Government of the Republic of Trinidad and Tobago

Ministry of Health

PROCUREMENT UNIT

#4-6 Queens Park East, Port of Spain 101002

Request for Proposal
Engagement of a Laboratory Information Management System Consultant

November 20th, 2026

The Procurement Unit of the Ministry of Health (MOH) is kindly requesting a proposal for the following:

- **Engagement of a Laboratory Information Management Systems Consultant**

Proposals should be submitted to procurement@health.gov.tt on or before **Friday 4th December, 2026 at 10.00 am .** Please see Terms of Reference at Appendix 1.

All quotations must be valid for at least ninety (90) days.

If you require any further information or clarification, please feel free to contact the Procurement Unit at 217 – 4664 ext 14803 - 14808 or email us at procurement@health.gov.tt.

Sincerely

Aviann Boodoo-Redhead
Procurement Officer (Ag)
Procurement Unit
Ministry of Health

PRICE STRUCTURE - To be completed by supplier (Mandatory)

***** Please note that the MOH has the right to increase or decrease any item quantity for the same UNIT price or to omit any item/structure considered not necessary without any compensation to the bidder. If these sheets are not completed, the Ministry of Health **WILL NOT** accept your bid.

Engagement of a Laboratory Information Management System Consultant

#	ITEM	Delivery Period	Sub-Total	VAT	TOTAL
1	Inception Report, Work Plan and Methodology				
2	Initial Assessment and GAP Analysis				
3	Cross-Sector SOPs, Policies and Practices for Data Exchange				
4	Recommendations for Adapting Existing LIMS Systems				
5	Data Collection and Standardisation				
6	End-User Training and Training Report				
7	Final Report				
	TOTAL				

Appendix 1

Terms of Reference for Engagement of a Laboratory Information Management Systems Consultant

TERMS OF REFERENCE (TOR)

ENGAGEMENT OF A LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS) CONSULTANT

TT ONE LAB+ PANDEMIC FUND PROJECT

Project Title: TT ONE LAB+: Strengthening Laboratory Capacity for One Health Surveillance in Support of Pandemic Preparedness, Prevention and Response in Trinidad and Tobago

Procuring Entity: Ministry of Health
Government of the Republic of Trinidad and Tobago

Consultancy: Laboratory Information Management System (LIMS) Consultant

Type of Consultancy: Individual Consultant – Local/International

Duration: Nine (9) Months

Location: Trinidad and Tobago / In-person and in-country

Language: English

1. INVITATION TO SUBMIT PROPOSALS

The Ministry of Health (MOH) invites suitably qualified and experienced individual consultants to submit proposals for the provision of **Laboratory Information Management System (LIMS) Consultancy Services** under the **TT ONE LAB+ Pandemic Fund Project**.

The Consultant will provide specialized technical support in relation to laboratory data management, cross-sector data sharing and integration, adaptation of existing LIMS systems, development of cross-sectoral data-sharing protocols and capacity building among participating stakeholders.

The successful Consultant will work closely with the Ministry of Health, Ministry of Agriculture and Fisheries, The University of the West Indies (The UWI) St. Augustine Campus, the Trinidad Public Health Laboratory (TPHL) Project Coordinator, the TTLIMS focal point at CARPHA and relevant in-house technical teams.

2. BACKGROUND

TT ONE LAB+: Strengthening Laboratory Capacity for One Health Surveillance in Support of Pandemic Preparedness, Prevention and Response in Trinidad and Tobago is intended to strengthen disease surveillance and pandemic preparedness through an integrated **One Health** approach.

The project comprises three principal beneficiary entities:

- Ministry of Health;
- Ministry of Agriculture and Fisheries; and
- The University of the West Indies, St. Augustine Campus.

The project will strengthen laboratory systems at the Trinidad Public Health Laboratory (TPHL), Veterinary Diagnostic Laboratory (VDL) and The UWI, St. Augustine Campus, while addressing critical gaps in testing, genomic surveillance and data sharing.

Key components include upgrading laboratory facilities and infrastructure, integrating molecular testing across One Health sectors, developing cross-sectoral protocols and governance frameworks, developing a cross-sector data management system and strengthening national capacity through training.

The project is sponsored by the World Bank, with the World Health Organization (WHO) serving as Technical Lead, under the Pandemic Fund.

3. PURPOSE OF THE CONSULTANCY

The Ministry of Health seeks to engage a LIMS Consultant to complete specific deliverables related to **cross-sector data sharing and integration** under the TT ONE LAB+ Pandemic Fund Project.

The Consultant will assess existing systems for laboratory data management and support the implementation of cross-sector data sharing and integration to support the objectives of the TT ONE LAB+ Project.

