REQUEST FOR EXPRESSION OF INTEREST:

Reference Number: EoI/23014.001

Consultancy – Level II Facilitator for the Caribbean Regional (CR) Field Epidemiology Laboratory Training Programme (FELTP)

CONSULTANT

CARPHA was legally established in July 2011 by an Inter-governmental Agreement (IGA) signed by Heads of Caribbean Governments and began operations in January 2013. CARPHA’s functions encompass the responsibilities of five (5) previously existing regional health institutions. Work in these areas advances the public health agenda in the Region and makes a valuable and coordinated contribution to the knowledge and resources of the international health community. The Purpose of this consultancy is to strengthen the surveillance and emergency response systems of the Caribbean by building capacity in applied epidemiology and public health surveillance. More specifically, a Consultant will be engaged to provide technical support for the continued roll out of the CR-FELTP, Level II training to further strengthen public health workforce capacity regionally.

BACKGROUND, OBJECTIVE, SCOPE OF WORK

See attached Terms of Reference for details.

INVITATION

CARPHA invites eligible Individual Consultant to indicate their interest in providing the required services.

Interested consultants must provide the following information:

1) Curriculum Vitae (CV) indicating that you are qualified and experienced to perform the services (Qualifications and skills, General Professional Experience, Specific professional experience etc.).

IMPLEMENTATION PERIOD

The intended start date is 15 November 2023 and the period of implementation of the contract will be Eight (8) months from this date.
DEADLINE FOR SUBMITTING EXPRESSIONS OF INTEREST

Expressions of interest must be delivered in English by email to the address below by **Wednesday 8 November 2023** to:

Caribbean Public Health Agency
Mr. Anthony Seunarine
Procurement Manager
Telephone: 1-868-622-4261/2
Fax: 1-868-622-2792
E-mail: seunaran@carpha.org
ANNEX II: TERMS OF REFERENCE

Consultancy – Level II Facilitator for the Caribbean Regional (CR) Field Epidemiology Laboratory Training Programme (FELTP)

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1. BACKGROUND INFORMATION

1.1. Partner country

The principal beneficiaries are the twenty-six (26) CARPHA member states (CMS) namely, Anguilla, Antigua & Barbuda, Aruba, Bahamas, Barbados, Bermuda, Belize, BES Islands (Bonaire, St. Eustatius, Saba), British Virgin Islands, Cayman Islands, Curacao, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Maarten, St. Vincent & the Grenadines, Suriname, Trinidad & Tobago, Turks & Caicos Islands.

1.2. Contracting authority

Caribbean Public Health Agency (CARPHA)

1.3. Country background

CARPHA’s mission is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States in an effort to prevent disease, promote health and respond to public health emergencies. The outbreaks of Chikungunya and Zika regionally confirm to the need for increased surveillance. Additionally, with increased travel due to domestic and international tourism in the region, the potential for such threats to have a pandemic potential is great.

Over the past few years, there has been an increased interest in strengthening health systems within the Caribbean region, as most fall short of the requirements for implementing the goals of the International Health Regulations (IHR). Within the Region, a mean score of 54%, up from 50% in 2014, was reported for human resource capacity in the CARICOM States Parties Annual Reports to the 71st World Health Assembly, 2018. Of the 15 mentioned CARPHA Member States (CMS), 7 reported less than 50% for human resource capacity, 2 are at 50-79% capacity and 5 are at 80% and above. While there has been some progress, the Region still suffers from a low availability of critical skills and competencies in applied public health, and consequently, has limited capabilities to effectively respond to public health emergencies including outbreaks of mosquito-borne diseases.

1.4. Current situation in the sector

There is need for the region to build capacity in the area of disease control, outbreak and emergency response. Some CMS lack the capacity to manage outbreaks of great magnitude due to a shortage of skilled professionals, such as field epidemiologists. The Caribbean Regional Field Epidemiology and Laboratory Training Programme (CR-FELTP) developed by CARPHA, has, since 2014, addressed capacity building to strengthen health surveillance systems in CMS. The programme specifically targets the human resource component under the IHR and aims at increasing Human Resources for Health (HRH) capacity within CMS to improve disease outbreak, surveillance and emergency response. In order to minimize threats posed by emerging and re-emerging diseases, which have the potential to create epidemics within the region, there is a critical need to develop the HRH capacity in applied epidemiology, public health surveillance and response.

