



MINISTRY OF  
**HEALTH &  
WELLNESS**



**PROCUREMENT OF CONSULTANCY  
PROGRAMME ADMINISTRATOR  
HEALTH HURRICANE RESPONSE PROGRAMME**

The Ministry of Health & Wellness (MOHW) is seeking proposals from qualified individuals for **Consulting Services as Programme Administrator – Post-Hurricane Hurricane Response Programme (HHRP)**.

Hurricane Melissa, a Category 5 hurricane, made landfall on the island on 28 October 2025, 12:00 noon, on the south western coast of Jamaica near New Hope, Westmoreland. The Ministry of Health & Wellness (MOHW) had held preparatory meetings with all Regions and Parishes and had placed response teams on standby since 22 October 2025, when the country was placed under a Tropical Storm Watch. The Health Emergency Operations Centre (HEOC) was activated at 10:00 a.m., 23 October 2025. All public health centres were operational until 2:00 p.m. on 24 October 2025. Public hospitals began offering emergency services only on 23 October 2025.

The Category 5 Hurricane resulted in significant damage to the health infrastructure, especially in the parishes of St. Elizabeth, Westmoreland, St. James and Trelawny. All levels of health services, including Primary, Secondary, and Tertiary institutions, sustained significant damage to all sections of the facilities, resulting in a dramatic impairment of service delivery.

In response to the disaster, the MOHW has finalised the development of the Hurricane Melissa Response Programme (HMRP). The objective of the strategy is to restore health services to the populations in the most affected areas and to mitigate the outbreak of any disease within the population post the hurricane. The plan is defined into three (3) phases:

Phase 1: Relief

Phase 2: Rehabilitation

Phase 3: Reconstruction

### **ROLE SUMMARY**

A project/programme administrator provides crucial operational support, focusing on smooth daily activities by managing documentation (logs, reports, files), coordinating meetings/logistics, tracking progress/timelines, monitoring budgets, and ensuring adherence to standards. The officer will act as the central hub for communication and records, keeping the project organized and on track from start to finish.

### **ELIGIBILITY CRITERIA**

- Valid Tax Compliance Certificate – The successful Consultant must submit a Tax Compliance Certificate valid on the date of the deadline for submitting bids.

Additional qualification requirements are outlined in the Bidding Document.

### **AVAILABILITY OF BID DOCUMENT AND BID SUBMISSION:**

The detailed Terms of Reference can be viewed on the Ministry of Health & Wellness website at [www.moh.gov.jm](http://www.moh.gov.jm) as of **Wednesday, January 14, 2026**.

Expressions of Interest in the form of an Application Letter, Curriculum Vitae and evidence of qualification must be sent via email [arlene.hayles@moh.gov.jm](mailto:arlene.hayles@moh.gov.jm) on or before **Friday, January 16, 2026 at 2:00 p.m.**

***We thank all applicants; however, please note only short-listed candidates will be contacted for an interview.***