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 an Administrative Assistant to provide Project Administration and Coordination Support

November 20th, 2026

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

- **Engagement of an Administrative Assistant to provide Project Administration and Coordination Support**

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)

Engagement of an Administrative Assistant to provide Project Administration and Coordination Support

Deliverable – Based Cost Breakdown

#	ITEM	Delivery Period	Proposed Fee	VAT	TOTAL
1	Inception Report/Mobilisation				
2	February Interim Report				
3	March Interim Report				
4	April Interim Report				
5	May Interim Report				
6	June Interim Report				
7	July Interim Report				
8	August Interim Report				
9	September Interim Report				
10	October Interim Report				
11	November Interim Report				
12	Final Report				
	TOTAL				

Appendix 1

Terms of Reference for Engagement of an Administrative Assistant to provide Project Administration and Coordination Support

TERMS OF REFERENCE (TOR)

Engagement of an Administrative Assistant to Provide Project Administration and Coordination Support for the Trinidad Public Health Laboratory (TPHL) under the TT ONE LAB+ Pandemic Fund Project

TT ONE LAB+ PANDEMIC FUND PROJECT

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

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

Position/Consultancy: Administrative Assistant – TPHL Project Support

Contract Period: January 2027 – December 2027

Duration: Twelve (12) months

Location: Trinidad Public Health Laboratory (TPHL), Trinidad

Reporting To: TPHL Project Coordinator

Language: English

1. INVITATION TO SUBMIT PROPOSALS

The Ministry of Health (MOH) invites suitably qualified and experienced individuals to submit proposals for the provision of **Administrative and Project Coordination Support Services** to support the implementation of Ministry of Health-led activities under the **TT ONE LAB+ Pandemic Fund Project**.

The successful Consultant/Administrative Assistant will provide comprehensive administrative, coordination, monitoring, records management and project support services to the Trinidad Public Health Laboratory (TPHL) Project Coordinator.

The engagement will require close collaboration with the Ministry of Health Project Management Unit (PMU), Procurement Unit, Finance Unit, Human Resource Unit, Legal Unit, TT ONE LAB+ Project Working Group, consultants, contractors, implementing partners and other stakeholders.

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 a national, multi-sectoral initiative aimed at transforming Trinidad and Tobago's laboratory capacity through an integrated One Health approach.

The project is led by the Ministry of Health in collaboration with the Ministry of Agriculture and Fisheries (MAF), The University of the West Indies (The UWI), St. Augustine Campus, and the Pan American Health Organization/World Health Organization (PAHO/WHO), the designated Implementing Entity.

Through a collaborative One Health approach, the project seeks to:

- strengthen national laboratory systems;
- upgrade laboratory infrastructure;
- expand diagnostic and genomic surveillance capacity;
- strengthen workforce competencies;
- improve laboratory information management; and
- promote integrated surveillance across the human, animal and environmental health sectors.

As the lead national entity, the Ministry of Health is responsible for implementing key project activities, including the upgrading of the Trinidad Public Health Laboratory (TPHL), procurement

of laboratory equipment and supplies, and process-flow mapping for the existing laboratory information system.

Successful implementation requires close coordination among multiple Ministry of Health divisions, implementing partners, consultants, contractors and other stakeholders.

3. ABOUT THE PANDEMIC FUND

The Pandemic Fund is a multilateral financing mechanism dedicated to strengthening pandemic prevention, preparedness and response capacities in low- and middle-income countries.

Hosted by the World Bank, with the World Health Organization serving as Technical Lead, the Pandemic Fund supports investments in disease surveillance, laboratory systems, diagnostics and health workforce development through country-led initiatives that promote collaboration across sectors using a One Health approach.

4. PURPOSE OF THE ENGAGEMENT

The purpose of this engagement is to provide **comprehensive administrative and project coordination support** to the TPHL Project Coordinator in the implementation and monitoring of Ministry of Health-led activities under the TT ONE LAB+ Project.

The Administrative Assistant will provide support in coordinating administrative, financial, procurement, reporting, documentation, monitoring and compliance-related activities to ensure that project activities are implemented in a timely and organised manner.

5. OBJECTIVES

The objectives of the engagement are to:

1. Provide effective administrative support to the TPHL Project Coordinator.
2. Support the coordination and monitoring of TT ONE LAB+ activities.
3. Maintain accurate and up-to-date project records and tracking systems.
4. Support procurement and contract administration activities.
5. Facilitate communication and coordination among project stakeholders.
6. Support the preparation of project reports and documentation.
7. Assist with monitoring project expenditure, activities, timelines and milestones.
8. Support donor reporting, monitoring, audits and verification exercises.

