

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

Country – Trinidad and Tobago

Name of Project – OECS Regional Health Project (P168539)

Loan No./Credit No./ Grant No.: IDA-D5120

Assignment Title: Individual Consultancy for an Instructor in Clinical Morbidity Background

Reference No.: TT-CARPHA-511061-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 for an *Individual Consultant*.

OBJECTIVE OF THE ASSIGNMENT

This consultancy aims to deliver comprehensive clinical coding training with the goal of building regional capacity to accurately translate patient information—including diagnoses and procedures—into standardized, computer-readable codes. These codes are vital for facilitating data analysis, supporting research initiatives, and driving quality improvement efforts within healthcare systems.

The purpose of this consultancy is to establish a proficient cadre of morbidity coders across the region. This will ensure that medical records are accurately classified by disease, thereby providing reliable data for informed decision-making, enhancing disease surveillance and early detection capabilities, and ensuring compliance with international coding standards. Ultimately, this initiative seeks to improve health system performance in the participating countries through the development of skilled personnel capable of maintaining high-quality, standardized health data.

BRIEF SCOPE OF WORK

The consultant will be responsible for providing the following services:

- **Curriculum Design and Training Delivery:** Develop a comprehensive training curriculum tailored to ICD-10 coding standards, ensuring coverage of all critical components necessary for effective clinical coding and certification exam preparation. Deliver an intensive program for up to twelve (12) participants—both new and experienced coders—combining practical exercises with theoretical instruction in alignment with international best practices. The training should be completed within seven (7) days (five days in-person and two days virtual) and may be supplemented with additional online sessions to accommodate varying learning paces and reinforce key concepts.
- **Development and Distribution of Training Materials:** Develop comprehensive training materials, including manuals, reference guides, presentation slides, and practice exercises. These resources should be standardized, user-friendly, and fully aligned with the requirements of recognized certification bodies such as AHIMA (CCS) and AAPC (CPC). All training materials must be provided to CARPHA and participants in advance or at the start of the training to ensure effective learning and engagement.
- **c. Assessment and Certification Preparation:** Provide clear guidance on academic requirements, preparation strategies, and available resources to support participants in successfully achieving certification. Facilitate mock assessments, quizzes, and practice exams to evaluate participant readiness and identify areas requiring additional reinforcement.
- **Post-Training Support and Follow-up:** Offer ongoing support following the training by responding to queries, providing supplementary resources, and advising on best practices for applying coding skills within health information systems. This support may be delivered through scheduled follow-up sessions or

virtual consultations, as needed, to facilitate Q&A discussions or reinforce key concepts identified by participants.

The detailed Terms of Reference (TOR) for this assignment is attached to this REOI

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:

QUALIFICATIONS AND EXPERIENCE

The candidate must possess the following qualifications and experience:

Academic Qualifications

Essential:

- Certifications in Public Health, Medical Informatics, Health Information Management, Clinical Medicine, or a related field.
- Certification in clinical coding (e.g., CCS, CPC) or health information management is highly desirable.
- Certification as an instructor for the relevant clinical coding certification

Specific Experience

- At least 5 years’ experience in conducting clinical coding
- At least 5 years’ experience working in a clinical coding environment (e.g. a hospital

General Experience

- Demonstrated knowledge of work-based training and education programs
- Demonstrated experience in presentations and leading working groups at meetings/workshops

- Demonstrated broad knowledge of clinical coding

Languages

- Excellent knowledge of English – written and spoken

Other Requirements

- Display Integrity
- Respect Diversity
- Have strong communication and interpersonal skills

(The consultant must be independent and free from conflicts of interest in the responsibilities they take on).

Duration of the assignment: The contract will be for a period of 1 month.

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” dated July 2016, revised November 2017, and August 2018, setting forth the World Bank’s policy on conflict of interest. Please refer to paragraph 3.17 of the Procurement Regulations on conflict of interest related to this assignment which is available on the Bank’s website at <http://pubdocs.worldbank.org/en/178331533065871195/Procurement-Regulations.pdf>

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants set out in the Procurement Regulations.

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

Expressions of interest must be delivered in a written form to the address below by e-mail by Friday 24th October 2025.

Caribbean Public Health Agency

Shindell Brown-Wilson / Procurement Officer

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