The CR-FELTP is a widely recognized professional development programme for public health professionals, that is based on service and on-the-job learning in applied epidemiology in the Caribbean. The CR-FELTP provides training in field epidemiology and laboratory practice at a Basic (Level I) and Intermediate level (Level II). To date, 15 CMS have engaged to varying degrees in implementing and rolling out the CR-FELTP. Training is offered on a tiered basis consisting of Frontline, Basic/Level I and
Intermediate /Level II tiers, with technical complexity and expected competency outcomes increasing with each level.

There have been 230 Frontline FETP, 131 Level I and 27 Level II graduates to date who are working in varying capacities and sectors in the CMS. Graduates have been able to impact the system positively, by increasing the numbers of outbreaks being investigated, implementing improvements in the collection and analysis of surveillance data, increasing data for action through operational research and increased participation in emergency response efforts within countries.

1.5. Related programmes and other donor activities

Complementary funding to support CR-FELTP activities have also been allocated under the World Bank OECS grant (WB-OECS), the French Development Agency Grant (AFD), a CDC grant and the European Union Regional Health Security Grant (EU-RHS). Funding from these different sources support further rollout and implementation of the CR-FELTP programme; core curriculum enhancement and the development of new speciality courses related to the work of the CR-FELTP.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project of which this contract will be a part is as follows:

To strengthen the capacity of the human resources, laboratory systems and networks in the health sectors of CARICOM Member States to accurately detect, characterize, and treat infectious disease.

2.2. Purpose

To strengthen the surveillance and emergency response systems of the Caribbean by building capacity in applied epidemiology and public health surveillance.

More specifically, a Consultant will be engaged to provide technical support for the continued roll out of the CR-FELTP, Level II training to further strengthen public health workforce capacity regionally.

2.3. Results to be achieved by the Contractor

The Contractor is expected to deliver the following results:

- **Result 1**: Inception Report, including a detailed Workplan, developed and submitted for approval of the Project Manager
- **Result 2**: Effective implementation and delivery of FELTP Level II training
- **Result 3**: Final Report submitted and approved in accordance with the reporting requirements in section 7.1 of these Terms of Reference.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project
• Additional technical/supervisory support to be provided by CDC FETP Headquarters, Atlanta, USA.
• There is the necessary commitment from CMS in terms of time release for staff training
• Country participants will be available to attend the online training and face to face sessions (if planned)

3.2. Risks

The risks associated with this contract are as follows:

• Changes in economic, social, and political conditions as well as other exogenous shocks which may create difficulties for the achievement of the objectives of the project.
• The occurrence of major synthetic or natural disasters which can change public health priorities and inhibit the implementation of this project.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

The project involves building Public Health Workforce development capacity in the Caribbean Region. CR-FELTP Intermediate/Level II training builds on Frontline FETP training and focuses on building greater scientific knowledge in Field Epidemiology and the application of those skills to support country disease surveillance and emergency response efforts. Level II graduates are able to assume greater coordination and leadership responsibility in country public health priority issues and are able to act as mentors for new graduates being trained in lower FELTP tiers. The consultant will support rolling out of training, mentoring of Level II trainees, assessment of student performance and skills application, programmatic reporting, monitoring and evaluation.

4.1.2. Geographical area to be covered

26 CARPHA Member States

4.1.3. Target groups

Participants from CMS (Public Health Professionals) who work in public health surveillance, emergency and disaster response.

4.2. Specific work

The project will include the specific work tasks:

Result 1: Inception Report, including a detailed Workplan, developed and submitted for approval of the Project Manager

1.1. Engage in an initial briefing with the designated Project Manager and other relevant CARPHA personnel to discuss the scope of the work to be undertaken, the methodology, approach and any other issues pertaining to the Project upon the commencement of the Consultancy.
1.2. Prepare and submit for the approval of the Project Manager, an Inception Report which includes the timelines for the specific project activities and the methodology for the activities.

