



**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 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 an online module to increase accessibility and sustainability of CR-FELTP and a new online module on Laboratory based surveillance for inclusion in the CR-FELTP.

The project consultant would therefore need to develop course curricula for the CR-FELTP to be delivered using an online format.

Consultancy objective

The objective of the consultancy is to develop a training course - 'Laboratory Based Surveillance for Public Health Action' using an online/blended 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:

- Bachelor's degree in Medical Technology 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/medical microbiology laboratory.

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 th 2018 |
| Total remuneration | \$7,000.00 USD |
| Places of work | Working remotely |

Proposed Evaluation Criteria:

| | Evaluation Criteria | Maximum |
|----------|---|----------------|
| 1 | Academic Qualification | 30 |
| | <ul style="list-style-type: none">Bachelor's degree in Medical Technology or Health Science related discipline. | 20 |
| | <ul style="list-style-type: none">Certified training or degree in: online instructional design, training and development, education or a related field. | 10 |
| 2 | Specific Experience | 50 |
| | <ul style="list-style-type: none">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. | 25 |
| | <ul style="list-style-type: none">5 years and greater specific experience working in online instructional design with experience in developing online training and exposure to the Learning Management System (LMS) Moodle. | 5 |
| | <ul style="list-style-type: none">At least 2 years experience working in a public health/medical microbiology laboratory. | 15 |
| | <ul style="list-style-type: none">5 years and greater experience working in a public health/medical microbiology laboratory. | 5 |
| 3 | Other Criteria | 20 |
| | <ul style="list-style-type: none">Strong oral and written communication skills | 20 |
| | Total Points | 100 |

Estimated Budget for the Consultancy

| No. | Deliverable | Payment Schedule | Amount US\$ |
|-----|---|------------------|----------------|
| 1. | Completion of workplan and detailed course design | 5% | 350.00 |
| 2. | Development of 60% of course content and population on Moodle LMS site and shared drive | 30% | 2100.00 |
| 3. | Development of 100% of course content, online evaluation tools and population on Moodle LMS site and shared drive | 25% | 1750.00 |
| 4. | Completion of roll out of pilot course online | 25% | 1750.00 |
| 5. | Completion of evaluation report on course pilot | 15% | 1050.00 |
| 6. | Bank wire transfer fees | | 200.00 |
| | Total | 100 | 7200.00 |