned with the requirements set forth in ESPS 2 and 4.

**(vi) Monitoring and Evaluation**

The consultant will develop procedures to allow the Borrower:

- To monitor the management program and measure its effectiveness, as well as its compliance with all legal or contractual and related regulatory requirements.
- To record information for the purpose of monitoring performance and establishing relevant operational controls.
- To plan periodic assessments of the effectiveness of the ESMS, based on a systematic collection and analysis of relevant information.

**(vii) Participation of Stakeholders**

The participation of the stakeholders is fundamental to the establishment of solid, constructive and receptive relationships, which are essential for the effective management of the project's social and environmental impacts.

The consultant will develop procedures to allow the Borrower to plan and implement a continuous process of participation involving the stakeholders that may include the following elements: analysis of the stakeholders and related planning, disclosure and dissemination of information, inquiries and participation, grievance redress mechanisms and the constant supply of information to persons affected by the project and other stakeholders.

The process must accord with the requirements set forth in ESPS 2 through 10.

## **ANNEX 2: Environmental and Social Assessment / Environmental and Social Management Plan (ESA / ESMP)**

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This Annex provides indicative content of the deliverable that shall be adjusted proportional to E&S risk of the project and its scope.

### **Development of the ESA**

The **ESA** shall include, at a minimum:

#### **1. Executive summary**

The ESA's contents shall be presented in an executive summary that is easy to interpret and representative of the information that is most important to the development of the document. In a general manner, it will present, among other issues and without limitation:

- (i) general and specific objectives, including a brief description of the principal environmental and social impacts, both positive or negative, that have been identified during the construction, operations, closing and post-closing phases;
- (ii) the most relevant necessary actions of mitigation, control and prevention for all phases of the project and their relation to the IDB's ESPF and ESPS
- (iii) recommendations for the improvement of the environmental and social management of the Project's works during all of their phases; and
- (iv) general conclusions and recommendations for the study; among other items of information that are determined to be important.

The executive summary shall not exceed 10 pages.

#### **2. Introduction and Background**

This Section shall contain the background and scope of the operation, also including a description of the necessity of the Project in the context of local and national situations and strategies, as well as the effect that it will generate in terms of environmental and social development. Additionally, it is important that this portion of the document includes a brief general description of the different sections and/or chapters contained in the ESA.

#### **3. Project Description**

This section details the activities, processes and milestones for each of the construction, operation, closing and post-closing phases for each of the works that are included in the Project.

Based on already-existing designs and profiles, this section will describe alternatives that have been considered prior to the selection of the definitive proposal. Multiple alternatives, including an alternative without project, will be qualitatively and quantitatively (where applicable) examined from an environmental and social costs and benefits point of view. This analysis must be conducted in close harmony with the economic, financial, institutional, social, and technical aspects of projects. It will include the applicable analysis of alternatives for the works. The EA will provide all the information necessary for the documentation of the analysis of alternatives.

#### 4. Regulatory Framework

This section will be a summary and reference to the Regulatory Framework section of the portion of the document that relates to the ESA.

This will include a description of national laws, international conventions, as well as the regulations applicable to the Project. It will identify the institutions, from their respective levels of government, that are responsible for the project's execution and environmental and social management, as well as the roles and functions of each of these institutions, including an analysis of the institutional capacity of the EA, and, where necessary, will detail the needs for institutional improvement, in order to comply with the ESPF.

It should also include a description of the requirements for an environmental permit and other authorizations that are necessary for each phase of the Project.

#### 5. Socioenvironmental assessment and characterization of the area of influence and beneficiaries

In general, this section should contain a description of the current socio-environmental conditions of the project area, defining the boundaries of the Area of Direct Influence (ADI) as well as those of the Area of Indirect Influence (AII).

The characterization shall be based on quantitative and qualitative data derived from primary and secondary information (including field visits and analytical campaigns) addressing issues such as: (i) geology, geomorphology, edaphology and soil quality; (ii) climatology; (iii) air, noise, vibration and odor; (iv) water quality (surface water and groundwater); (v) natural biodiversity and/or modified or critical habitats (following the provisions of IDB's ESPS 6) and threatened species (flora and fauna), protected areas and natural parks (protected natural areas, sensitive ecosystems and important areas of international importance (e.g. IBAs, RAMSAR wetlands, KBAs, AZEs, etc.), and visual and aesthetic / landscape resources; (vi) protected natural areas and cultural sites; (vii) natural hazards presented in the ADI and the AII. This shall include maps and figures at an appropriate scale.

The social characterization will include demographic, economic, and cultural data, taking into consideration: (i) demographic conditions such as age and gender in the beneficiary population; (ii) socio-cultural conditions such as ethnic distribution (including indigenous and Afro-descendant communities), (iii) the presence of vulnerable or minority groups including sexual and gender minorities, (iv) spoken languages, nationalities or other relevant key cultural aspects; (v) the characterization of socio-economic conditions such as economic sectors, formal and informal employment, and land tenure; (vi) land use; (vii) information on archaeological resources (discoveries) and historical resources, places of cultural and spiritual interest (tangible and intangible), practices and vulnerabilities; (viii) an analysis of the use of natural resources and ecosystem services by different groups and communities; (ix) a mapping of key institutional and social actors present in the area of influence and other Project stakeholders, including social and environmental organizations at the local and national level; and (x) an analysis of existing consultation and community participation mechanisms. This shall include maps and figures at an appropriate scale.

#### 6. Assessment of impacts and risks

In general, this section of the report will focus on the identification and characterization of the potential environmental, social and occupational health and safety impacts and risks of the project (distinguishing between direct, indirect and cumulative), both negative and positive, as well as the influence of climate change and disaster risks for the construction, operation, closure, and post-closure stages, using methodologies such as overlapping thematic maps, matrix evaluation and work by interdisciplinary groups, and will be in accordance with good international practices in the corresponding sector. The description of the environmental impacts must consider, as a minimum:

(i) Requirements of ESPS 1: Assessment and Management of Environmental and Social Risks and Impacts

- The scope and level of effort dedicated to the process of identifying risks and impacts will be in accordance with the type, size and location of the Project. The scope of this process will be determined through the application of the mitigation hierarchy.
- The risk and impact identification process will be based on recent baseline data derived from environmental and social factors, with an appropriate level of detail.
- This section will identify the project's risks or negative impacts that fall disproportionately on individuals and groups that, due to their particular circumstances, are in a vulnerable position.
- Identification of impacts due to the existence of prejudice or discrimination against people who are vulnerable or disadvantaged in terms of access to the Project's benefits.
- Identification of impacts related to the health, safety and well-being of the workers and communities affected by the project, including risks related to pandemics, epidemics and communicable diseases.
- Greenhouse gas emissions.
- Identification of natural hazards and risks and climate change factors related to or exacerbated by the Project, taking into account the expected frequency, duration and intensity of the phenomena in the project's geographical area and the infrastructure's level of criticality.
- Possible transboundary impacts.
- Impacts on community safety (safety of the project infrastructure, threats to human safety due to risks of escalation of personal or community conflicts and violence that the project could provoke or aggravate).
- Impacts related to the possession and use of land and natural resources, land acquisition, physical resettlement and/or economic displacement (including classification of the type and degree of impact).
- Risks or threats to the protection, conservation, maintenance and restoration of natural habitats and biodiversity (flora and fauna).
- Risks or effects on ecosystem services, including those related to watershed management.
- Impacts on Indigenous Peoples.
- Risks to cultural heritage.
- Risks of gender exclusion and violence, sexual exploitation, human trafficking and the spread of sexually transmitted diseases.

(ii) Requirements of ESPS 2: Labor and Working Conditions

- Identify any risk of child or forced labor in the project area of influence and develop measures in accordance with the ESPS.
- Identify and assess inherent risks related to the project and specific classes of hazards, including physical, chemical, biological, and radiological hazards, and specific threats to women, people of diverse sexual orientations and gender identities, persons with disabilities, children (of working age), and migrant workers in accordance with this and any other applicable ESPS.

- Identification of potential hazards to workers, particularly those that may be life-threatening in a manner consistent with good international industry practice, as reflected in various internationally recognized sources including the World Bank Group Environmental, Health and Safety Guidelines.

### (iii) Requirements of ESPS 3: Resource Efficiency and Pollution

- Identify hazards, impacts and risks associated with the nature of the project in relationship with: (i) consumption of energy, water and other resources and material inputs, (ii) GHG emissions, (iii) release of pollutants to air, water and land due to routine, non-routine and accidental circumstances, (iv) generation of hazardous and non-hazardous waste materials, (v) use of hazardous materials, (vi) use of chemical pesticides

### (iv) Requirements of ESPS 4: Community Health and Safety

- This subsection shall identify specific risks that could pose adverse effects on the health, safety, and well-being of people with sensitivities related to age, gender, disability, or short-term or long-term health conditions; if necessary, a more detailed risk assessment shall be carried out.
- Perform a simplified qualitative risk assessment to assess the project's level of exposure to natural hazards, its vulnerability and criticality to determine the potential impacts of disaster and climate change risks to the project and to third parties. To perform this assessment please follow the Step 3 of the Disaster and Climate Change Risk Assessment Methodology for IDB Projects<sup>4</sup>.
- The project's potential direct, indirect and cumulative risks on priority ecosystem services, which may be exacerbated by natural hazards and climate change and may generate risks and adverse impacts for the health and safety of people, will also be identified (See ESPS 6).
- With respect to employees or contractors being hired to provide security to personnel or property, the risks that their security arrangements may imply for those inside or outside the project site will be evaluated.

