



PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

733 Bishop Street, Suite 1820 • Honolulu, Hawai'i 96813

Telephone (808) 537-3131 • FAX (808) 537-6868

www.pihoa.org | Facebook | LinkedIn

REQUEST FOR PROPOSAL

RFP Title	Evaluation of the Field Epidemiology Training Program (FETP) Strengthening Public Health Interventions in the Pacific (SHIP)
Required Registration of Interest	All prospective respondents are required to register their interest in applying for this RFP via email to PIHOA's Deputy Director, Janet Camacho, at janetc@pihoa.org , and PIHOA's Grants Manager, Cerina Mariano, at cerinam@pihoa.org . Changes or clarifications made on this RFP will be communicated with all prospective respondents through the registered point of contact.

I. PROPOSED TIMEFRAME	
ACTIVITY	DATES
Release of RFP	October 17, 2022
Proposal Submission Deadline	Open until filled
Period of Performance	Upon contract execution to July 31, 2023

II. BACKGROUND
<p>Established in 1986 by the chief health officials of the US-Affiliated Pacific Islands (USAPIs) of American Samoa, Commonwealth of the Northern Mariana Islands (CNMI), Federated States of Micronesia (FSM), Guam, Republic of the Marshall Islands (RMI), and the Republic of Palau (ROP), the Pacific Island Health Officers' Association (PIHOA) is a 501(c)3 headquartered in Honolulu, Hawaii, with a field office in Hagåtña, Guam. PIHOA's mission is to provide, through collective action and decision-making, a credible regional voice for health advocacy in and for the Pacific.</p> <p>PIHOA's membership is comprised of the ministers/directors/secretaries of health (executive governing board) of the six USAPIs, their deputies and Chief Executive Officers of local public hospitals (associates), and Pacific regional professional associations (affiliates). PIHOA's Secretariat, comprised of executive, administrative and technical staff and a number of short and long-term consultants, have been tasked to provide technical assistance to the USAPI health ministries and departments in the following health systems strengthening areas: 1) health workforce development/human resources for health; 2) epidemiology and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) leadership development.</p> <p>Strengthening Health Interventions in the Pacific (SHIP): SHIP is a Pacific-wide initiative led by the Pacific Community (SPC) under its Pacific Public Health Surveillance Network (PPHSN) in partnership with the Fiji National University (FNU), World Health Organization (WHO), and PIHOA. As a permanent Coordinating Body (CB) member of PPHSN, PIHOA is responsible for implementing SHIP in the USAPIs in partnership with the US Centers for Disease Control and Prevention (CDC) as the primary funding</p>

agency. SHIP is modeled after CDC's Field Epidemiology Training Program (FETP) but adapted for the Pacific region. SHIP is accredited by FNU.

SHIP is distinguished from other academic/training programs by the involvement of health leadership to drive the focus of the program and heavy emphasis on students making tangible improvements in surveillance and health information systems (HIS) within their respective healthcare agencies as a tangible outcome of their coursework. The overall aim of SHIP is to generate a critical mass of quality-trained data literate and technically skilled healthcare workers in the areas of epidemiology, surveillance/data systems, and data-driven decision-making. SHIP is designed for health professionals who work with a wide range of health information and data, not limited to but including communicable disease, non-communicable disease (NCD), maternal and child health, behavioral health, environmental, performance improvement and clinical data.

SHIP is comprised of three tiers (courses):

- **Tier 1 Post-Graduate Certificate in Field Epidemiology (PGCFE), also known as Data for Decision-Making (DDM)**
- **Tier 2 Post-Graduate Diploma in Applied Epidemiology (PGDAE)**
- **Tier 3 Master's in Applied Epidemiology (MAE)**

Tier 1 and 2 courses are comprised of up to four or five discrete, week-long modules delivered on-site and in-person, supplemented by additional online coursework to be completed during and in-between modules. Each course module is delivered as a combination of classroom-based teaching and didactic learning sessions followed by structured activities/exercises that encourage and support the model of learning "*from work, at work, for work*" where students plan, design and implement selected projects prioritized by their respective workplace supervisors and health leadership utilizing real local data. Since 2015, multiple courses have been delivered in all four states of the FSM and FSM National, American Samoa, Guam, Palau and the RMI, with 101 USAPI health staff having received their PGCFE to date. Seventeen PGCFE graduates are currently pursuing the completion of the Tier 2 PGDAE, and three are ready to commence the MAE track.

III. PURPOSE AND SCOPE OF WORK

PIHOA is seeking a health evaluation specialist (individual consultant, multi-disciplinary team, or organization) to plan and conduct a quantitative and qualitative impact assessment of SHIP.

