

# **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)**

**COUNTRY – Trinidad and Tobago**

**OECS Regional Health Project**

Loan No. IDA-D5120

Project No.: P168539

**Assignment Title:** Consultancy for Curriculum Development for Level III Caribbean Regional Field Epidemiology and Laboratory Training Programme (CR-FELTP)

**Reference No.** TT-CARPHA-199341-CS-CQS

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:

To develop the competency-based Level III CR-FELTP curriculum using a blended modality targeted towards public health care professionals working in the Caribbean Region. The services are expected to take six (6) months to complete and are scheduled for the year 2022.

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 firms (“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 are:

- Interested consultants must provide experience of having completed at least three (3) contracts similar in scope and nature with sufficient description (including location/country, name of the Employer/Client, type of services provided, period of contract, contract amount, starting and completion dates).
- The consultant shall be a firm of proven experience in developing competency-based curriculums using a blended modality targeted towards public health care professionals.
- Availability of appropriate skills/expertise among the consultant's staff to demonstrate technical capability of the firm. The following experts are required for

the assignment: Team Leader and Instructional Design Expert. The general qualifications and experience requirements of key staff are provided in the Terms of Reference. Key Experts will not be evaluated at the shortlisting stage

- The consulting firm shall be legally registered by the regulatory authorities and the following documents shall be submitted;
  - (i) A certificate of incorporation/registration for the firm.

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*).

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the **Consultant Qualification Selection method (CQS)** set out in Procurement Regulation.

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 9<sup>th</sup> September 2022.

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](mailto:casselke@carpha.org)

## **Terms of Reference**

### **Activity 2.1.1.2.1: Consultancy for Curriculum Development for Level III Caribbean Regional Field Epidemiology and Laboratory Training Programme (CR-FELTP)**

- **Background**

CARPHA's mission is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States 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 is great. Furthermore, with the shift in epidemiologic pattern, the non-communicable disease (NCD) burden has increased significantly in the Caribbean 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.

The next level of the CR-FELTP, Level III, is expected to train graduates to operate at a level commensurate with that of a National Epidemiologist. As such, the curriculum would build on the previous levels of training in applied epidemiology and public health laboratory skills and should be benchmarked against other international programmes. The proposed 2-year programme, however, is expected to maintain a focus on fieldwork and application of competencies. The didactic component, which forms 20% of the length of the Level III programme, is to be delivered in a combination of face to face and virtual training (blended approach). Fieldwork placements would be made by CARPHA in conjunction with the individual and the country Ministry of Health, which would be based on the objectives of the field experience. The participant may work in their country with specific parameters or it may be a combination where the person is placed regionally or internationally.

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. 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, Sub-Activity 2.1.1 – Surveillance: Roll-out Field Epidemiology and Laboratory Training Programme.

- **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 the competency-based Level III CR-FELTP curriculum using a blended modality targeted towards public health care professionals working in the Caribbean Region.

- **Scope of Services, Tasks (Components) and Expected Deliverables**

The consultants would be expected to work collaboratively with CARPHA and other key stakeholders. The key tasks to be carried out are as follows:

- Design and develop curriculum content that promotes active student engagement, incorporates research-based best instructional design methodologies; integrates technological advances; and is aligned with global and regional standards and requirements:
- Develop modular training materials on the competencies of the Level III curriculum. The curriculum content should be focused on the advanced principles of Epidemiologic Methods, Biostatistics, Public Health Surveillance, Laboratory and Biosafety, and

Prevention Effectiveness; as well as Communication, Emergency Response and Preparedness, Computer Technology, Management and Leadership, and Teaching and Mentoring,

- Course outline: syllabus, course topics, course modules, module objectives, course duration, training outcomes, training methodology, testing and certification conditions
- Course structure and content: timetable and content for each training module for every training day for the entire course.
- Develop separate manuals for participants and trainers/facilitators
- Prepare the evaluation framework for the prepared modules/curriculum
  - Develop appropriate evaluation instruments for use at the beginning and end of training; as well as before and after modules in order measure any change in knowledge and perception of participants
- Make recommendations about how best to deliver the curriculum including recommendations on the most effective training strategies, methodologies and tools
- Develop a minimum set of competencies for field placements

Expected deliverables are as follows:

- **Inception Report:** Detailed workplan with timelines for completing the consultancy, with key milestones and expected deliverables clearly identified
- **Interim Report 1:** 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
- **Interim Report 2:** Same specifications as Interim Report 1
- **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.