### (v) Requirements of ESPS 5: Land Acquisition and Involuntary Resettlement

- Identify, when necessary, feasible alternative project designs to avoid or minimize physical and/or economic displacement, while balancing environmental, social, and financial costs and benefits, paying particular attention to impacts on the poor and vulnerable.
- Identify any possible impacts or risks of (i) project-related land acquisition, (ii) resettlement of project-affected people, (iii) physical or economical displacement
- Where involuntary resettlement is anticipated as unavoidable, either as a result of a negotiated settlement or expropriation, a census needs to be carried out to collect appropriate socioeconomic baseline data to identify people who will be displaced by the project, determine who will be eligible for compensation and assistance.

### (vi) Requirements of ESPS 6: Biodiversity Conservation and Sustainable Management of Living Natural Resources

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<sup>4</sup> Available here: <https://publications.iadb.org/en/disaster-and-climate-change-risk-assessment-methodology-idb-projects-technical-reference-document>

- The Project's direct, indirect and cumulative impacts on biodiversity and ecosystem services should be taken into account, and any significant residual impacts identified.
- The identification and assessment process will take into account relevant threats to biodiversity and ecosystem services, with a special emphasis on habitat destruction, degradation and fragmentation, invasive alien species, overexploitation, hydrological changes, nutrient loading and pollution.
- It will also take into account the different values attributed to biodiversity and ecosystem services by people who may be potentially affected by the Project and, where appropriate, other stakeholders.
- If an adverse impact on ecosystem services is identified, a systematic review will be carried out to identify priority ecosystem services.
- Identify any project components that could be undertaken inside protected areas that are specifically designated by laws or ordinances for the conservation of nature and determine if: (i) feasible alternatives have been considered, (ii) the development is legally acceptable and in compliance with local regulations, (iii) a consensus needs to be made with stakeholders including organizations responsible for managing the protected area and (iv) additional programs need to be performed to ensure that the protected areas are effectively managed for its conservation

(vii) Requirements of ESPS 7: Indigenous Peoples

- With regard to each of the communities of Indigenous Peoples that may be located in the Project's area of influence and who may be affected by it, a process of assessing social and environmental risks and impacts, as well as the nature and magnitude of the direct, indirect and cumulative economic, social, cultural (including cultural heritage) and environmental impacts anticipated for these peoples, shall be completed and carried out in a culturally appropriate manner.

(viii) Requirements of ESPS 8: Cultural Heritage

- Identify risks and impacts related to tangible and intangible cultural heritage
- Identify the areas that have cultural and archeological value within the area of the project (formally protected or not).
- This identification should include secondary data and as well primary, which is of particular importance when there is cultural heritage not formally recognized.

(ix) Requirements of ESPS 9: Gender Equality

- For the gender analysis under ESPS 9, whose objective is to identify, prevent, mitigate and/or compensate for the risks and adverse impacts that may disproportionately affect women and sexual minorities (LGBTQI+ people), it will be necessary to apply a differentiated gender outlook. Depending on the risks identified, the gender analysis may require a stand-alone document.
- The requirements related to ESPS 5 (Land Acquisition and Involuntary Resettlement) should also be considered in all cases involving the possibility of involuntary physical resettlement or economic displacement. This may include the following: (i) internal analyses of households to identify gender differences in sources of livelihood, including informal sources; (ii) an analysis of women's rights in relation to land and its use, including co-ownership and use rights related to communal lands and other assets; and (iii) an analysis of the impact of resettlement on women's ability to work.



(x) Requirements of ESPS 10: Participation of Stakeholders Information Disclosure

- Stakeholders, including both people affected by the project and other parties who, due to their circumstances, may have disadvantages or vulnerabilities related to the project, should be identified and documented.
- Documented records of stakeholder engagement should include a description of the stakeholders consulted, a summary of the feedback received, and a brief explanation of how the feedback was taken into account.

## 7. Conclusions and Recommendations

The ESA shall present a conclusion on the environmental and social viability of the project, identifying the main impacts and risks and highlighting the most important issues to be incorporated into the corresponding Environmental and Social Management Plans (ESMP) as well as opportunities for the Project's improvement, with a view to reducing the impacts that have been identified and that can be discussed in the course of developing its components.

### **Development of the ESMP**

For the works in the Project an Environmental and Social Management Plan (ESMP) must be prepared, which contains the specific environmental management measures that are necessary in light of the completed ESA and that may contribute to the potentiation of positive impacts and avoid, reduce, mitigate and/or offset negative impacts in accordance with the mitigation hierarchy. A clear relationship must be established between works in the Project potential risks and impacts, the proposed mitigation measures and applicable ESPS from the IDB.

This Plan will also contain all the necessary guidelines to direct the environmental, labor, social management and occupational health and safety of the Project, including, but not limited to: (i) the different environmental and social plans or programs that will comply with the environmental, social, labor and health and safety requirements that are necessary to carry out the activities of the project's works in compliance with the policies and regulations of both the IDB, and the national government, (ii) obligations and institutional responsibilities for the preparation and implementation of the required measures, (iii) a description of the environmental and social monitoring plan for the project's construction, operation, closure and post-closure stages, identifying the expected results, the parameters to be measured, the places of measurement, the methods and tools used (including monitoring templates) and the periods / frequency in which the measurements will be made, costs, and responsible institutions, (iv) an implementation schedule for each of the proposed measures, a definition of responsibilities and the preparation of a reference budget.

Specifically, the ESMP shall consider, at a minimum:

- (i) Requirements of ESPS 1: Assessment and Management of Environmental and Social Risks and Impacts
  - The mitigation and performance improvement measures, as well as actions aimed at addressing the environmental and social risks and impacts that have been identified in the project, shall be described.



- There shall be a definition of Plans or Programs that may consist of a documented combination of operating procedures, practices, plans and related supporting documents (including legal agreements) that are managed in a systematic way.
- For the execution of the Project, the breadth of these Programs will encompass the Borrower's entire organizational structure, including the main contractors and suppliers, or specific places, facilities or activities, over which the organization has control or influence.
- The Programs will take into account the results of the process of interaction with the people affected by the Project and other relevant stakeholders.
- The mitigation hierarchy shall be taken into account in addressing identified risks and impacts, so that, where residual impacts persist and where technically and financially feasible, the prevention of impacts will prevail over measures to minimize them, which, in turn, will prevail over compensation or compensatory measures.
- The mitigation and performance measures and relevant actions must be designed to ensure that the Project operates in accordance with applicable laws and regulations and meets the requirements of ESPS 1 through 10.
- Environmental and social action plans (general or thematic) will be established, which will define results and actions that are sought to address the issues raised in the risk and impact identification process.
- In view of the dynamic nature of the project, the Management Program must be able to react to changes in circumstances, unforeseen events and the results of monitoring and evaluation activities.
- Procedures must be established to monitor the Management Program and measure its effectiveness, as well as its compliance with all legal or contractual obligations and related regulatory requirements.
- Prepare and execute a stakeholder participation plan, in accordance with the Project's risks and impacts, that is adapted to the characteristics and interests of the people affected by the Project and other relevant stakeholders.
- Shall be included a meaningful consultation and participation process commensurate with the project's risks and adverse impacts and the concerns of people affected by it as well as other stakeholders.
- A grievance redress mechanism adapted to the Project's risks and adverse impacts will be designed, to receive concerns and complaints related to its environmental and social performance and to facilitate their resolution.

(ii) Requirements of ESPS 2: Work and Working Conditions

- Measures shall be included (e.g., an Occupational Health and Safety Plan) to prevent accidents, injuries and illnesses that may arise from, be associated with, or occur during work, reducing to a minimum, as far as reasonably practicable, the causes of factors that contribute to danger in the workplace. In the case of pandemics or epidemics, health and safety measures and protocols at work must be developed and applied to protect Project workers from the risk of exposure.
- The measures will include the elimination, substitution or modification of dangerous conditions or substances; the training of workers and the keeping of related training records; the documentation and reporting of occupational accidents, injuries, illnesses, and incidents; arrangements for emergency prevention, preparedness, and response; processes to report unsafe or unhealthy work situations, as well as mechanisms to evaluate performance in terms of occupational health and safety.

(iii) Requirements of ESPS 3: Efficiency in the Use of Resources and the Prevention of Contamination

- Technically and financially feasible measures (e.g., plan for the management of solid and liquid waste, emissions of pollutant including noise, vibration and odor, and other relevant environmental aspects) will be considered within the Project's activities, to optimize the consumption of energy, water and other resources and inputs and to avoid or minimize greenhouse gas emissions.
- Consideration of measures to avoid or reduce the emission of pollutants into the air, surface or ground water or soil, as well as responses to related accidental situations.
- Consideration of measures to reduce, recover and reuse waste in a manner that is safe for health and the environment.
- Consideration of measures for treating, destroying or disposing of waste (hazardous and non-hazardous) in an environmentally friendly manner.
- Consideration of measures for the handling of hazardous materials (including pesticides), including the use of substitutes or less dangerous practices.
- Regular monitoring of measures and actual measurement monitoring for pollutant are required.

