

<p style="text-align: center;">Terms of Reference for a Firm/Organization to Conduct Enhanced Surveillance in Targeted Community Intervention and nationwide Assessment of Risk Perception and Preventive Attitude in Response to COVID-19 outbreak in Liberia, 2020</p>

Background:

As part of the COVID-19 response in Liberia, the Montserrado County Health Team (MCHT), with support of the National Incident Management System and Partners have been conducting enhanced surveillance in hotspots across the Montserrado County. This intervention is aimed at identifying and isolating COVID-19 cases to reduce community transmission. The enhanced surveillance strategy involves three (3) phases as follows: Phase 1 is a period of community engagement, risk communication and awareness creation, followed by Phase 2 which entails five days of promoting voluntary sample collection for COVID-19 testing. Phase 3 involves sustaining community engagement to maintain prevention practices and compliance with COVID-19 isolation protocols by members of the community. This intervention, which has been rolled out in Duport Road, King Gray, West Point and New Kru Town, has been associated with improving the process of identifying and isolating COVID-19 cases in hotspot communities to mitigate transmission. This enhanced surveillance strategy was developed by an International medical Firm team in Liberia, as part of the international NGO's support for COVID-19 response in the country. After the successful implementation and outcomes from these initial clusters, the IMS strongly recommended its replication in other parts of Liberia especially the communities around the borders. Consequently, UNDP has opted to support the intervention in 12 communities in the following counties: Nimba-2 communities, Lofa- 2 communities, Grand Cape Mount- 2-communities, Bong- 2 communities, and River Gee- 2 communities. Beyond Montserrado County, this International Firm has also been involved in implementing the intervention in Grand Gedeh County in collaboration with the County Health Team. In furtherance to this, the Liberia Field Epidemiology Training Program will conduct a study among the general population to understand their risk perceptions, and preventive attitudes regarding COVID-19 after six months of the outbreak. This study will provide the evidence that will guide risk communication and community engagement strategies for the ongoing outbreak, and document lessons learnt for future outbreaks.

Objectives of the assignment will be as follows:

- Implementation of an enhanced surveillance on COVID-19 in targeted communities as part of the push to ascertain the actual number of positive cases.
- Conduct a nationwide Assessment of Risk Perception and Preventive Attitude in Response to COVID-19 outbreak in Liberia, 2020 with emphasis on communities with the highest recorded cases.

Scope of work and tasks.

Under the overall guidance and management of the Deputy Resident Representative for Programme and the Inclusive Governance Team of UNDP, the selected Firm will perform the following tasks:

Task 1: Conduct Enhanced Surveillance in Targeted Community Intervention.

- To identify additional cases in Nimba-2 cities (Ganta and Saclepea), Lofa-2 cities (Voinjama & Zorzor), Grand Cape Mount- 2 cities (Robertsport & Sinjah), Bong- 2 cities (Gbarnga and Totota), and River Gee- 2 cities (Fish Town & Kaweken) using the enhanced surveillance strategy.
- Estimate the prevalence of active COVID-19 infection in densely populated communities' around the borders.
- Create awareness to avoid the spread of the COVID-19 virus.
- Collect samples from volunteers for COVID-19 testing at the National Reference Laboratory.
- Isolate confirmed cases in a treatment unit and recommend for care, and move high risk contacts to Precautionary Observation Centers (POC)

Task 2: Conduct a nationwide Assessment of Risk Perception and Preventive Attitude in Response to COVID-19 outbreak in Liberia, 2020. This will address the following:

- Conduct a Risk Perception survey in Liberia with a focus on affected communities across the 15-sub political divisions of Liberia.
- Prepare study design reflective of cross-sectional survey.
- Submit a final report through a report and power point presentation

Task 1: Community Engagement:

- 1. Conduct community engagement meeting with local authority:** This is key entry point to discuss with local leaders in order to have their buy-in and full support in order to avoid any conflict during the implementation of this intervention.
- 2. Conduct sensitization and awareness in targeted communities:** This campaign to bring to together all stakeholders and inform community about the essence of this intervention which should led and own all community members.
- 3. Conduct orientation session for CSOs that will be hired to support this intervention** This is the orientation session that CSOs will be educated on their roles and responsibilities as it relates to this intervention.