- **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**

- The consultants shall maintain full confidentiality of all documentation shared and produced during the consultancy. The consultants may not utilize, without prior approval from CARPHA, the information for presentations or studies related to this consultancy
- 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.

### **Qualification Requirements for the Key Experts**

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.

- **Key Expert: Team Leader**

### **Academic Qualification**

- At least a MSc from an accredited university in Epidemiology or Public Health

### **Specific Experience**

- Knowledge of Field Epidemiology Training Programmes
- Knowledge of Competency-Based Curriculum design
- Knowledge of implementation of curriculum

**General Experience**

- At least five (5) years' experience working in public health
- At least three (3) years' experience in developing and managing the development of FETP competency-based curricula
- At least three (3) years' experience in developing online training

**Languages**

- Excellent knowledge of English – written and spoken

**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
- **Key Expert: Instructional Design Expert (Team Member)**

**Academic Qualification**

- At least a Master's in Online Instructional Design or Educational Technology, Training and development or a related field, from an accredited university

**Specific Experience**

- Working knowledge of subject pedagogy, andragogy, curriculum design and curriculum development
- Working knowledge of Competency-Based Curriculum design
- Knowledge of implementation of curriculum
- Working knowledge of Learning Management Systems (LMS)

**General Experience**

- At least three (3) years' experience in curriculum design, development and implementation
- At least two (2) years' experience in developing and managing the development of competency-based curricula
- At least two (2) years' experience in developing online training

### **Languages**

- Excellent knowledge of English – written and spoken

### **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 consultants must be independent and free from conflicts of interest in the responsibilities they take on.

### **Reporting Requirements and Time Schedule for Deliverables**

This consultancy is expected to commence in September 2022 for a total period of about six (6) months. Reports will be submitted in electronic format to the Head, CR-FELTP, who will be responsible for approving all reports.

The Table below gives details on the reports required and the timeline for delivery.

<b>Name of Report</b>	<b>Content</b>	<b>Time of Submission</b>
Inception Report	<ul style="list-style-type: none"> <li>• Detailed workplan with timelines for completing the consultancy, with key milestones and expected deliverables clearly identified</li> <li>• The consultants shall incorporate the client's comments on the report into a revised submission, no later than five (5) days following receipt of those comments</li> </ul>	No later than 2 weeks from the start date of the contract

Interim Report 1	<ul style="list-style-type: none"> <li>• Should contain a summary of progress made with development of the curriculum, problems and challenges experienced, and recommendations for minimizing / elimination the challenges</li> <li>• An annex should be provided containing the content of the material created, or links to videos or external documents, and more specifically, Level III curriculum and evaluation framework, Training and evaluation materials for the course participants, Trainers manual, including presentations, background readings, etc.</li> </ul>	No later than 2 months from the start date of the contract
Interim Report 2	<ul style="list-style-type: none"> <li>• Same specifications as Interim Report 1</li> <li>• The consultants shall incorporate the client's comments on the report into a revised submission, no later than five (5) days following receipt of those comments</li> </ul>	No later than 4 months from the start date of the contract
Draft Final Report	<ul style="list-style-type: none"> <li>• In the report, the Consultants shall describe progress made with the implementation of the Tasks set out in Section 3 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</li> <li>• An annex should be provided containing the content of the material created, or links to videos or external documents, and more specifically, Level III curriculum and evaluation framework, Training and evaluation materials for the course participants, Trainers Manual, including presentations, background readings, etc.</li> </ul>	No later than 1 month before the end of the implementation period of the contract

Final Report	<ul style="list-style-type: none"> <li>• Same specifications as the Draft Final Report.</li> <li>• The Consultants will incorporate the comments of the Client on the Draft Final Report into the Final Report</li> </ul>	No later than 7 days following receipt of the Client's comments on the Draft Final Report
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- **Client's Input and Counterpart Personnel**
- Services, facilities and property to be made available to the Consultants by the Client include:
  - The curricula for the CR-FELTP Levels I and II will be shared with the consultants
  - The competencies for the Level III course will be shared with the consultants
  - Access to the CARPHA LMS for storing of material created e.g. PowerPoint presentations, videos, etc.
  - No office space shall be provided by the Client
  - The Consultants shall be required to provide his/her personal computer (e.g. laptop or tablet) and Internet connectivity for use during this project.
- Professional and support counterpart personnel to be assigned by the Client to the Consultant's team: None