

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)

COUNTRY – Trinidad and Tobago

OECS Regional Health Project

Loan No. IDA-D5120

Project No.: P168539

Assignment Title: Development of Course by Subject Matter Experts (SMEs)
Course Development

Reference No. TT-CARPHA-208143-CS-INDV

The Caribbean Public Health Agency (CARPHA) has received financing from the World Bank toward the cost of the OECS Regional Health Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the development of a four (4) week training course on “Climate Change and Health” using an online modality targeted towards public health care professionals working in the Caribbean Region. The services are expected to take four and a half (4 ½) months to complete and are scheduled for the year 2021.

The detailed Terms of Reference (TOR) for the assignment is attached to this request for expressions of interest. (See Annex A)

The Caribbean Public Health Agency (CARPHA) now invites eligible consulting individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria is as follows:

Qualification Requirements for the Key Expert

Academic Qualifications

- At least a Master’s degree in Environmental Health, Environmental and Earth Sciences, Public Health or related field

Specific Experience

- Training or degree in online instructional design, training and development, education or a related field.
- Five (5) years’ experience and demonstrated competencies with developing environmental health based translational materials
- Working knowledge of work-based training and education programmes
- Sound knowledge of training and evaluation methods and techniques

General Experience

- At least 7 (seven) years relevant and practical professional experience related to climate change (climate change adaptation, natural resource management, or other relevant discipline)
- At least 2 years' specific experience in developing online training and exposure to the Learning Management System (LMS) Moodle.

Languages

- Excellent knowledge of English – written and spoken

IT Skills

- Demonstrated ability to effectively use software programmes such as Microsoft Office suite of tools including SharePoint
- Demonstrated experience with online platforms and relevant web-based software.

Other requirements

- A sound understanding of public health issues along with the cultural and political challenges faced by Caribbean territories as demonstrated by involvement in projects treating with public health issues
- Experience working with Caribbean countries will be an asset

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment (i.e., *3.17 of the Procurement Regulations*).

A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 8:00am to 4:00pm Mondays to Fridays.

Expressions of interest must be delivered in a written form to the address below by e-mail by 22nd January 2021.

Caribbean Public Health Agency
Kern Cassell – Procurement Officer
16-18 Jamaica Boulevard, Federation Park
Port-of-Spain, Trinidad and Tobago
Tel: 1-868-622-4261

Fax: 1-868-622-2792
E-mail: casselke@carpha.org
Website: www.carpha.org

ANNEX 1

TERMS OF REFERENCE

ACTIVITY 2.1.1.6.1: DEVELOPMENT OF COURSE BY SUBJECT MATTER EXPERTS (SMEs)

COURSE DEVELOPMENT

1. 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 evolving COVID-19 pandemic and outbreaks of Chikungunya and Zika regionally in recent years confirm the need for increased disease surveillance capacity. Additionally, with increased travel due to domestic and international tourism in the region, the potential threats for a pandemic potential is great. Furthermore, with the shift in epidemiologic pattern, the non-communicable disease (NCD) burden has increased significantly in the region. Public health surveillance and response in the context of the NCD burden requires that public health workers in core positions at the national and local levels should be competent in the competencies of surveillance, control and response with a focus on disease prevention.

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 reported 50-79% capacity and 5 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 and disaster situations.

The Caribbean Regional Field Epidemiology and Laboratory Training Programme (CR-FELTP) 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, 14 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.

Over the past few years, CARPHA has embarked on offering accredited continuing education courses online for Caribbean Public Health practitioners in topics related to surveillance. Recently, CARPHA was recognised as an accredited provider of continuing education and training for the period November 2019 to October 2024 by the International Association for Continuing Education and Training (IACET). The IACET accreditation currently covers the CR-FELTP Frontline and Level I. In addition to the IACET accreditation, the CR-FELTP Level I and several standalone courses (Vector borne Disease Surveillance, Scientific Writing, and Laboratory Based Surveillance for Public Health Action) have been accredited by the Agency for Public Health Education Accreditation (APHEA). In this regard, the agency is developing additional courses in key areas relevant to the Caribbean.

Approved in August 2019, the Organisation of Eastern Caribbean States (OECS) Regional Health Project (RHP), is a five (5) year project funded by the World Bank and implemented across four CARPHA Member States (Dominica, Grenada, Saint Lucia and Saint Vincent and the Grenadines) and by CARPHA and the OECS Commission. The overall objective of the project is to (i) improve preparedness capacities of health systems for public health emergencies in the OECS region, and (ii) provide a response in the event of eligible crises or emergencies.¹ To mitigate against the public health emergencies that are encountered in the region as a result of infectious disease outbreaks, extreme weather events and other climate

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change risks, this project seeks to address the weakness in the public health emergency systems through the proposed strengthening of the health systems.

The areas of focus revolve around improving International Health Regulations (IHR) core capacities in the areas of surveillance, laboratories, workforce development and emergency management. There are three Components under this project; (i) Improved Health Facilities and Laboratory Capacity, (ii) Public Health Surveillance, Preparedness and Response and (iii) Institutional Capacity Building, Project Management and Coordination.

This consultancy is aligned to Component 2 of the Project, Public Health Surveillance, Preparedness and Response, Subcomponent 2.1 – Public Health Surveillance, Activity 2.1.1: Surveillance: Roll-out Field Epidemiology and Laboratory Training Programme (FELTP); currently being implemented by CARPHA.

2. Objective(s) of the Assignment

The **overall objective** is:

To contribute to the strengthening of the surveillance systems of the Caribbean through increasing the capacity building of human health resources competent in applied epidemiology and public health surveillance.

