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: Training Development Consultant for the Caribbean Regional Field Epidemiology and Laboratory Training Programme (CR-FELTP)

Reference No. TT-CARPHA-208142-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 services of a technical expert to support curriculum development and the accreditation process for CR-FELTP courses. The services are expected to take three (3) years 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

Education

- A university degree in any of the Health Sciences or a Master's in Public Health or related field
- Master's degree from a recognized university in instructional design or a related field

Technical Expertise

- Working knowledge of work-based training and education programmes
- Sound knowledge of training and evaluation methods and techniques
- Sound knowledge of medical laboratory techniques and practices
- Sound knowledge of laboratory quality systems
- Knowledge of management principles and practices

Experience

- At least five (5) years of related experience as a curriculum developer / instructional designer, utilizing adult learning principles and concepts, as well as distance learning modalities
- Demonstrated experience with learning management systems

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

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 A

ACTIVITY 2.1.1.6.2: TRAINING DEVELOPMENT CONSULTANT FOR THE CARIBBEAN REGIONAL FIELD EPIDEMIOLOGY AND LABORATORY TRAINING PROGRAMME (CR-FELTP)

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 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. 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 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 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 courses online and gaining accreditation of the CR-FELTP and other specialty courses developed. To this end, in 2019, 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, however Level II and specialty courses need to be reviewed and applications for accreditation submitted to IACET. In addition to the IACET accreditation, the CR-FELTP Level I and several standalone courses (Vectorborne Disease Surveillance, Scientific Writing, and Laboratory Based Surveillance for Public Health Action) have been accredited by the Agency for Public Health Education Accreditation (APHEA). However, as a regional organization offering training in various aspects of Public Health and Surveillance, there are several courses that need to be accredited, one of them being Biosafety and Biosecurity Practices for the Laboratory Programme.

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 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** of this consultancy is:

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

The **purpose** of this consultancy is:

To contract the services of a technical expert to support curriculum development and the accreditation process for CR-FELTP courses.

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

The position provides technical support for curriculum development in the Caribbean Regional Field Epidemiology and Laboratory Program (CR-FELTP), the umbrella for CARPHA's training. The consultant would be expected to:

i. Develop and adapt curricula and other training documents including gathering and compiling information and resources, developing facilitator guides and participant handbooks, in collaboration with the Programme Coordinator and other implementing partners
ii. Develop learning objectives for training programmes, in collaboration with content experts
iii. Implement revisions to curricula based on pilot evaluation results

iv.   Ensure the production of high-quality training materials

v.   Incorporate instructional design methodology, including adult learning principles into all course work

vi.   Design, revise, proofread, copy edit and format training documents in preparation for publication and dissemination, in collaboration with the Programme Coordinator, the PAHO Advisor to the Programme and other implementing partners

vii.   Develop instructional content for instructor led training, computer-based training, distance learning and blended learning where relevant

viii.   Adapt materials to an audio/visual online medium in collaboration with the Programme Coordinator, the PAHO Advisor to the Programme and other implementing partners

ix.   Execute all preparatory work, and prepare all documentation for accreditation of at least one CR-FELTP standalone course

x.   Execute all preparatory work, and prepare all documentation for accreditation of the CR-FELTP Level II

xi.   Execute all preparatory work, and prepare of all documentation for re-accreditation of at least one (1) course

xii.   Support the development of at least one (1) specialty short course

xiii.   Coordinate with accreditation agencies in the process of gaining accreditation of CARPHA training courses

xiv.   Maintain records for the accreditation and re-accreditation of CARPHA and CARPHA training courses

xv.   Facilitate at least two (2) workshop leading to the development of curricula, training SOPs and other materials for current and future CAPRHA courses

Expected deliverables include:

(a) **Inception Report**: Detailed workplan with timelines for completing the consultancy, with key milestones and expected deliverables clearly identified

(b) **Monthly Interim Reports:** 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.

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.

i. Key Expert: Training Development Expert

Education

- A university degree in any of the Health Sciences or a Master's in Public Health or related field
- Master's degree from a recognized university in instructional design or a related field

Technical Expertise

- Working knowledge of work-based training and education programmes
- Sound knowledge of training and evaluation methods and techniques
- Sound knowledge of medical laboratory techniques and practices
- Sound knowledge of laboratory quality systems
- Knowledge of management principles and practices

Experience

- At least five (5) years of related experience as a curriculum developer / instructional designer, utilizing adult learning principles and concepts, as well as distance learning modalities
- Demonstrated experience with learning management systems

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

5. Reporting Requirements and Time Schedule for Deliverables

This consultancy is expected to commence in October/November 2020 for a total period of about three (3) years. The Consultant is expected to be engaged on a part-time basis for the duration of the consultancy. 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 on the reports required and the timeline for delivery.

Name of Report	Content	Time of Submission
Inception Report	• Detailed workplan with timelines for completing the consultancy, with key milestones and expected deliverables clearly identified •	No later than 1 week from the start date of the contract
Monthly Interim Reports	• Should contain a summary of progress made with the execution of the Tasks set out in Paragraph 3 of the ToRs, problems and challenges experienced, and recommendations for minimizing / elimination the challenges • An annex should be provided containing the content of any material created, or links to documents	No later than 1 week following the last working day of each month
Draft Final Report	• In the report, the Consultant shall describe progress made with the implementation of the Tasks set out in Section 3 above, findings, including knowledge gained throughout the consultancy, An annex should be provided containing the content of the material created, or links to documents	No later than 1 month before the end of the implementation period of the contract

Name of Report	Content	Time of Submission
Final Report	• Same specifications as the Draft Final Report • The Consultant will incorporate the comments of the Client on the Draft Final Report into the Final Report	No later than 7 days following receipt of the Client's 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:

    a. Access to CARPHA SharePoint and CR-FELTP files

    b. Use of meeting rooms at CARPHA, when required

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

    a. The CR-FELTP Programme Assistant