



REQUEST FOR EXPRESSION OF INTEREST (REOI):

CONSULTANCY FOR THE DEVELOPMENT OF THREE NEW MODULES FOR CARIBBEAN REGIONAL (CR) FIELD EPIDEMIOLOGY LABORATORY TRAINING PROGRAMME (FELTP) – CONTACT TRACING; INFECTIOUS DISEASE SIMULATION EXERCISE; ASSESSING HEALTHCARE PRACTICE READINESS FOR HANDLING OUTBREAKS

CONSULTANCY

The Caribbean Public Health Agency (CARPHA), with funding from the 11th EDF Programme of Support for Health Security Strengthening for Prevention and Control of Outbreaks of Communicable Diseases in the Caribbean, is seeking to engage a consultant to develop and pilot (3) online courses/modules.

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. Regional outbreaks over the past decade such as Influenza A H1N1pdm01; Dengue, Chikungunya, Zika and most recently the COVID-19 pandemic, the spread of which was largely influenced by international travel and trade..

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.

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.

OBJECTIVE OF THE PROJECT

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

To improve the public health of the Caribbean population and the sustainable development of the region.

ELIGIBILITY

If shortlisted and invited to submit a tender, Participation in tender procedures managed by the beneficiary(ies) is open on equal terms to all natural who are nationals of and legal persons (participating either individually or in grouping-consortium – of tenderers) effectively established in a Member State or a country, territory or region mentioned as eligible by the relevant regulations/basic act governing the eligibility rules for the grant as per **Annex A2a – PART II** to the practical guide.

Tenderers must state their nationality in their tenders and provide the usual proof of nationality under their national legislation.

The rule does not apply to the experts proposed under the service tenders financed by the grant.

GROUND FOR EXCLUSION

If shortlisted and invited to submit a tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

PROTECTION OF PERSONAL DATA

Processing of personal data related to this procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

The Request for Expression of Interest (REOI), the tender procedure and the contract relate to an external action funded by the EU, represented by the European Commission. If processing your reply to the invitation to tender involves transfer of personal data (such as names, contact details and CVs) to the European Commission, they will be processed solely for the purposes of the monitoring of the procurement procedure and of the implementation of the contract by the Commission, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. For the part of the data transferred by the contracting authority to the European Commission, the controller for the processing of personal data carried out within the Commission is

the head of legal affairs unit of DG International Cooperation and Development.

Details concerning processing of your personal data by the Commission are available on the privacy statement at:

In cases where you are processing personal data in the context of participation to a tender (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the details of the processing and communicate the above mentioned privacy statement to them.

OBJECTIVE OF THE CONTRACT

The objective of this contract is as follows:

To strengthen capacity for surveillance and response to outbreaks of Communicable Diseases, including COVID-19, in the Caribbean

More specifically, a Consultant will be engaged to develop three (3) new online training courses/modules for CR-FELTP, namely:

- “Contact Training for Communicable Diseases” targeted towards frontline public health workers involved in the contact tracing and investigation of infectious disease cases in Member States.
- “Infectious Disease Outbreak Management Simulation Exercise” targeted towards public health professionals working within the Caribbean Region.
- ‘Assessing Healthcare Practice Readiness for Handling Outbreaks’ targeting health care professionals in the Caribbean.

SELECTION CRITERIA

For Legal and Natural Persons

For Key Expert:

- Has a professional certificate appropriate to this contract, such as at least a Master’s degree in Public Health/Epidemiology, International Public Health/Global Health.
- Minimum of three years’ experience (more than 3 years will be taken into account) working in online instructional design with experience in developing online training and exposure to the Learning Management System (LMS) Moodle.
- Minimum of three years’ experience (more than 3 years will be taken into account) working in public health in the areas of field epidemiology, disease surveillance and infectious disease control, disease/risk modelling, and outbreak investigation.

For Non Key Expert 1:

- At least a Master’s in Online Instructional Design or Educational Technology
- At least 3 years’ (more than 3 years will be taken into account) specific experience working in online instructional design with experience in developing online training and exposure to the Learning Management System (LMS) Moodle.
- An understanding of public health issues

For Non Key Expert 2:

- At least a Master’s in Training and Development

- At least 3 years' (more than 3 years will be taken into account) working in Training Development, Evaluation and Assessment with experience in developing online training and exposure to the Learning Management System (LMS) Moodle
- An understanding of public health issues

BUDGET:

The maximum amount for this activity is EURO 20,000. (inclusive of all incidentals) (No travel is required for this contract)

IMPLEMENTATION

The **indicative** period of the contract is: August 2020 to February 2021, a duration of **5 (five) months**.