(iv) Requirements of ESPS 4: Community Health and Safety

- Prevention and control measures will be established in accordance with good international practices, to prevent risks and impacts relating to the health and safety of the community.
- Measures to prevent the community from being exposed to hazardous materials and substances that the Project may generate.
- Measures to avoid or minimize community exposure to diseases transmitted by water, vectors and contagious diseases that may be due to the arrival of temporary or permanent workers.
- Measures shall be included that address preparations for and responses to emergencies, which considering the people affected, local government agencies and other relevant parties, for their protection as well as for their participation and collaboration.
- Determination of adequate measures to reduce vulnerability and foster adaptation to natural hazards and climate change, whose scope will include hard and soft measures to be implemented in the design, construction, and operation stages of the project. These measures will be part of the Disaster and Climate Change Management Plan, following the IDB's Methodology<sup>5</sup>.

(v) Requirements of ESPS 5: Land Acquisition and Involuntary Resettlement

- Consideration of viable alternative designs for the Project that would avoid or minimize physical or economic displacement, weighing the environmental, social and financial costs and benefits, with special attention to the impacts on poor and vulnerable groups.
- In the event that displacement cannot be avoided, and for all persons affected by the project, indemnification measures or rules shall be considered in a uniform manner in compliance with ESPF.
- Development of a Resettlement or Livelihood Restoration Plan, in accordance with the requirements of this ESPS.
- Regular monitoring of Resettlement and/or Livelihood Restoration Plan is required.

(vi) Requirements of ESPS 6: Conservation of Biodiversity and Sustainable Management of Living Natural Resources

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<sup>5</sup> See Section 5.2.3 Analyzing the results of the assessment and developing a disaster management plan and Appendix G for Risk mitigation options. Available here: <https://publications.iadb.org/en/disaster-and-climate-change-risk-assessment-methodology-idb-projects-technical-reference-document>

- When impacts on biodiversity and ecosystem services cannot be avoided, measures should be defined to minimize them and to restore biodiversity and ecosystem services in the long term by adopting adaptive management practices that respond to changes and the results of monitoring.
- For the protection and conservation of biodiversity, the mitigation hierarchy should include equivalent biodiversity compensation measures, which can only be considered once adequate prevention, minimization and restoration measures have been applied. These equivalent biodiversity offset measures must be designed and implemented in such a way as to achieve quantifiable conservation results that do not generate any net loss and preferably result in a net increase in biodiversity. These measures will not be acceptable for habitats defined as critical under this ESPS.
- For critical habitats (where the Project has met the requirements of this Standard), mitigation strategies will be considered through a Biodiversity Action Plan aimed at achieving net increases in biodiversity measures.
- For non-critical habitats, consideration will be given for measures such as: (i) the prevention of impacts on biodiversity through the identification and protection of reserve areas; (ii) minimization of habitat fragmentation by implementing measures such as biological corridors; (iii) habitat restoration during and/or after operations.
- Impacts on ecosystem services should be avoided or minimized through measures aimed at maintaining the value and functionality of priority services and increasing the efficiency of their operational use.
- Regular monitoring of measures and actual measurement monitoring are required.

(vii) Requirements of ESPS 7: Indigenous Peoples

- Whenever possible, adverse impacts on the communities of Indigenous Peoples affected by the Project should be avoided. When, having explored alternatives, it is not possible to avoid adverse impacts, measures must be designed to minimize or provide restoration or compensation for such impacts in a culturally appropriate manner and proportional to the nature and size of the impacts and the vulnerability of the communities of Indigenous Peoples affected by the Project.
- The proposed measures will be developed together with the consultation and informed participation of said communities, with consideration for a Plan for Indigenous Peoples.
- There must be a process of interaction with the communities of Indigenous Peoples affected by the project, as required by ESPS 1 and 10.
- The free, prior and informed consent of the communities of Indigenous Peoples affected by the project must be obtained in the circumstances set forth in this ESPS, and the pertinent mitigation measures applied. Free, prior informed consent will be applied to the design and execution of the project and to the expected results in relation to impacts that affect the communities of Indigenous Peoples.

(viii) Requirements of ESPS 8: Cultural Heritage

- Provisions must be taken into account to address chance discoveries through a specific procedure.
- Measures should be considered in accordance with the hierarchy proposed in this ESPS for the mitigation of adverse effects during the removal of reproducible (non-critical) cultural heritage items, should they exist in the Project area.
- Measures should be taken to avoid removing, altering or damaging any critical or irreproducible cultural heritage item.

(ix) Requirements of ESPS 9: Gender Equality

- Measures should be designed to (i) avoid, minimize or mitigate identified negative impacts, or provide compensation in this regard through mechanisms that promote gender equality and (ii) ensure that people of different genders who may be affected by the Project, including women and people of diverse sexual and gender identities, receive social and economic benefits equal to those received by other members of the community, thus avoiding the reinforcement of gender inequalities.
- Measures will also be considered to prevent risks of sexual and gender-based violence related to the Project, including specific policies for contractors regarding sexual harassment and codes of conduct, workshops and awareness campaigns for both workers and contractors and for the communities where the project is developed, etc.
- Design effective grievance redress mechanisms that minimize the reporting burden for victims, offer gender-sensitive services, and minimize the risk of retaliation. These mechanisms must contain specific procedures for addressing sexual and gender-based violence, including confidential reporting through persons trained in the area, with secure and ethical documentation.
- Measures will be incorporated to prevent the risk of sexual exploitation or abuse of minors.

(x) Requirements of ESPS 10: Participation of Stakeholders and Information Disclosure

- The stakeholder engagement plan will describe measures that will be implemented to remove barriers to participation and to capture views of groups that are affected by the project in different ways.
- The Borrower will carry out a process, in accordance with ESPS 1 and ESPS 10, of consultation and informed participation. In the case of projects that produce adverse impacts on Indigenous Peoples, the Borrower shall carry out a process of consultation and informed participation and, in certain circumstances, will have to obtain their free, prior and informed consent, in accordance with ESPS 1 and 7. In case of resettlement there should be a specific process with those potentially affected by these impacts.
- A grievance redress mechanism will be proposed to receive concerns and complaints and facilitate their resolution. This mechanism may also serve as a means of compliance with the requirements of ESPS 5 and 7. However, the grievance redress mechanism for project workers, required under ESPS 2, will be established as separate.

## **Job Title: Consultancy to design and cost works to be conducted in a health facility**

### **Background of this search:**

The Social Protection and Health Division (SCL/SPH) of the IDB is seeking a consultant to support the design and costing of the works to be conducted in a health facility in Guyana, in the context of operation “Health Care Network Strengthening in Guyana” (GY-L1080).

### **The team’s mission:**

The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services to citizens. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.

The Social Protection and Health Division (SPH) is tasked with the preparation and supervision of IDB operations in borrowing member countries in the areas of: (i) social protection (safety nets and transfers and services for social inclusion, which include early childhood development, youth programs, and care services, among others); (ii) health (health capital investment strategies, health networks strengthening, health system financing, and organization and performance, etc.); and (iii) nutrition.

### **What you’ll do:**

The activities that the selected candidate will perform include, but are not limited to, the following:

- Review relevant documentation including project-related documents, applicable Guyana laws and regulations, and applicable IDB operational policies.
- Review with the IDB and the executing agency the scope of works to be designed for the health facility, whether a rehabilitation or a new construction:
  - Number of beds (based on expected demand)
  - Areas of specialization and number of rooms needed (e.g., obstetric wards, labor/birthing room, operating theater, recovery room, sterilization room, etc.)
  - Auxiliary services needed, like laundry and kitchen areas
  - Reception and triage area
  - Waiting area
  - Restrooms (for patients and staff)
  - Operating hours
  - Number and type of health personnel, including rest room
  - Biological hazardous waste storage area, general waste storage area
  - Generator house
  - Others
- Prepare a basic architectural layout, with block estimates and site plan. Consider landscaping, accessibility improvement, pavement, parking and turning area for ambulance(s), drainage and other supporting infrastructure (e.g., water, sewage, power, medical waste management, and IT infrastructure, among others)

- Prepare cost estimates for the works, including timeframes, all relevant bill of quantities (estimates), drawings, and detailed technical specifications.

#### **Deliverables and payment schedule:**

- **Product 1:** Architectural layout.
- **Product 2:** Cost estimates.

Deliverable	Payment (%)
Product 1	50%
Product 2	50%

#### **What you'll need:**

- **Citizenship:** You are either a citizen of Guyana or a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.
- **Education:** You must be a professional in engineering or architecture.
- **Language:** The consultant must be proficient in English.
- **Experience:** Specific experience of no less than 8 years in the design, construction, and supervision of new and refurbished building works. Previous experience in the health sector highly desirable.

#### **Core and Technical Competencies:**

- The consultant should be knowledgeable of the relevant design norms and construction legislation (in the health sector in particular). The consultant should be familiar with the IDB Operational Policy on Environment and Safeguards Compliance and Guidelines (OP-703). The consultant should have field experience in the Caribbean and specifically in Guyana.