The **purpose** of this consultancy is:

To develop a 4-week training course: “Climate Change and Health” using an online modality, targeted towards public health care professionals working in the Caribbean Region.

3. Scope of Services, Tasks (Components) and Expected Deliverables

The consultant would be expected to:

- (i) Develop a training content in accordance with the CR-FELTP course goals and objectives
- (ii) Develop high-quality training materials
- (iii) Develop appropriate online evaluation instruments
- (iv) Pilot the course and evaluation instruments

- (v) Incorporate instructional design methodology, including adult learning principles into all course work

The course should focus on Small Island Development States (SIDS) context and include material that increases the participant's knowledge and understanding of the health burden and human health challenges related to climate change events; health risk perception and the common human behavioral patterns related to climate change; strategies to effectively plan for and enact adaptation actions that build resilience; specific challenges of climate change communication and successful strategies to address these challenges; policy implications for different adaptation and mitigation strategies related to the climate change; among other topics and themes.

Expected deliverables include:

- (a) **Inception Report:** Detailed workplan with timelines for completing the consultancy, with key milestones and expected deliverables clearly identified
- (b) **Interim Report:** description of progress made with execution of scope of work; should contain a summary of progress made with development of the curriculum, problems and challenges experienced, and recommendations for minimizing / elimination the challenges
- (c) **Draft Final Report:** Summary of progress with implementation of the Tasks set out above, summary of findings, including knowledge gained throughout the consultancy, recommendations for the delivery of course content and evaluation tools, recommendations on the most effective training strategies, methodologies and tools. An annex should be provided containing the content of the material created, or links to videos and/or external documents.
- (d) **Final Report:** Same specifications as the Draft Final Report which is to be amended based on the feedback/comments of the Client.

Confidentiality, Copyright and other Proprietary rights

- (a) The consultant shall maintain full confidentiality of all documentation shared and produced during the consultancy. The consultant may not utilize, without prior approval from CARPHA, the information for presentations or studies related to this consultancy
- (b) CARPHA shall be entitled to all copyrights, patents and other proprietary rights and trademarks with regard to the products or documents and other materials which bear a direct relation to, or

are produced or prepared or collected in consequences of, or in the course of the execution of the consultancy.

4. Qualification Requirements for the Key Expert

The work requires use of initiative and capacity to work without close supervision, use of judgement, tact, and diplomacy. There is also the need to think and act quickly for immediate resolution of problems and situations.

Academic Qualifications

- At least a Master's degree in Environmental Health, Environmental and Earth Sciences, Public Health or related field

Specific Experience

- Training or degree in online instructional design, training and development, education or a related field.
- Five (5) years' experience and demonstrated competencies with developing environmental health based translational materials
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General Experience

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IT Skills

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Other requirements

- A sound understanding of public health issues along with the cultural and political challenges faced by Caribbean territories as demonstrated by involvement in projects treating with public health issues
- Experience working with Caribbean countries will be an asset

5. Reporting Requirements and Time Schedule for Deliverables

This consultancy is expected to commence in October 2020 for a period of 4 ½ months. Reports will be submitted in electronic format to the CR-FELTP Coordinator, who will be responsible for approving all reports. The Table below gives details of the reports required and the timeline for delivery.

Name of Report	Content	Time of Submission
Inception Report	<ul style="list-style-type: none"> • Detailed workplan with timelines for completing the consultancy with key milestones and expected deliverables clearly identified • The consultant shall incorporate the client's comments on the report into a revised submission, no later than five (5) days following receipt of those comments 	No later than 2 weeks from the start date of the contract
Interim Report	<ul style="list-style-type: none"> • Should contain a summary of progress made with the development of the course, problems and challenges encountered and recommendations for addressing challenges. • An annex should be provided containing the content of the training material created, and/or links to videos or external documents, online evaluation instruments, course and evaluation instruments/material 	No later than 10 weeks from the start date of the contract

Name of Report	Content	Time of Submission
	<ul style="list-style-type: none"> The consultant shall incorporate the client's comments on the report into a revised submission, no later than five (5) days following receipt of those comments 	
Draft Final Report	<ul style="list-style-type: none"> In the report, the Consultant shall describe progress made with the implementation of the tasks set out in Paragraph 3 above, the summary of the findings, including the knowledge gained throughout the consultancy, recommendations for the delivery of course content and evaluation tools, recommendations on the most effective training strategies, methodologies and tools Additionally, the Contractor shall describe initial findings, including evaluation of the pilot of the course, recommendations for the modification of course content and evaluation tools should be based both on the findings and knowledge gained throughout the consultancy and the feedback from the learners participating in the pilot Microsoft Word versions of the developed content, course assessments and associated rubrics, course evaluation tools, and report on the pilot of the course should form part of the Annex of the report 	No later than 1 month before the end of the implementation period of the contract
Final Report	<ul style="list-style-type: none"> Same specifications as the Draft Final Report, incorporating any comments received from the CR-FELTP Team on the Draft Final Report 	No later than 7 days after receipt of comments on the Draft Final Report

6. Client's Input and Counterpart Personnel

(a) Services, facilities and property to be made available to the Consultant by the Client include:

- (i) Access to CARPHA SharePoint and CR-FELTP files
- (ii) No office accommodation will be provided by the Client.
- (iii) The Consultant shall be required to provide his/her personal computer (e.g. laptop or tablet) and Internet connectivity for use during this project

(b) Professional and support counterpart personnel to be assigned by the Client to the Consultant's team:

- (i) None