Task 2: Risk perception Survey in 15 counties:

The Firm is expected share with UNDP the full methodology, targeted communities, and number of persons for this intervention to be reviewed before it is rolled-out.

1. Specimen collection volunteers:

Encourage community members to undertake volunteer testing. This will be the process where volunteer's specimen will be collected and taken to the lab for testing.

5. Assessment of Risk Perception and Preventive Attitude

Preparation of all questionnaires and interview forms relating to this survey as data collection.

ONE: Expected Deliverables:

The selected firm/organization will produce the following deliverables:

#	Deliverables	Indicative Deadlines estimated
1	Detailed activity plan and Inception Report agreed upon with UNDP	
2	Submit progress report highlighting the number of communities engaged, numbers of specimen collected disaggregated by sex, issues identified, and clear recommendations made to enhance community surveillance, voluntary testing and adherence to COVID-19 protocols.	
3	Submit final report highlighting the number of communities engaged, issues identified, and clear recommendations made to enhance community surveillance, voluntary testing and adherence to COVID-19 protocols.	

TWO: Expected Deliverables:

#	Deliverables	Indicative Deadlines estimated
1	Detailed activity plan and Inception Report agreed upon with UNDP	
2	Submit progress report highlighting the number of communities engaged, numbers of interviews conducted disaggregated by sex, issues identified, and clear recommendations as per survey.	
3	Consolidated report on Enhanced Surveillance and Risk perception Submit final report highlighting the number of communities engaged, issues identified, and clear recommendations, lessons learnt. Share findings through power point presentation to UNDP and key stakeholders	

Selection, Qualification, and functional requirements:

The Firms must be registered, based in Liberia and already doing similar work.

Selected organization/company MUST have at least 5 years of experience in conducting enhanced surveillance in the medical field and nationwide Assessment of Risk Perception and Preventive Attitude in Response to COVID-19 outbreak in Liberia with at least 2 examples being implemented in Africa, including epidemiological intervention etc. A track record of conducting or associated with enhanced surveillance and Risk Perception and Preventive Attitude in Response to COVID-19 in Liberia will be an added advantage.

Team Composition:

Detail requirements per position:

#	Staff	Education requirements	Years of experience
1.	Senior Advisor	Medicine	7yrs working experience of epidemiology
2.	Head of Programmes	Ph. D in Medicine	7yrs working experience Infectious disease/virologist
3	Team Coordinator	Master's in Infectious disease study	3 years of progressive working experience, proven ability to coordinate and manage project
5.	Lab Specialist	Master's in Biology or related field	4 years' experience in similar role, demonstrated understanding of the Liberia context.
6.	Statistician	Bachelor/master's in mathematics/Statistics	4 years' experience in similar role, demonstrated understanding of the Liberia context.
7.	Administration & Finance Officer	BSC in Accounting or Business Administration or demonstrated 5 years demonstrated experience in similar role.	3 years' work experience in similar role. Demonstrated understanding of financial management.

Submission of package:

- Cover letter.
- CVs of key personnel that will be working on the project including contact information of 3 referees.
- Attach proof of previous work in Liberia or West Africa
- Financial proposal. The financial proposal shall specify a total lump sum amount per each deliverable, including professional fees and any other cost associated with the implementation of the activity and other competencies of the Firm/Organization.

Performance evaluation:

The firm's performance will be evaluated based on: i) timeliness; ii) responsibility; iii) initiatives; iv) Communication; v) accuracy; and vi) quality of the products delivered.

The assignment is expected to cover a period of 3 months