#### **Opportunity Summary:**

- **Type and mode of contract:** Products and External Services Contractual (PEC), Lump Sum.
- **Term of contract:** 35 non-consecutive days in a period of 3 months.
- **Location:** Place of residency of the consultant.
- **Person responsible :** Ian Mac Arthur (SCL/SPH) and Jodi Johnson (ESG/CJA).
- **Requirements:** You must be a citizen of one of the 48 IDB member countries and have no family members currently working at the IDB Group.

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an

employee you can be part of internal resource groups that connect our diverse community around common interests.

**Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, LGBTQ+, persons with disabilities, afro-descendants, and indigenous people to apply.**

**About us:** At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

**Our team in Human Resources carefully reviews all applications.**



## **Consultancy to develop a proposal for a strategy and design of a conceptual model of telehealth for the Ministry of Health of Guyana**

### **Background of this search:**

The Social Protection and Health Division (SCL/SPH) of the IDB is seeking a consultant to support the design and costing of the works to be conducted in a health facility in Guyana, in the context of operation “Health Care Network Strengthening in Guyana” (GY-L1080).

**The team’s mission:** The Social Sector (SCL) has a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the challenges of development in Latin America and the Caribbean. Together with the countries of the region, the Social Sector builds public policy solutions to reduce poverty and to improve the education, work, social protection and health services that citizens receive. The work of the Sector aims to promote a more productive region with equal opportunities between men and women and with greater inclusion of the most vulnerable populations.

The Division of Social Protection and Health (SPH) is responsible for the preparation and supervision of IDB operations in borrowing member countries in the areas of social protection (safety nets and transfers and social inclusion services including early child development, youth programs, care services, and others), health (health capital investment strategies, strengthening of health networks, financing of the health system, organization and performance, etc.) and nutrition.

In 2018, the Bank endorsed the nine Principles for Digital Development to foster development outcomes through more sustainable and socially beneficial digital methods. The Social Protection and Health Division translated these principles into its strategic areas of action and promotes the digital transformation of health and social services through a series of resources and solutions available on the +Digital site.

However, to take advantage of digital tools, a strategic approach to the adoption of technology in health is required. There are many small cases of success stories, but as in most of the world, there are few large-scale transformations. Countries are behind in accompanying the processes of digital transformation, especially with respect to national standards and legislation, building the foundations for their digital health ecosystem and in reengineering processes to adopt new technologies.

As part of efforts to improve timely access to health services in the country, the IDB will support Guyana to develop a proposal for a strategy and design of a conceptual telehealth model for the country. The specific objectives of this consultancy are: 1. To design a proposal for a regulatory and protocolization strategy for the implementation of telehealth in Guyana; 2. Systematize and make a situation report on the implementation of the tool to measure the level of maturity of health institutions to implement telemedicine services (PAHO-IDB), to be carried out in Guyana; and 3. Formulate general strategic lines and guiding principles, which respond to the institutional needs of the health system in Guyana, to design and define a conceptual telehealth strategy for the Ministry of Health of Guyana.



The formulation of the methodological proposal to be used should be broadly participatory, so that it includes the approaches of the different sectors that participate in the health system: health service providers, health teams, health service providers, information communication technology (ICT) providers in health, academia, relevant scientific societies and above all civil society itself. The geographical domain is Guyana, therefore, the products to be delivered must reflect and contemplate the different scenarios in which health is provided to citizens.

### **What you will do:**

1. Develop and design a regulatory proposal to implement digital telehealth services, establishing the main dimensions of the needs of the regulations, protocols and criteria in the telehealth regulations by the sector, contemplating the basic principles of the health system and contributing to access to quality health services for the entire population.

The proposal must contemplate the current legal survey in the matter (being compiled by the IDB and that will be delivered to the consultant as an input, the report will follow a format similar to the legal study for electronic medical record <https://publications.iadb.org/publications/spanish/document/Marco-normativo-para-la-salud-digital-en-America-Latina-y-el-Caribe-El-caso-de-las-historias-clinicas-electronicas-Avances-y-tareas-pendientes.pdf>) and refer to the regulations on data protection and the ethical use thereof. It is desirable to have contributions and approaches from the different sectors that participate in the health system: users, health service providers, health teams, health ICT providers, academia, medical college and relevant scientific societies among other actors in the country's health ecosystem.

2. Systematization, final report, and presentation on the current situation of health institutions to implement telehealth services. The report will facilitate the definition of Guyana's conceptual strategy, as it is an additional input to take into account in the design of the proposal.

This report should consider the survey to measure the level of maturity of health institutions to implement telehealth services (PAHO-IDB) and the report of the mapping of solutions in use of telemedicine services and the survey of the current infrastructure (which will be provided as input to the consultant). In conjunction with the legal survey, it will be possible to obtain an overview of the current situation of the sector and a map of the relevant actors in the ecosystem that are providing health services to the population and the use of ICT for these purposes.

3. Proposal for a conceptual telehealth strategy for Guyana containing at least:
  - General strategic lines and guiding principles, which respond to the institutional needs of the country's Health System and contribute to the delivery of digital health services in Guyana.
  - Proposals for the strengthening of the health care information systems of the Ministry of Health and lines of implementation of a model of information exchange between the different care information systems, together with a risk analysis of the implementation of the proposed model.

- Proposals for the approach of change management for the implementation of digital services to citizens in Guyana, therefore, the strategy to be delivered must reflect and contemplate the different scenarios in which health is provided to citizens.
4. Proposal of operational strategy for the implementation of telehealth for the Ministry of Health of Guyana elaborated in conjunction with monitoring and impact indicators to evaluate the performance and efficiency of the conceptual strategy.

The conceptual strategy to be developed and proposed should have as a principle to strengthen the continuity of patients in the health system, promoting access to their clinical information at the time and opportune place of their assistance for the digital service offered. It should also promote the use of health information so that the rectory can develop public policies, exercise its health programs and objectives based on the population health profile.

Special consideration should be given to the level of maturity of health institutions and their establishments in accordance with the systematized report of the previous product, as well as the human capital required to carry out the proposed strategy.

5. Participate and prepare materials for follow-up meetings (at least monthly) For the follow-up meetings of the consultancy, at least the following reports must be submitted: 1) Monthly progress report, 2) Updated monthly report of the risk analysis of the course of the consultancy and 3) Adjusted schedule.

### **Deliverables and payment schedule**

1. Work plan that describes the activities to be carried out in the consulting period along with its schedule.
2. Normative strategy to provide telehealth services in Guyana, containing at least the following: I. Executive summary, II. Introduction, III. Brief overview of telehealth regulations, IV. Current legal survey on telehealth, V. Main axes on the provision of telehealth services for the Ministry of Health, VI. Barriers to the adoption of telehealth services, VII. Regulatory needs and requirements for telehealth, VIII. Conclusions and recommendations.
3. Report on the maturity level of health institutions containing at least the following: I. Executive summary II. Introduction, III. Brief overview of the instrument, IV. Brief detail on the survey of information, V. Systematized summary of the results applied, VI. Main findings, VII. Main barriers to the adoption of telehealth services and VIII. Conclusions.
4. Presentation with the results, graphs and conclusions of the report on the maturity level of health institutions.
5. Proposal of conceptual strategy and strategic lines for the implementation of telehealth in the Guyana that contains at least the following: Executive Summary, Introduction, Brief international overview, Justification of the strategy, Dimensions of the proposed strategy (Governance and Management, Knowledge Management and Public Health,

## DRH TéReference Terms

### For PEC consultancies

Infrastructure, Infostructure, Systems and Components, People and Culture), Impact on the health care model, Architecture and data macro vision, Digital strengthening of the institutions that provide health, Digital strengthening of the Ministry of Health: secondary use of information, Computer security applied to the information exchange model and digital services, Impact indicators and monitoring of the strategy, Regulatory requirements (summary product 1), Financial requirements, Critical success factors, conclusions and recommendations

6. Proposal of a tactical-operational action plan for the implementation and sustainability of the strategy, containing at least the following: Executive summary, Introduction, Operational action plan (implementation) of the strategy, Dimensions of the action plan (Governance, Knowledge Management and Public Health, Infrastructure, Infostructure, Health components and process, People and culture), Adoption plan for health institutions, Barriers to strategy adoption, Post-adoption sustainability plan, Strategy and implementation change management and communications plan, Progress and use indicators, Requirements for implementation, Work team proposal, roles and profiles, Conclusions and recommendations

All documents or reports must be delivered in MS Word format and MS Power Point presentations, based on templates provided by IDB. The Ministry of Health and the IDB will provide the relevant documents that will serve as inputs to conduct the corresponding analyses.

The presentation of results will be an individual presentation of each deliverable of the consultancy, on the realization of the product, in its methodology, the lessons learned and conclusions of the process in general to an audience to be defined.

