



**STRENGTHENING REGIONAL HEALTH SECURITY: TECHNICAL SUPPORT TO CARIBBEAN COUNTRIES TOWARDS THE  
ENHANCEMENT AND MAINTENANCE OF THEIR INTERNATIONAL HEALTH REGULATIONS (IHR 2005)  
CORE COMPETENCIES - No. ATN/OC-15879-RG-T2870**

**TERMS OF REFERENCE  
DEVELOPMENT OF ONLINE TRAINING COURSES (Scientific Reporting) IN PUBLIC HEALTH  
PROJECT CONSULTANT**

**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 Caribbean Regional Field Epidemiology and Laboratory Training Programme (CR-FELTP) supports the capacity building efforts of CARPHA by way of two training programmes, the CR-FELTP Levels 1 and 2. The training delivered via these courses is intended to build epidemiology and laboratory capacity through real world training. Previously the training was delivered solely face to face. However, there is a move toward a blended approach to delivery with the recent conversion of topics from within the Epidemiological Methods domain.

In recognition of CARPHAs existing work in the: coordination of the CR – FELTP, execution of two Inter-American Development Bank (IDB) Projects and CARPHAs regional health security coordination role, CARPHA has been appointed as the Executing Agency for IDBs Strengthening Regional Health Security Project. This project includes a component focused on the development of online modules to increase accessibility and sustainability of CR-FELTP.

The project consultant would therefore need to support the conversion of course curricula from the CR-FELTP to an online format.

**Consultancy objective**

The objective of this consultancy is to convert the Communication Teaching Domain of the CR-FELTP Level II specifically – 'Scientific Reporting' to an online/blended training modality, targeted towards public health care professionals working within the Caribbean Region.

**Main activities**

1. Develop/adapt training content in accordance with the course goals and objectives.
2. Populate content on the CARPHA Moodle eLearning Management System (LMS).
3. Recommend relevant software updates and plugins.
4. Develop appropriate online evaluation instruments.
5. Pilot the module when the content is uploaded on the LMS.
6. Provide bi-weekly progress updates to the Programme Coordinator CR-FELTP

## Reports / Deliverables

Progress Report outlining research/work completed on a bi-weekly basis.

No.	Deliverable	Proposed Completion Date	Payment Schedule
1.	Completion of workplan and detailed course design	7 calendar days after start date	5%
2.	Development of 60% of course content and population on Moodle LMS site and shared drive	30 calendar days after start date	30%
3.	Development of 100% of course content, online evaluation tools and population on Moodle LMS site and shared drive	45 calendar days after start date	25%
4.	Completion of roll out of pilot course online	75 calendar days after the start date	25%
5.	Completion of evaluation report on course pilot	90 calendar days after start date	15%

## Academic Qualifications

### *Essential:*

- Master's degree in Public Health or Health Science related discipline.
- Certified training or degree in: online instructional design, training and development, education or a related field.

### **Specific experience:**

- At least 2 years specific experience working in online instructional design with experience in developing online training and exposure to the Learning Management System (LMS) Moodle.
- At least 2 years experience working in a public health Environment.

### **Other Criteria:**

- Skills: Strong oral and written communication skills

## Competencies

Must be results oriented; has strong analytical and reporting skills; has the ability to meet deadlines; has good communication skills, shows flexibility in complex situations; shows organizational awareness and has the ability to network and build constructive and productive working relationships.

### Characteristics of the Consultancy

CARPHA Division	Surveillance, Disease Prevention and Control (SDPC)
Department	Field Epidemiology and Laboratory Training Programme (FELTP)
Responsible person	Programme Coordinator-Caribbean Region Field Epidemiology and Laboratory Training Programme (CR-FELTP)
Consultancy Category and Modality	Individual Consultant
Duration of contract	90 days not to exceed a 3-month period
Period	July 1st 2018 – September 30 <sup>th</sup> 2018
Total remuneration	\$7,000.00 USD
Places of work	Working remotely