9. Support the effective implementation of project activities in accordance with Ministry and project requirements.

6. SCOPE OF SERVICES

The Administrative Assistant shall provide administrative and project coordination support in the following areas:

6.1 Project Administration and Coordination

The Administrative Assistant shall:

1. Provide comprehensive administrative support for Ministry of Health-led TT ONE LAB+ project activities.
2. Develop, maintain and regularly update project implementation schedules, budgets, work plans, activity trackers and milestone monitoring tools.
3. Coordinate meetings, workshops, stakeholder consultations and technical sessions, including preparation of agendas, meeting documentation, minutes and action logs.
4. Monitor implementation timelines and follow up with responsible MOH units regarding outstanding action items and project deliverables.
5. Maintain comprehensive project records, including project expenditure and financial records, in accordance with Ministry of Health requirements.
6. Prepare routine correspondence, briefing notes, presentations and administrative reports for the TPHL Project Coordinator.
7. Coordinate administrative activities associated with the procurement of laboratory equipment, laboratory consumables, laboratory furniture, office furniture and other project-related goods and services.
8. Liaise with the Project Management Unit, Procurement, Finance, Human Resource and Legal Units to facilitate the timely completion of procurement and contracting processes.
9. Assist with the preparation, compilation and submission of procurement documentation, supporting information, approvals and other administrative documentation required throughout the procurement cycle.
10. Maintain procurement tracking systems and ensure timely follow-up of procurement milestones and contractual obligations.
11. Maintain records of consultant reports, design submissions, project approvals, construction milestones and implementation decisions.

12. Maintain project implementation dashboards, procurement trackers and other monitoring tools to support effective project oversight.
13. Support the TPHL Project Coordinator with Monitoring, Evaluation, Accountability and Learning (MEAL)-related functions, including populating and updating the online MEAL Reporting System, tracking activities and compiling supporting documentation.
14. Prepare monthly administrative progress summaries and contribute to technical and administrative reports required by the Ministry of Health, PAHO/WHO and the Pandemic Fund.
15. Compile, organise and maintain supporting documentation required for project monitoring, audits, donor reporting and verification exercises.
16. Perform other project-related administrative duties as assigned by the TPHL Project Coordinator.

7. DELIVERABLES

The Administrative Assistant shall be required to submit the following deliverables:

No.	Deliverable	Due Date
1	Inception Report, including mobilisation, understanding of assignment and proposed work approach	Within the first month
2	Monthly Interim Report – February	February 2027
3	Monthly Interim Report – March	March 2027
4	Monthly Interim Report – April	April 2027
5	Monthly Interim Report – May	May 2027
6	Monthly Interim Report – June	June 2027
7	Monthly Interim Report – July	July 2027
8	Monthly Interim Report – August	August 2027
9	Monthly Interim Report – September	September 2027
10	Monthly Interim Report – October	October 2027
11	Monthly Interim Report – November	November 2027
12	Final Report	December 2027

The monthly reports should provide a summary of activities undertaken, progress against planned activities, outstanding actions, challenges/issues requiring attention, procurement and administrative updates and other relevant project-support activities.

8. PROFESSIONAL REQUIREMENTS

8.1 Education

Essential

- Bachelor's Degree in Business Administration, Public Administration, Management, Project Management or a related discipline.

Desirable

- Professional certification in Project Management or a related discipline.

9. EXPERIENCE

Essential

The Consultant/Administrative Assistant must have:

1. A minimum of three (3) years' experience providing administrative or project coordination support.
2. Experience coordinating procurement or contract administration activities.
3. Experience preparing reports and maintaining project records.
4. Experience coordinating meetings and stakeholder engagements.
5. Proficiency in Microsoft Office Suite, particularly:
    - Microsoft Word;
    - Microsoft Excel;
    - Microsoft PowerPoint; and
    - Microsoft Outlook.

Desirable

1. Experience working within the Ministry of Health or another Government agency.
2. Experience supporting an international development project.
3. Experience supporting donor-funded projects.
4. Familiarity with Government procurement procedures.

10. REQUIRED COMPETENCIES

The successful Consultant/Administrative Assistant should demonstrate:

- Excellent organisational and project coordination skills;
- Excellent records management and document control skills;
- Strong attention to detail and accuracy;
- Excellent time management and follow-up skills;
- Ability to work independently with minimal supervision;
- Strong written and oral communication skills;
- Ability to manage multiple activities and competing priorities;
- Strong interpersonal and stakeholder engagement skills; and
- Excellent proficiency in Microsoft Office Suite.