Product	Payment
Product 1	10%
Product 2	20%
Product 3	20%
Product 4	10%
Product 5	20%
Product 6	20%

### **What you need:**

- **Citizenship:** You are a citizen of one of our 48 member countries
- **Consanguinity:** Not having relatives (up to the fourth degree of consanguinity and second degree of affinity including the spouse) who currently work in the IDB Group.
- **Education:**
  - Master's degree in health policy, health administration, health economics, public health, MBA or a related discipline.
  - Bachelor's degree associated with information technology, business administration, or a field related to healthcare.
- **Experience:**
  - Minimum of two years in clinical systems analysis or healthcare business analysis associated with the design, development or implementation of clinical and healthcare management information systems;
  - Demonstrable knowledge of clinical and health system processes, especially related to telehealth;

DRH TéReference Terms  
For PEC consultancies

- Demonstrable in the review and analysis of legislation and regulation.
- Minimum of two years in collection and documentation of bibliography, and in preparation of research reports and analysis of requirements.
- **Languages:** English

**General and Technical Competencies:** Competent knowledge of: (i) the national health system and the legal and political health environment; (ii) the management of the health system or health administration; (iii) health information systems; (iv) government dependency care programs; and, (v) quantitative and qualitative research methods. Extensive capacity for communication, analysis and achievement of results in the short term.

**Opportunity Summary:**

- **Type of contract and modality:** Contractual of External Products and Services (PEC)
- **Duration of the contract:** XXX effective days in a period of 12 months
- **Location:** residence or domicile of the consultant
- **Start date:** August 2021
- **Person responsible :** Ian Mac Arthur (SPH/CBR) and Jennifer Nelson (SCL/SPH).
- **Requirements:** You must be a citizen of one of the 48 member countries and not have family members who currently work in the IDB Group.

**Our culture:** Our people are committed and passionate about improving lives in Latin America and the Caribbean, and they do what they love in a diverse, collaborative and stimulating work environment. We are the first development institution in Latin America and the Caribbean to receive EDGE certification, recognizing our strong commitment to gender equity. As an employee, you can be part of internal resource groups that connect our diverse community around their common interests.

**We encourage women, people of African descent, people of indigenous origin and people with disabilities to apply.**

**About us:** At the Inter-American Development Bank, we are dedicated to improving lives. Since 1959, we have been an important source of long-term financing for economic, social and institutional development in Latin America and the Caribbean. However, we do more than lend. We partner with our 48 member countries to provide Latin America and the Caribbean with cutting-edge research on relevant development issues, policy advice to inform their decisions, and technical assistance to improve project planning and execution. To do this, we need people who not only have the right skills, but are also passionate about improving lives.

**Our HR team carefully reviews all applications.**

## **TERMS OF REFERENCE**

### **Consulting for a measurement of the Current Situation of Information Systems and Technological Infrastructure available in Guyana**

**Guyana**

**GY-T1182**

#### **1. Background and Justification**

- 1.1. The Ministry of Health (MoH) of Guyana is executing the IDB investment loan GY-L1080. Information systems for health are critical to primary health care and the chronic care model, as well as complex care. The WHO recognizes the need for information systems for health as part of the Package of Essential Non-communicable (PEN) Disease Interventions for Primary Health Care in Low-Resource Settings. Additionally, research shows that digital tools can make important contributions to the provision of chronic care when patients and providers are connected to share information, compare this information to knowledge found in evidence-based standards, and monitor results through regular feedback and interaction. Adoption of health information technology has produced mortality rate reductions for complex patients whose diagnoses require cross-specialty care coordination and extensive clinical information management in hospital settings and improvements in resource allocation efficiency. Health information systems, along with information sharing, have the potential to improve clinical practice by reducing staff errors, improving automated harm detection, monitoring infections more effectively, and enhancing the continuity of care during physician handoffs.
- 1.2. IDB and PAHO are both collaborating with CETIC.BR to improve the quality and comparability of the data on the use of information and communication technologies in health facilities in the LAC region. [CETIC.BR](#), is a leading organization based in Brazil that supports quality standards in surveys of access and use of information technology, it is also a Regional Center for Studies for UNESCO. This information is an important first input for national policy dialogue for digital transformation, as well as for the project in Guyana.

#### **2. Objectives**

- 2.1. The main objective of this consultancy is to measure the Current Situation of Health Information Systems (Information and Technological Infrastructure available) in public and private health facilities, the use of communications technologies (ICTs) by health facilities and the perception of users and providers of health IT. This measurement will be a priority input to generate a recommendation of strategic guidelines that can operate as a basis for the formulation of an Implementation Plan aimed at improving such systems/technologies.

#### **3. Scope of Services**

- 3.1. The work will be developed in:

Regional Hospitals  
National Hospitals  
Health Units

- 3.2. The location of the establishments will be defined by the coordinating team and the MOH in the planning of the execution of the Contract with the contractor.

## 4. **Key Activities**

### 4.1. Methodology:

- The Contractor must present a technical proposal with the description of the methodology to design and validate the survey instruments and sampling frame, carry out data collection, and prepare a report and final database, and describe the model of service provision, including teams, roles, etc.
- The methodology to be applied should be aligned and produce comparable data to the [OECD methodology for the measurement of ICTs in Health and its adaptation to the region](#)<sup>1</sup>. It must also apply international standards and good measurement practices, thus ensuring the homologation and comparability of questionnaires between different countries<sup>2</sup> through a consensated and tested instrument in different scenarios.
- The measurement shall be carried out at the level of:
  - Ministry of Health and eGOVcentralized infrastructure
  - Health-care establishments and institutions
  - Health professionals
  - End users of the health system
- The provider will be responsible to make contacts with the establishments or institutions for the coordination and conduct of the survey, as well as with the health personnel who integrate the universes and samples of study and will be responsible for the survey in a timely manner as well as the coordination with the institutions necessary for the development of field work (coordination of interviews). The survey must be representative at the national level and the regional levels, and include a census of the project area.
- The MOH counterpart will provide contact information for conducting the survey or census to institutions and health professionals, as well as undertakes to disseminate at the level of all actors the existence of this study and the official nature of it.
- The methodological aspects, work plan and associated times, will be proposed by the contractor, and will be part of the first consensus to be made with the MOH and IDB teams, with the task of achieving a first delivery of the consultancy.
- The Contractor must indicate the tools to be used to manage the consultancy, as well as to carry out the survey, its systematization, analysis, and report and follow up on the progress of the project.

The activities that the contractor must perform to achieve the objective of the consultancy are as follows:

Data lifting should consider two strategies:

1. Development of a self-filling instrument, filling monitoring, data consolidation and reporting (census).
2. Lifting (validation) in a sample of establishments. Where you will visit and compare with the car filled. Hospitals will be visited in full.

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<sup>1</sup> The Working Group on the Measurement of Information and Communication technologies (ICT) of the Statistical Conference of the Americas (CEA) of ECLAC developed the ICT Health Module, in a joint effort with the Pan American Health Organization (Regional Office of the World Health Organization) - PAHO/WHO; ECLAC as Technical Secretariat of the Plan of Action on the Information and Knowledge Society for Latin America and the Caribbean (Elac 2015); the Regional Center for Information Society Development Studies (CETIC.br), and the support of various ministries of health and specialists in the region. Measurement of access and use of Information and Communications Technologies (ICT) in the health sector.  
<https://www.cetic.br/media/docs/publicacoes/1/measurement%20of%20digital%20health.pdf>

<sup>2</sup> Questionnaires agreed under the RACSEL NETWORK for ICT measurement in Health for the Americas region.

For healthcare facilities, an information systems questionnaire should be generated, considering at least the following aspects:

- Identify and relieve the various current information systems managed by MOH or establishment, establishing the services provided by each of the systems, and their level of appropriation.

**At the level of Technological Infrastructure:**

- Identify and document the technological infrastructure available in Health facilities: datacenters, servers, storages, jobs, data networks.
- Analyze such infrastructure and establish the main strengths and weaknesses for each establishment, in accordance with ISO standards
- Propose improvements in the Technological Infrastructure of establishments and define the relevance of having a centralized or decentralized structure of datacenters.

**At the Human Resources level:**

- The universe of study includes doctors, nurses and nursing assistants, who reside in the country and who are active.
- The sample is random stratified by type of professional, which should be calculated according to the universe of XXX medical professionals, XXX nurses and nursing assistants.
- The list of qualified doctors, nurses and nursing assistants residing in the country and active will be provided by MoH.
- For health professionals, a chapter of the questionnaire on the following aspects should be generated at least:
  - Identify and analyze the organizational IT structures available in health facilities and establish the main strengths and weaknesses of them.
  - Propose changes in IT organization structures to strengthen them.

**At the User Level:**

At the level of the general population over the age of 18, a short block of questions on the use of ICT in relation to health will be applied. The sample size should be calculated based on the population served by the XXX which is XXXX people.

**At the General level:**

- Identify barriers to technology adoption in health environments, applied to the local level and Opportunities and Threats present in the environment.
- Define integration strategies and/or elimination of systems and platforms ensuring the provision of all services defined by MoH

**Technical Team**

For the development of the consultancy, at least the following profiles are required in the work team:

- \* Project Manager,
- \* Principal investigator,
- \* Interviewers
- \* Field Coordinator

The Project Manager will oversee all tasks related to project management and management throughout its lifecycle and will interact with its counterpart for all appropriate purposes. The project manager role can be fulfilled by the principal investigator.