4. OBJECTIVE OF THE CONSULTANCY

The primary objective is to strengthen laboratory data management and facilitate effective, secure and sustainable sharing of laboratory information across participating One Health institutions.

The Consultant will:

1. Assess existing LIMS, data-sharing policies and practices among partner institutions.
2. Conduct a gap analysis and identify challenges and opportunities for improved data sharing.
3. Support the adaptation and extension of the existing TTLIMS platform to facilitate utilization by the Veterinary Diagnostic Laboratory and The UWI.
4. Develop cross-sectoral SOPs, policies and practices for secure and efficient data exchange.
5. Support the development of appropriately tiered access protocols.
6. Develop and standardize data collection, reporting and analysis processes.
7. Establish or support internal referral pathways among partner institutions.
8. Conduct audits to verify the functionality of adapted LIMS systems.
9. Facilitate end-user training and stakeholder capacity building.
10. Provide recommendations to promote the sustainability of cross-sectoral data-sharing arrangements.

These responsibilities are intended to bridge institutional gaps and facilitate efficient data flows across participating sectors.

5. SCOPE OF SERVICES

The Consultant shall provide services including, but not limited to, the following:

5.1 Cross-Sector Laboratory Data Management and Integration

The Consultant shall:

a. Review and analyse the existing TTLIMS, SOPs, policies and practices at partner institutions.

b. Develop and support implementation of cross-sector SOPs, policies and practices for efficient data exchange.

c. Ensure that data access levels are appropriately tailored to each institution's role and responsibilities.

d. Recommend adaptations or extensions to existing LIMS systems to support cross-sector data sharing and integration.

e. Collaborate with the TTLIMS focal point at CARPHA and in-house IT teams to implement necessary changes or extensions to the system.

f. Support the implementation of tiered access based on institutional requirements while maintaining system interoperability.

g. Identify events requiring information sharing and propose solutions to address gaps in existing systems.

h. Collaborate with the TTLIMS focal point at CARPHA to establish internal referral pathways among partner institutions.

i. Conduct audits of adapted LIMS systems to verify functionality.

5.2 Capacity Building and Stakeholder Collaboration

The Consultant shall:

a. Facilitate training sessions, in collaboration with the TTLIMS focal point at CARPHA, for staff and stakeholders on updated systems.

b. Collaborate with the MOH, MAF and The UWI to ensure effective integration of One Health approaches into data management practices.

6. DELIVERABLES

The Consultant shall be required to produce the following deliverables:

No.	Deliverable	Due Date
1	**Inception Report, Work Plan and Methodology** – including detailed approach, methodology, timeline, tasks, responsibilities and milestones	Within 2 weeks of commencement
2	**Initial Assessment and GAP Analysis** of existing data-sharing policies, practices and LIMS across partner institutions	Within 2 months
3	**Submission and acceptance of Cross-Sector SOPs, Policies and Practices for Data Exchange and Recommendation for Adapting Existing LIMS System**	Month 4
4	**Data Collection and Standardisation** – including population of relevant TTLIMS data collection tools	Month 7
5	**End-User Training and Training Report**	Month 8
6	**Final Report** covering achievements, challenges, conclusions and actionable recommendations for sustainability	Month 9

7. CONSULTANCY DURATION

The consultancy shall be for a period of **nine (9) months**.

8. LOCATION

The Consultant will be required to work in **Trinidad and Tobago**, including in-person/in-country engagement as required.

9. MINIMUM QUALIFICATIONS AND EXPERIENCE

9.1 Education

Essential

- Bachelor's Degree in Health Informatics, Computer Science or a related field.

Desirable

- Master's Degree in Health Informatics, Computer Science or a related field.
- Specialized training or certification in health informatics, LIMS, data science, data management or information systems.

9.2 Professional Experience

Essential

- Minimum of five (5) years' experience in data management or health informatics.

Desirable

- Experience with Laboratory Information Management Systems (LIMS).
- Experience in public health, laboratory settings or health-system integration.
- Experience with multi-institutional data-sharing projects.
- Experience conducting IT system end-user training.

9.3 Technical Skills

The Consultant should demonstrate:

- Strong understanding of LIMS and integration with other health information systems.
- Proficiency in data management and analysis tools.
- Knowledge of tiered data-sharing frameworks balancing collaboration and confidentiality.
- Familiarity with epidemiological and surveillance data management practices.

9.4 Other Competencies

- Understanding of One Health informatics challenges.

- Strong stakeholder engagement and collaboration skills.
- Excellent written and oral communication skills.
- Attention to detail.
- Ability to manage competing priorities effectively.
- Proficiency in Microsoft Office Suite, including Excel and PowerPoint.

10. PROPOSAL REQUIREMENTS

Interested consultants shall submit a **Technical Proposal** and a **Financial Proposal**.