INVITATION

CARPHA invites eligible consultants to indicate their interest in providing the services. Interested consultants **must provide** information indicating that they are qualified to perform the services (CV's, brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, business profile, etc.). Suitably qualified consultants will be short-listed and invited to tender for the Project through a competitive procedure.

DEADLINE FOR SUBMITTING EXPRESSIONS OF INTEREST

Expressions of interest must be delivered in English by email, to the address below by

Wednesday 17th June 2020 at 4.30 pm Atlantic Standard Time (AST) to:

E-mail: lalkhash@CARPHA.ORG

Following the assessment of the submissions, a shortlist of not less than three, and not more than eight applicants will be provided with the terms of reference and invited to submit technical and financial proposals to undertake the assignment. CARPHA reserves the right to reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest

Procurement Officer
Caribbean Public Health Agency
16-18 Jamaica Boulevard
Federation Park
St. Clair
PORT OF SPAIN
Telephone: 1-868-622-4261/2
Fax: 1-868-622-2792

EOI's must be submitted using the template below

Expression of Interest

CONSULTANCY FOR THE DEVELOPMENT OF THREE NEW MODULES FOR CARIBBEAN REGIONAL (CR) FIELD EPIDEMIOLOGY LABORATORY TRAINING PROGRAMME (FELTP) – CONTACT TRACING; INFECTIOUS DISEASE SIMULATION EXERCISE; ASSESSING HEALTHCARE PRACTICE READINESS FOR HANDLING OUTBREAKS

1 SUBMITTED by <i.e. the identity of the Candidate>

	Name(s) of legal entity or entities making this EOI	Nationality¹
Leader²		
Member		
Etc...		

2 CONTACT PERSON (for this EOI)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3. Applicants are requested to describe how they fulfil the selection criteria listed in this call.

KEY EXPERT	
<ul style="list-style-type: none">Has a professional certificate appropriate to this contract, such as at least a Master's degree in Public Health/Epidemiology, International Public Health/Global Health.	YES <input type="checkbox"/> NO <input type="checkbox"/>

¹ Country in which the legal entity is registered.

² Add / delete additional lines for consortium members as appropriate. **Note** that a subcontractor is not considered to be a consortium member for the purposes of this EOI form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this EOI is submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of EOIs indicated in the REOI and the award of the contract is not permitted without the prior written consent of the CARPHA.

<ul style="list-style-type: none"> At least 3 years' (more than 3 years will be taken into account) specific experience working in online instructional design with experience in developing online training and exposure to the Learning Management System (LMS) Moodle. 	
<ul style="list-style-type: none"> Minimum of three years' experience (more than 3 years will be taken into account) working in public health in the areas of field epidemiology, disease surveillance and infectious disease control, disease/risk modelling, and outbreak investigation 	
NON KEY EXPERT 1	
<ul style="list-style-type: none"> At least a Master's in Online Instructional Design or Educational Technology 	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> At least 3 years' (more than 3 years would be taken into account) experience working in online instructional design with experience in developing online training and exposure to the Learning Management System (LMS) Moodle. 	
<ul style="list-style-type: none"> An understanding of Public Health issues. 	
NON KEY EXPERT 2	
<ul style="list-style-type: none"> At least a Master's in Training and Development 	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> At least 3 years (more than 3 years would be taken into account) working in Training Development, Evaluation and Assessment with experience in developing online training and exposure to the Learning Management System (LMS) Moodle. 	
<ul style="list-style-type: none"> An understanding of Public Health issues. 	
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4 STATEMENT

I, the undersigned, the authorised signatory of the above Consultant (for consortiums, this includes all consortium members), hereby declare that we have examined the REOI referred to above. If our EOI is short-listed, we fully intend to submit a tender to provide the services requested in the tender documents.

We are fully aware that, for consortia, the composition of the consortium cannot be changed in the course of the tender procedure, unless CARPHA has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards CARPHA concerning participation in the above tender procedure and any contract awarded to us as a result of it.

Signed on behalf of the Consultant

Name	
Signature	
Date	