## 5. Expected Results and Products

**Product 1:** Work plan detailing the scope of each of the activities to be carried out by the consultant including: Timeline of deliveries of products and activities, methodology and final instrument, plan of visits to health establishments and strategy for socialization of the results of diagnosis including the dates for MoH and IDB to review and approve each of the products.

**Product 2:** Report of the consultancy containing at least a relationship of the technical and field visits made and a first version of the opportunities for improvement. The report shall contain the following analysis:

### **Information System**

- Analyze, identify, and relieve the various current systems and platforms managed by MOH and their level of adoption at the local level

### **Infrastructure**

- Identify for each establishment that systems and platforms are used and their level of appropriation and geographical location. (Sample)
- Identify and establish the Hardware required for the use of the different systems and platforms and their current availability in each of the health establishments.
- Analyze the availability of data center infrastructure in each of the health facilities and define the relevance of having a centralized or decentralized system.
- Establish the current connectivity infrastructure status of health facilities and the capacity required depending on the services provided and/or should be provided in each of them.

### **Human Resources**

- Identify assigned or responsible personnel and the knowledge they possess for the use and management of systems and platforms.
- Identify perceptions of ICT tools and their use in healthcare, including benefits of using health IT and their concerns related privacy, among others.

### **General Population**

- Identify perceptions of ICT tools and their use in healthcare, including benefits of using health IT and their concerns related privacy, among others.

### **Product 3: Database**

- Provide data to IDB and MOH according to [IDB guidelines](#)

## 6. Project Calendar and Milestones

- 6.1. First Product: two weeks after the contract was signed
- 6.2. Second Product: Three months after the contract was signed
- 6.3. Third Product: Six months after the contract was signed

**Consulting duration: 6 months**

## 7. Reporting Requirements



7.1. All reports should be prepared in English and Shared in Electronic form.

## **8. Acceptance criteria**

8.1 All products must be approved by the IDB, which must be made via official note or email by the person designated as a technical counterparty.

## **9. Monitoring and Reporting**

9.1 The consulting firm will report to Ian Mac Arthur and Jennifer Nelson at the IDB and provide monthly updates via email to the IDB and MoH on project status. It is the responsibility of the Firm to ensure that such meetings are held, and reports submitted to the Bank.

## **10. Payment Calendar**

- First Payment: 20% on delivery of Product 1
- Second Payment: 60% on delivery of Product 2
- Third Payment: 30% on delivery of Product 3

## **HRD Terms of Reference**

**Job Title:** Information Systems for Health Maturity Model Assessment and Roadmap

**Operation #:** GY-T1182

### **Background of this search:**

The Social Protection and Health Division (SCL/SPH) of the IDB is seeking a consultant to support the design and costing of the works to be conducted in a health facility in Guyana, in the context of operation “Health Care Network Strengthening in Guyana” (GY-L1080).

### **The team’s mission:**

The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services to citizens. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.

The Social Protection and Health Division (SPH) is tasked with the preparation and supervision of IDB operations in borrowing member countries in the areas of: (i) social protection (safety nets and transfers and services for social inclusion, which include early childhood development, youth programs, and care services, among others); (ii) health (health capital investment strategies, health networks strengthening, health system financing, and organization and performance, etc.); and (iii) nutrition.

**What you’ll do:** The primary function of this role is to provide a Roadmap for National Plan of Action for Guyana based on Maturity model findings, a detailed workplan and budget proposal \ and support a comprehensive assessment of the health and management information systems and recommend a plan improve the information systems for monitoring, evaluation and decision making in Guyana. Main deliverables include: 1) support for the Maturity model assessment report of the health information eco-system using the Information Systems for Health (IS4H) Methodology; 2) support for the Inventory of current information systems for health and High-level health information ecosystem architecture (as is); and 3) lead development of a Roadmap: National Plan of Action for Guyana based on Maturity model findings. Key activities include:

- Review of existing documentation and assessments from PAHO, IDB and the MOH;
- Create a workplan, methodology, and list of key stakeholders to involve throughout the process;
- Support the implementation of the IS4H assessment according to agreed upon methodology;
- Support IS4H lead consultant to gather information and create inventory of information systems for health and develop a high-level health information ecosystem architecture of the system as is and validate this information with key stakeholders;
- With stakeholders, host a workshop to create a 5-year strategic roadmap with key milestones for the national plan of action based on the maturity model findings and key

## HRD Terms of Reference

results agreed to as part of the IDB Loan using the future-state/critical success factors methodology;

- Based on the workshop, create and present the findings from the IS4H maturity model and proposed roadmap;
- Based on the roadmap and maturity model findings, develop a proposal with detailed workplan in MSProject and budget according to IDB guidelines
- Create PPTs and present the proposals to MOH, PAHO and IDB for comments

### Deliverables & Payment timeline:

Deliverable	# months from signing	% of Payment
Product 1: Workplan	2 weeks	20%
Product 2: Methodology, including all workshop methodologies, draft agendas and proposed stakeholders	1 Month	16%
Product 3: IS4H Maturity Model Report	4 Months	16%
Product 4: 5-year strategic roadmap document based on future state / critical success factors methodology	5 Months	16%
Product 5: Proposal with detailed workplan in MSProject and budget according to IDB guidelines	6 Months	16%
Product 6: Final PPTs	7 Months	16%

### Skills you'll need:

- **Education:** A Master's degree or equivalent in computer science, health/hospital administration, public health, or business administration, or related field;
- **Experience:** Minimum of five years of experience working in the health sector, specifically in the context of planning and deployment of information technology to support business and clinical goals;
- **Languages:** Advanced writing, communication and presentation skills in English
- **Core and Technical Competencies:** Experience in human resource recruitment or procurement processes in public institutions; Experience working in an international context is highly desirable; Strong project management skills; Demonstrated ability to work independently without direct supervision; Strong knowledge of desktop software, including word processing, spreadsheets, presentation and diagramming software

### Opportunity Summary:

- **Type of contract and modality:** PEC
- **Length of contract:** 75 days over 8 months
- **Starting date:** 11/15/2022

## HRD Terms of Reference

- **Location:** place of residence
- **Person responsible:** Ian Mac Arthur (SPH/CBR); and Jennifer Nelson (SCL/SPH).
- **Requirements:** You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

**Our culture:** Working with us you will be surrounded by a diverse group of people who have years of experience in all types of development fields, including transportation, health, gender and diversity, communications and much more.

**About us:** At the Inter-American Development Bank, we're devoted to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

**Payment and Conditions:** Compensation will be determined in accordance with Bank's policies and procedures. The Bank, pursuant to applicable policies, may contribute toward travel and moving expenses. In addition, candidates must be citizens of an IDB member country.

**Consanguinity:** Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the IDB, IDB Invest, or MIF as staff members or Complementary Workforce contractuales, will not be eligible to provide services for the Bank.

**Diversity:** The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, and religion. We encourage women, Afro-descendants and persons of indigenous origins to apply.

**Job Title:** Digital Health Lead

**Operation #:** GY-T1182

**Background of this search:**

The Social Protection and Health Division (SCL/SPH) of the IDB is seeking a consultant to support the design and costing of the works to be conducted in a health facility in Guyana, in the context of operation “Health Care Network Strengthening in Guyana” (GY-L1080).

**The team’s mission:**

The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services to citizens. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.

The Social Protection and Health Division (SPH) is tasked with the preparation and supervision of IDB operations in borrowing member countries in the areas of: (i) social protection (safety nets and transfers and services for social inclusion, which include early childhood development, youth programs, and care services, among others); (ii) health (health capital investment strategies, health networks strengthening, health system financing, and organization and performance, etc.); and (iii) nutrition.

**What you’ll do:**

The primary function of this role is to support project design, management and recruitment for the implementation of multiple strategic and tactical digital health component of the project GY-L1080. This role is expected to be fulltime for a duration of 12 months the key responsibilities include:

- Leading the development of a strategic plan for Information Systems for Health under the direction of the National IS4H Governance Committee that addresses governance, legislation and policy, sustainability and resource mobilization, information technology solutions and infrastructure, information management and human resources.
- Providing strategic advice and leadership to the MOH related to information systems for health strategic and technical enablers to improve the efficiency, efficacy and safety of both clinical and business processes, and to improve the availability of quality information to support clinical, program and policy decision-making.
- Overseeing the design and implementation of a national IS4H technical and information architecture that will enable the GOJ’s vision of interoperable health information systems across both the public and private health sectors;
- Managing the portfolio of digital health projects, and coordinating the development of implementation and project plans for a range of strategic and tactical initiatives as defined in the Strategic Plan;

- Developing performance measures for projects and initiatives and preparing routine performance and progress reports to MOH leadership and the project's Governance Committee;
- Liaise and represent digital health program with senior government officials;
- Support the National IS4H Governance Committee and other working groups in meeting coordination and facilitation (e.g., developing the agenda, etc.);
- Managing a team of contract and MOH resources that will implement various projects and initiatives in the Strategic Plan; and
- Overseeing the procurement of hardware, software and services based on identified requirements, including the of requests for proposals or tenders, preparing purchase orders, and reviewing contracts and service level agreements.