10.1 Technical Proposal

The Technical Proposal should include:

1. Consultant's profile.
2. Curriculum Vitae.
3. Copies of relevant academic and professional qualifications.
4. Evidence of relevant professional experience.
5. Description of experience with LIMS and health information systems.
6. Description of experience with cross-sector or multi-institutional data sharing.
7. Proposed methodology and approach.
8. Proposed work plan and implementation schedule.
9. Availability for the required nine-month consultancy.
10. At least three relevant professional references.

11. PROPOSED METHODOLOGY

The Consultant should provide a clear methodology demonstrating how the objectives and deliverables will be achieved.

The methodology should address:

- Assessment of existing systems.
- Stakeholder consultations.
- Gap analysis.
- Cross-sector data-sharing requirements.
- LIMS adaptation and integration.
- Data governance and access requirements.
- Development of SOPs and policies.
- Data standardisation.

- Training and capacity building.
- System testing and functionality verification.
- Monitoring and reporting.
- Sustainability of the data-sharing arrangements.

12. FINANCIAL PROPOSAL / COST BREAKDOWN

The Consultant shall provide a detailed financial proposal. The proposed cost should be **all-inclusive**, unless otherwise specified by the Ministry.

13. EVALUATION SUMMARY SHEET

Evaluation Component	Maximum Score
Academic and Professional Qualifications	15
Relevant Professional Experience	20
LIMS and Health Information Systems Experience	15
Cross-Sector Data Sharing/Integration Experience	10
Understanding and Methodology	10
Work Plan and Approach	5
Stakeholder Engagement and Training	5
Financial Score	20
TOTAL	**100**

14. REPORTING AND SUPERVISION

The Consultant will report to the **Trinidad Public Health Laboratory (TPHL) Project Coordinator** regarding activities, progress, challenges and matters that may affect implementation.

The Consultant will work under the supervision of the TPHL Coordinator and will be required to provide **monthly status reports endorsed by the TPHL Coordinator**, together with invoices, to facilitate payment upon completion and acceptance of deliverables.

15. OWNERSHIP OF WORK

All products, reports, materials, documentation and other outputs resulting from the consultancy shall be the property of the **TT ONE LAB+ Project** and shall be subject to applicable copyright rules.

The Consultant shall not use or disclose information obtained during the consultancy without the written consent of the Ministry/Project.

16. CONFIDENTIALITY

The Consultant shall maintain strict confidentiality with respect to all information, data, documents, systems and records accessed or obtained during the performance of the consultancy.

The Consultant shall ensure that information relating to laboratory data, institutional operations and other sensitive project information is accessed and used only for purposes directly related to the assignment.

17. CONFLICT OF INTEREST

The Consultant shall disclose any actual, potential or perceived conflict of interest that may arise in connection with the assignment.

The Consultant shall not undertake activities that would compromise, or reasonably appear to compromise, their independence, objectivity or ability to perform the consultancy.

18. PROPOSAL VALIDITY

Proposals shall remain valid for a period of **Ninety (90) days** from the proposal submission deadline.

19. SUBMISSION OF PROPOSALS

Interested consultants are required to submit:

Technical Proposal

- Consultant's profile;
- CV;
- Academic and professional qualifications;
- Evidence of relevant experience;
- Technical approach and methodology;
- Work plan;
- References; and
- Availability.

Proposals shall be submitted electronically to: procurement@health.gov.tt

Deadline: Friday 4th December, 2026

Time: 10.00 am

Subject: *Proposal – LIMS Consultant – TT ONE LAB+ Pandemic Fund Project*

20. CLARIFICATIONS

Requests for clarification regarding this RFP should be submitted to procurement@heath.gov.tt

Procurement Unit
Ministry of Health

All requests for clarification must be received by **Friday 27th November, 2026.**

Responses to material clarifications will be communicated to all prospective proponents, where applicable.

21. RESERVATION OF RIGHTS

The Ministry of Health reserves the right to:

- Accept or reject any proposal in whole or in part;
- Request clarification from proponents;
- Verify information submitted by proponents;
- Cancel or amend the RFP process in accordance with applicable requirements; and
- Negotiate or otherwise proceed in accordance with the applicable procurement and project requirements.

22. KEY INFORMATION FOR PROSPECTIVE CONSULTANTS

Item	Requirement
Procuring Entity	Ministry of Health
Project	TT ONE LAB+ Pandemic Fund Project
Consultancy	LIMS Consultant
Consultancy Type	Individual – Local/International
Duration	9 months
Location	Trinidad and Tobago / In-person
Language	English
Minimum Experience	5 years
Minimum Education	Bachelor's Degree
Payment Basis	Acceptance of deliverables
Reporting To	TPHL Project Coordinator