Result 2: Effective implementation and delivery of FELTP Level II training

2.1 Lead facilitation, mentoring and field work supervision of one cohort of CR-FELTP Intermediate/Level II training in conjunction with the Head CR-FELTP. Training will take place largely virtually/synchronously with some opportunity for face-to-face workshops.

2.2. Produce programmatic summaries on Level II training to meet donor reporting requirements. Report summaries are to be submitted on a bi-monthly basis and will serve as inputs to the Reports to be developed by the Programme Coordination Unit for submission to donor.

2.3. Support the CR-FELTP programmatic team with technical advisory support for hosting the first FETP Caribbean Regional Night (virtual mini conference format showcasing the work of FELTP graduates in May 2024)

Result 3: Final Report submitted and approved in accordance with the reporting requirements in section 7.1 of these Terms of Reference

3.1. Prepare and submit for the approval of the Project Manager, a Final Report, in accordance with the reporting requirements in section 7.1.

4.3. Project management

4.3.1. Responsible body

The Surveillance, Disease Prevention and Control (SDPC) Division of CARPHA will be responsible for the management and coordination of the Project.

4.3.2. Management structure

Project management organisation will consist of the following structures:

- The Head CR-FELTP, CARPHA, will be the Project Manager and will have overall responsibility for the Project. The Project Manager will retain oversight for the consultancy and will also be responsible for the day-to-day supervision of project activity.

- The Project Manager shall be responsible for approving all reports.

4.3.3. Facilities to be provided by the contracting authority and/or other parties

CARPHA shall:

- Provide the Contractor with the goals and objectives of the CR-FELTP, core teaching curricula, access to draft training assessment materials and access to the online training learning management system, Moodle.
5. LOGISTICS AND TIMING

5.1. Location

The operational base for this consultancy is Port of Spain, Trinidad (CARPHA POS Campus). The Consultant will work remotely.

5.2. Start date & period of implementation of tasks

The intended start date is **November 15th, 2023**, and the period of implementation of the contract will be eight (8) months from this date.

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.1.1. Key experts

The Key expert has a crucial role in implementing the contract.

**Key expert**

Qualifications and skills

- At least a Master’s degree or equivalent education in medicine, epidemiology, public health or a related field. A PhD or DrPH is highly desirable.

**General Professional Experience:**

- At least 5 years of work experience training in public health at the national or regional level
- Written and verbal fluency in English is required; Dutch and French would be an asset
- Experience working in the Caribbean would be an asset

**Specific professional experience**

- At least 3 years experience implementing FETP training at the Intermediate Level
- At least 5 years experience working with software such as SPSS and Epi Info
- Experience working with software such and NVivo would be an asset

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

6.1.2. Other experts, support staff & backstopping

Not applicable
6.2. Office accommodation

Office accommodation for each expert working on the contract is to be provided by the Contractor.

6.3. Facilities to be provided by the contractor

The Contractor shall be required to provide his/her personal computer (e.g. laptop or tablet) and Internet connectivity for use during this project.

6.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

7. REPORTS

7.1. Reporting requirements

The Contractor will submit the following reports in English in one original and one e-copy:

- **Inception Report** of maximum 12 pages to be produced **one week** from the start of implementation. In the report the Contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. The Contractor should proceed with his/her work unless the Contracting Authority sends comments on the inception report.

- **Interim Reports** of maximum 12 pages (main text excluding annexes) to be produced at the end of each month of the Project (excluding the final month). This report will consist of a detailed summary of progress with implementation of the specific work, set out in Section 4.2, including challenges encountered and action taken/proposed to address challenges.

- **Final report** of maximum 20 pages (main text, excluding annexes) This report shall be submitted at the end of the final month of the Project. The submission must be a comprehensive report comprising the work conducted in respect of section 4.2. The final report must be provided along with the corresponding invoice.

7.2. Submission and approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract. The project manager is responsible for approving the reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

Implementation performance will be measured by:
• Effective delivery of FELTP Intermediate/Level II training
• Compliance with the schedule for the submission of reports on the outputs of the Project as outlined in Section 7.1.

8.2. Special requirements

There are no special requirements.