#### **Skills you'll need:**

- **Education:** A Master's degree or equivalent in health/hospital administration, public health, medicine/ nursing, health informatics, or business administration, or related field;
- **Experience:** Minimum of 10 years of professional experience working in a senior leadership role in the health sector, specifically in the context of health systems planning and administration. Experience with planning and implementing digital health or health information initiatives is an asset.
- **Languages:** Advanced writing, communication and presentation skills in English
- **Core and Technical Competencies:** Experience in health systems planning and administration; Knowledge of clinical and business processes in the health sector; Knowledge and experience applying change management methodologies to complex organizational change initiatives; Knowledge of health information systems, ehealth/digital health strategies and tactics is desirable; Demonstrated experience in the development, execution and monitoring of strategic plans; Excellent interpersonal skills with the ability to interact culturally, linguistically, and diplomatically with diverse internal and external individuals; Superior negotiation skills; Demonstrated experience working in a formal project management methodology; Ability to manage concurrent projects that involve a broad range of stakeholders; Experience in procurement processes in public institutions; Experience working in an international context is highly desirable.

#### **Opportunity Summary:**

- **Type and mode of contract:** Products and External Services Contractual (PEC), Lump Sum.
- **Term of contract:** 200 non-consecutive days in a period of 18 months.
- **Location:** Guyana
- **Person responsible :** Ian Mac Arthur (SPH/CBR) ; and Jennifer Nelson (SCL/SPH).
- **Requirements:** You must be a citizen of one of the 48 IDB member countries and have no family members currently working at the IDB Group.

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employee you can be part of internal resource groups that connect our diverse community around common interests.

**Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, LGBTQ+, persons with disabilities, afro-descendants, and indigenous people to apply.**

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**Our team in Human Resources carefully reviews all applications.**

## **Job Title: CONSULTANCY TO FINALIZE AND SUPPORT THE IMPLEMENTATION OF THE ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) IN GEORGETOWN HOSPITAL**

### **Background of this search:**

Over the last two decades, significant progress has been made within the health sector of Guyana. Life expectancy increased from 62 years in 1991 to 67 years in 2015 and the burden of communicable diseases such as HIV/AIDs, malaria, and tuberculosis has decreased.<sup>1</sup> Guyana met the Millennium Development Goals (MDGs) targets for nutrition, child health (under five years of age), and communicable diseases,<sup>2</sup> as well as the MDGs related to water and sanitation,<sup>3</sup> positively impacting health outcomes.

Despite this progress, Guyana continues to experience maternal and infant mortality rates (less than one year of age) that are among the highest in the Latin America and the Caribbean (LAC) region. The maternal mortality ratio is estimated at 121 per 100,000 live births and the infant mortality rate is estimated at 23 per 1,000 live births. Most infant deaths occur in the neonatal period (up to 28 days after birth). The main causes of maternal mortality are postpartum hemorrhage and pregnancy induced hypertension, while the leading causes of neonatal deaths are prematurity and respiratory illness. Pregnancy in adolescence is high (about 20% of all live births).

The national health system in Guyana is public, universal, and free for the population. Most people depend directly on the public sector; an estimated 5% of the population access private services through voluntary private health insurance. The Ministry of Public Health (MoPH) is the steward of the system, responsible for policy-setting, regulation and supervision, and health surveillance.

The public system is financed by general taxation; public health expenditures represented 3.1% of GDP in 2014. Regional Democratic Councils (RDCs) are responsible for service provision, under the guidance and oversight of the MoPH<sup>4</sup>. The health care network includes health posts, health centers, district hospitals, regional hospitals, and a national referral hospital – the Georgetown Public Hospital Corporation (GPHC).

In 2016, investment loan “*Support to Maternal and Child Health*” (GY-L1058) was approved by the Inter-American Development Bank (IDB) to contribute to the reduction of maternal, perinatal, and neonatal deaths in Guyana. The project includes interventions aimed at: (1) increasing access and use of reproductive, maternal, and neonatal health services, in rural interior areas where the coverage of key interventions is relatively low; (2) improving the quality of reproductive, maternal and neonatal health services; and (3) increase the effectiveness of the maternal and neonatal healthcare network. The non-reimbursable Technical Cooperation (TC) “*Support for Maternal and Child Health Improvement Program*” (GY-T1121) has also been approved to finance institutional strengthening activities focused on the Maternal and Child Health (MCH) Unit of the MoPH and key analytical studies, such as a qualitative study on the main demand-side barriers in accessing and using health services faced by the population.

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<sup>1</sup> PAHO Basic Indicators.

<sup>2</sup> The percentage of children under five who suffer from moderate to mild malnutrition reduced from 12% in 1997 to 6% in 2008. The under-five mortality rate declined from 102/1,000 LB in 1991 to 24 in 2014. HIV incidence decreased and access to antiretroviral drugs increased from 18.4% in 2004 to 83.5% in 2008. Sources: MDG Progress Report 2011, Chief Medical Officer Report 2014, and Health Vision 2020.

<sup>3</sup> An estimated 94% of households have access to improved sources of drinking water and 95.4% to improved sanitation facilities. Guyana Multiple Indicator Cluster Survey 2014.

<sup>4</sup> Health care provision was decentralized to RDCs in 1986. In 2005, Regional Health Authorities (RHAs) were established to assume responsibility for service provision in the regions. RHAs boards are appointed by the Minister of Health and they have service contracts with the MPH. So far, only one RHA has been implemented (region 6) and it is expected that another four will be established by 2020. Goede 2014.



The MoPH is responsible for the implementation of this project, including planning, execution, monitoring, evaluation, and financial and procurement activities. This consultancy will support: (i) the preparation of an Environmental and Social Management Plan (ESMP) for the operation of the Georgetown Public Hospital Corporation (GPHC). The ESMP will incorporate several plans prepared by GPHC including (a) wastewater management (b) emergency response (c) communication (d) maintenance (e) occupational health and safety (including Covid-19 measures/response) and (f) a finalization of the disaster risk assessment (DRA) to ensure mitigations measures specific to the location are adequate.

The work will be based on a close examination of existing documentation, including the design proposals, previous ESMP analysis done for GPHC conducted by the IDB, as well as based on onsite data analysis and collaboration with hospital staff. The risk of Covid-19 should be considered with a strategy developed for virtual consultations or other suitable engagement mechanisms according to country requirements.

This consultancy is expected to operate under the guidance and supervision of and in strict collaboration with the GPHC, the MoPH, and the IDB. The consultancy should also work in collaboration with other key stakeholders of the health sector who will serve as the main liaison.

As detailed below, the interventions included in Project GY-LO3779/BL-GY focus on multiple components of RMNH services within the Guyanese health system. It is important that decision-making is based on data and evidence. It is key that all activities and products included in the consultancy are based on and in accordance with the norms, policies, plans, and strategies of the MoPH and Guyana as well as current international practices and standards.

According to the Loan Agreement signed between the IDB and the MoPH, SECTION 4.06. Environmental and Social Management. For purposes of Articles 5.06 and 6.02 of the General Conditions, the Parties agree that Project execution shall be governed by the following provisions, which have been identified as necessary for compliance with the environmental and social obligations of the Project:

- (a) Prior to the execution of the hospital activities under Component II (ii) and (iii) as specified in the Annex, the MoPH shall have implemented the ESMP.

According to Article 5.06. Environmental and Social Safeguards (a) "...agrees to carry out the execution (preparation, construction, and operation) of the activities included in the Project in accordance with the environmental and social policies of the Bank, pursuant to the specific provisions on environmental and social considerations included in the Special Conditions."

The consultancy is also tasked to provide guidance on the implementation of the ESMP to ensure the compliance with the Environmental Protection Agency (EPA) Regulations of Guyana including the Authorizations Regulations, the Hazardous Wastes Regulations, and the Water Quality Regulations.

### **The team's mission:**

The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services to citizens. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.

The Social Protection and Health Division (SPH) is tasked with the preparation and supervision of IDB operations in borrowing member countries in the areas of: (i) social protection (safety nets and transfers

and services for social inclusion, which include early childhood development, youth programs, and care services, among others); (ii) health (health capital investment strategies, health networks strengthening, health system financing, organization, performance, etc.); and (iii) nutrition.