11. PROPOSAL REQUIREMENTS

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

11.1 Technical Proposal

The Technical Proposal should include:

1. Cover letter expressing interest in the assignment.
2. Curriculum Vitae.
3. Copies of academic and professional qualifications.
4. Description of relevant professional experience.
5. Evidence of experience in administrative/project coordination.
6. Evidence of procurement/contract administration experience.
7. Details of experience supporting Government, donor-funded or international development projects, where applicable.
8. Proposed approach and methodology.
9. Proposed work plan.
10. At least three professional references.

12. PROPOSED APPROACH AND METHODOLOGY

Applicants should describe their proposed approach to providing administrative and project coordination support.

The methodology should demonstrate how the applicant intends to:

- establish effective project filing and document-control systems;
- monitor project activities and timelines;
- maintain procurement and contract trackers;
- coordinate meetings and stakeholder activities;
- monitor outstanding actions;
- support financial and expenditure tracking;
- support MEAL reporting;
- prepare monthly reports;
- maintain documentation for audits and donor reporting; and
- provide effective support to the TPHL Project Coordinator.

13. FINANCIAL PROPOSAL

The Administrative Assistant shall submit a detailed financial proposal.

The financial proposal should clearly identify the professional fee and any other applicable costs.

14. EVALUATION SUMMARY SHEET

Evaluation Component	Maximum Score
1. Academic and Professional Qualifications	15 %
2. Relevant Administrative/Project Coordination Experience	25 %
3. Procurement and Contract Administration Experience	15 %
4. Experience in Government/Donor-Funded/Development Projects	10 %
5. Understanding of the Assignment and Proposed Methodology	10 %
6. Work Plan and Approach to Deliverables	5 %
7. Financial	20 %
TOTAL	**100 %**

15. LOCATION AND WORKING ARRANGEMENT

The Administrative Assistant will be **based at the Trinidad Public Health Laboratory (TPHL), Ministry of Health, Trinidad**.

The position will require regular interaction with Ministry of Health divisions, project partners, consultants, contractors and other stakeholders.

16. REPORTING AND SUPERVISION

The Administrative Assistant will report to the **Trinidad Public Health Laboratory (TPHL) Project Coordinator** on activities undertaken, project progress, outstanding matters and challenges that may potentially affect project implementation.

The Administrative Assistant will work under the supervision of the TPHL Project Coordinator.

Reports submitted by the Administrative Assistant will support project monitoring and reporting to the Ministry of Health, PAHO/WHO and the Pandemic Fund.

17. CONFIDENTIALITY

The successful candidate shall maintain strict confidentiality in respect of all project-related information, documents, correspondence, financial information, procurement information and other records accessed in the performance of the assignment.

No project information shall be disclosed to third parties without the prior written authorization of the Ministry of Health or the designated Project authority.

18. OWNERSHIP OF DOCUMENTS AND WORK PRODUCTS

All reports, schedules, trackers, databases, presentations, correspondence, templates, records and other materials prepared by the Administrative Assistant in connection with the assignment shall become the property of the Ministry of Health/TT ONE LAB+ Project.

19. CONFLICT OF INTEREST

The applicant shall disclose any actual, potential or perceived conflict of interest that may affect their ability to perform the assignment objectively and independently.

20. PROPOSAL VALIDITY

Proposals shall remain valid for a period of **ninety (90) days** from the closing date for submission.

21. SUBMISSION OF PROPOSALS

Applicants shall submit their Technical and Financial Proposals in accordance with the instructions below:

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

Deadline: Friday 4th December, 2026

Time: 10.00 am

Subject: *Proposal – Administrative Assistant – TT ONE LAB+ Pandemic Fund Project*

Late submissions may be dealt with in accordance with the applicable procurement requirements.

22. 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.

23. KEY INFORMATION SUMMARY

Item	Requirement
Procuring Entity	Ministry of Health
Project	TT ONE LAB+ Pandemic Fund Project
Position	Administrative Assistant – TPHL Project Support
Contract Type	Individual Consultancy/Contract
Duration	12 months
Period	January–December 2027
Location	Trinidad Public Health Laboratory
Reporting To	TPHL Project Coordinator
Minimum Qualification	Bachelor's Degree
Minimum Experience	3 years
Technical/Financial Weighting	80% / 20%
Recommended Technical Pass Mark	70%
Inception Report	1
Interim Reports	10
Final Report	1
Total Reports	12