**What you'll do:**

The activities conducted by the consultant should include but are not limited to the following:

1. Data analysis and initial scoping
  - a) Review relevant documentation including those previously drafted towards an operational ESMP (designed during project preparation), the revision conducted on these documents and associated policies (which has not been finalized), the wastewater management proposal conducted, applicable Guyana laws and regulations, and IDB operational policies, which are included in Annex 1.
2. Prepare the operational ESMP (see annex 2 for general outline)
  - a) Re-assess the impacts and risks associated with the current operation of the GPHC based on previous impact assessments, examine and identify the major potential environmental, social, public health, and safety issues of concern for the continued operation of the hospital, including contamination of water, air pollution, risks from natural hazards (flooding), solid waste management, and effluent and sewage treatment.
  - b) Prepare an operational ESMP, which should include the mitigation measures proposed to manage the identified impacts, risks and remaining environmental liabilities. These should be presented as set of actions based on currently available plans, procedures, and guidelines that will result in avoiding and minimizing impacts. The ESMP should incorporate specific provisions for health and safety (with response to Covid-19 or other similar outbreak/pandemic scenarios in the future), noise management, air quality management, hazardous materials management, wastewater management, security, emergency preparedness and response, stakeholder engagement, and monitoring. For wastewater management, measures should focus on the “soft activities” identified in the wastewater management proposal conducted in 2019/2020, such as trainings and sensibilization activities (any works or rehabilitations should not be included). It is essential for the consultant to coordinate closely with the MoH and management of the hospital and stakeholders involved in establishing the technical parameters and procedures that will be applied.
  - c) Outline a framework for the implementation of the ESMP, including the roles and responsibilities of the executing agencies and key stakeholders.
  - d) Define monitoring and reporting, an indicative budget for these activities, and capacity building and training activities.
  - e) Propose a set of indicators to measure the implementation of key elements of the ESMP.
3. If exists, review and finalize the Disaster Risk Management Arrangements including:
  - a) Review and finalize draft Disaster Risk Assessment (DRA) provided by the MoPH to reflect potential disaster risks (Disaster Risk 1 and 2) as applicable
    - Type 1: When the project site is likely to be exposed to natural hazards due to its geographic location (e.g., flooding).
    - Type 2: When the project site has a potential to exacerbate hazard risk to human life, property, the environment, and the project itself. A consultation strategy for these types of risk should be included in the DRA.
    - The analysis should also consider meteorological data, disaster records, and climate change impacts.

- b) Ensure the development of mitigations measures and Disaster Response Mechanism to be implemented for the location to reduce the potential impacts from these risks.

If no Disaster Risk Management Plan exists, the ESMP should address the relevant environmental and social risks and outline measures to mitigate the potential impacts from these risks.

4. Support the implementation of the ESMP by:

- a) providing a training session for GPHC personnel on the management and mitigation measures to be implemented and the implementation framework
- b) preparing a report based on the training session with recommendations to support the GPHC in the sustained implementation of the ESMP.

**Deliverables and payment schedule:**

Payment is contingent upon acceptance of final deliverable by MoPH and the IDB. The consultant should plan the submission of draft deliverables into their workplan and timeline to meet expected timeframes. The format in which products will be delivered will be agreed upon with the Government of Guyana. Every report must be submitted to the Government of Guyana in editable electronic formats. Each report should include cover, main document, and all annexes. Zip files will not be accepted as final reports.

DELIVERABLE	PAYMENT SCHEDULE
Workplan.	10%
Submitted and approved ESMP for GPHC.	65%
Report from training workshop for GPHC and Government staff on the implementation of the ESMP.	25%
<del>Progress report.</del>	<del>20%</del>

**What you'll need:**

- **Citizenship:** You are either a citizen of Guyana or a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.
- **Education:** Degree in Environmental Engineering or equivalent. Specialization in Civil Engineering, Environment, Water Resources, Risk Management and/or Wastewater Management desired. Master's degree preferred.
- **Language:** The consultant must have expert level or native proficiency in written and spoken English.

**Experience:** Minimum of 5 years' experience in impact assessment for development projects, disaster risk management, hydraulic and hydrological modeling, integrated water resources management, and integrated watershed and risk management in urban context. The consultant should have experience in the preparation and implementation of Environmental and Social Impact Assessments and Management Plans, particularly in the public health and hospital sector. The consultant should be familiar with IDB or other Safeguards Policies. The consultant should have field experience in the Caribbean and specifically in Guyana.

### **Core and Technical Competencies:**

- Proven experience working in multi-stakeholder groups. Must be a team player. Must have good communication skills. Strong ability to think critically, problem solve and troubleshoot problems quickly.

### **Opportunity Summary:**

- **Type and mode of contract:** PEC.
- **Terms of contract:** 45 non-consecutive days over a period of 2 months.
- **Starting date:**
- **Location:** place of residency of the consultant.
- **Person responsible :** Marcella Distrutti (SCL/SPH) and Jodi Johnson (ESG/CJA).
- **Requirements:** You must be a citizen of one of the 48 IADB member countries and have no family members currently working at the IADB Group.

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

**Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, LGBTQ+, persons with disabilities, afro-descendants, and indigenous people to apply.**

**About us:** At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

**Our team in Human Resources carefully reviews all applications.**

## **ANNEX 1.**

- The complete list of IDB Safeguards Policies can be found at: <https://www.iadb.org/en/mici/operational-policies>
- Environmental Protection Agency Guyana Website found at <http://www.epaguyana.org/epa/> with Regulations including the (Hazardous Wastes Regulations and the Water Quality Regulations)

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## **ANNEX 2.**

### **OUTLINE OF THE ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP)**

#### **1. Introduction**

Summarize the general scope of the ESMP and explain the background of the GPHC and the need for the preparation of an ESMP.

The consultant will **describe the process and procedures** for:

- Inclusion of preparation of Environmental and Social Management Plans (ESMPs) in monitoring arrangements and capacity building activities within a health care system.
- Technical and operational requirements to be included in bidding documents<sup>5</sup>, if such documents are produced.

#### **2. Description of the project.**

Provide a brief description of the project, e.g., implementing agency, location, general layout, population served, schedule, staffing, operation and maintenance activities, life span, existing or other planned supportive infrastructure.

Review and update **relevant** baseline data on the environmental characteristics of the area as it relates to the existing site/infrastructure (cross-reference Environmental and Social Analysis Report, 2016) and how these might impact implementation of the ESMP.

- (a) *Physical environment*: general description of the area and site details; topography; soils; existing withdrawals and water quality.
- (b) *Biological environment*: nearby sensitive habitats, significant natural habitats if applicable.
- (c) *Sociocultural environment*: present and projected population; present land use/ownership in project area; vulnerability assessment, planned development activities; community structure; present and projected employment; distribution of income, goods and services; public health; cultural properties.

#### **3. Policy, Legal and Administrative Framework**

Describe **relevant** regulations and standards governing, e.g., environmental quality, pollutant discharges to surface waters and land, mains replacement, and land use control at national, regional, and local levels. Identify design or operating standards that GPHC must meet to be in compliance with these environmental safeguards and the respective regulations and norms.

This may include:

- National laws and/or regulations on environmental assessments
- National laws and/or regulations on land acquisition
- Regional, provincial, or communal environmental assessment regulations

Refer to IADB Operational Policies, OP-102, OP-703, OP-704, OP-761, OP-765, B.01, B.02, B.03, B.04, B.05, B.06, B.07, B.10 and B.11 triggered.

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<sup>5</sup> To be included in an Annex.

#### 4. Development of an Environmental and Social Management Plan (ESMP)

Prepare an ESMP for the operation of the GPHC including budget estimate, schedule, staffing responsibilities, and training requirements to implement the mitigating measures, as well as monitoring activities, among others. The following aspects should be addressed within the ESMP as appropriate:

- **Description of impacts:** Existing adverse environmental and social impacts as a result of the GPHC's operation for which mitigation is necessary should be identified and summarized.
- **Description of mitigation measures:** Each measure should be briefly described in relation to the impact(s). Describe design, activities (including equipment descriptions where necessary), operating procedures, and implementation responsibilities.
- **Description of monitoring program:** Prepare a plan to monitor the implementation of mitigating measures and impacts during operation of the GPHC. Include an estimate of capital and operating costs and a description of other inputs (such as training and institutional strengthening) needed to implement the Plan. Monitoring and supervision arrangements should ensure timely detection of conditions requiring remedial measures in keeping with good practice; furnish information on the results of mitigation and institutional strengthening measures and assess compliance with national and IDB safeguard policies.
- **Legal requirements and bidding and contract documents:** Propose technical specification to translate ESMP requirements into bidding and contract documents to ensure that obligations are clearly communicated to contractors if such contractors are involved in the implementation of the ESMP.

**Institutional arrangements:** Responsibilities for mitigation and monitoring should be defined along with arrangements for information flow, especially for coordination between agencies, enforcement of remedial actions, monitoring, training, financing, and reporting. Recommend capacity strengthening activities, e.g., organizational arrangements, appointment of key staff, intersectoral arrangements, management procedures, training, staffing and financial support.

- **Implementation schedule:** Timing, frequency and duration of mitigation measures and monitoring should be included.
- **Scheduling and Reporting:** Procedures for providing information on the progress of implementation of the ESMP should be clearly stated (e.g., in Audits, Project Status Reports).
- **Cost estimates:** State (i) initial investment; and (ii) recurring expenses for implementing all measures defined in the ESMP including administrative, consultancy, operational, and maintenance costs. Costs will be integrated into the total project costs and factored into financing negotiations.

Information will be presented in form of following tables:

#### **ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK (ESMP) for each aspect of the hospital as applicable**

##### **I) Mitigation**

Project Activity (specific to operation) <i>Water supply, etc</i>	Potential Environmental Impacts	Proposed Mitigation Measure(s) <i>Describe, what measures are already included in the Project design or existing site, and what are the additional activities</i>	Institutional Responsibilities (Incl. enforcement & coordination)	Cost Estimates	Comments
Water supply					
<i>Operation / Maintenance Phase</i>					
<b>Etc.</b>					

## II) Monitoring

Proposed Mitigation Measure	Parameters to be Monitored	Location	Measurements (Incl. methods & equipment)	Frequency of Measurement	Responsibilities (Incl. review and reporting)	Cost (equipment & individuals)
Water supply						
Operation/ Maintenance Phase						