The evaluation should assess the *Value* of SHIP, which is defined in terms of its *Merit*, *Worth* and *Significance*:

- *Merit* is defined as excellence in terms of the program's intrinsic qualities (inputs and processes)
- *Worth* is the extent to which the program meets its objectives and the needs of the SHIP participants and health agencies (outputs, outcomes and impact)
- *Significance* is the extent to which the program impacts health outcomes for the local population, as well as whether there are larger lessons for other FETPs globally

While the scope of the evaluation is necessarily broad to capture the Pacific-specific nature of SHIP, there should also be a focus on:

- The extent to which advanced and graduated SHIP students were involved in preparedness and response efforts for the COVID-19 pandemic (and any other local outbreaks during the period 2016-2022, for example, dengue or measles)
- The experiences of these students and their respective health agencies with regards to the pandemic/other outbreaks
- The extent to which SHIP prepared them for the pandemic/other outbreaks and their views on improvements to the program

The results of the evaluation will serve to:

1. Strengthen the SHIP PGCFE curriculum and training activities,
2. Support the expansion to the PGDAE and MAE tiers,
3. Improve how SHIP can affect change in the USAPIs' public health policies and practices, including outbreak response, and
4. Inform learning for other FETPs or similar courses in the wider Pacific Region and on a global scale.

Key tasks include:

1. With input from PIHOA Secretariat, refine a plan for the SHIP Evaluation. The plan methodology should include:
 - i. A timeline for completing the evaluation within the contract period
 - ii. Data collection methods and approaches
 - iii. Appropriate data collection tools (questionnaires; key-informant interviews and/or focus groups, as feasible)
2. Gather data through site visits and remotely
 - The points of contact will be SHIP candidates and graduates, health leaders from the USAPI Ministry/Department of Health, PIHOA Board members, and/or SHIP instructors.
 - Site visits will be in 2-4 USAPIs (at least one of the U.S. Flag Territories and at least one of the Freely Associated States (FAS)). Each site visit will be approximately 5-10 days.
 - The first site visit is expected to be conducted in the Republic of the Marshall Islands (RMI) in November or December 2022.
 - Conduct other data gathering activities remotely as needed.
 - Attend the 72nd PIHOA Executive Board meeting in Hawaii in March or April 2023 to update the Board and interview Board members as needed.
3. Collate and analyze findings with support from PIHOA Secretariat. Review and validate the analysis with key stakeholders. Provide interim reports as requested.
4. Complete the Final Evaluation Report and present evaluation findings and recommendations to the PIHOA Board members and other key stakeholders (in person or remotely, to be determined).

IV. SCHEDULE OF DELIVERABLES		
ACTIVITY	COMPLETION DATES	SUBMISSIONS
Refine Evaluation Plan, to include a timeline, approach and methodology, and evaluation tools	Within 1 month of the contract execution date	Evaluation Plan with a timeline, approach, methodology, qualitative and quantitative evaluation tools

Gather Data <ul style="list-style-type: none"> Conduct a site visit in RMI and complete a site visit report 	To be completed no later than December 31, 2022	Quantitative and qualitative data collected; site reports completed
<ul style="list-style-type: none"> Conduct site visits in an additional 1 to 3 USAPIs Collect data at the 72nd PIHOA Executive Board meeting in Hawaii Collect other data remotely as needed 	To be completed no later than April 30, 2023	
Integrate multi-site data analysis for preliminary Evaluation Report	To be completed no later than May 31, 2023	Preliminary Evaluation Report including draft findings and recommendations
Complete Evaluation Report and present evaluation findings and recommendations to PIHOA Board members and other stakeholders	To be completed no later than 31 July 2023	Final Evaluation Report; Evaluation Presentation

V. MANDATORY QUALIFICATIONS
<ol style="list-style-type: none"> At least 5 years of experience in designing, operating, and assessing field epidemiology training programs or other health programs. Post-graduate degree(s) in epidemiology, public health with specialization in monitoring and evaluation/program evaluation, field epidemiology, or other relevant social and health sciences fields. Experience conducting evaluations in the Pacific region (preferably the USAPIs), or other low resource, high disease burden environments. Ability to conduct evaluation activities remotely. Ability to travel to the USAPIs, Pacific Region, and Hawaii. Pending the status of COVID-19 and associated travel restrictions, travel may or may not be feasible during the performance period.
KNOWLEDGE AND DEMONSTRATED MASTERY
<ol style="list-style-type: none"> Designing and developing evaluation methodologies and logic models Developing tools for qualitative and quantitative data collection Analyzing qualitative and quantitative data Excellent verbal and written communication skills (English), with experience in developing detailed reports and presenting technical information that can be easily understood by non-technical audiences Evaluation project management capacity and skills, including leading evaluation project teams, developing evaluation plans, and managing data collection protocols and schedules Work experience in the field in public health, health care, or related relevant settings (e.g., university research centers) Demonstrated client management, stakeholder engagement, and meeting facilitation skills
PREFERRED SKILLS/QUALIFICATIONS
N/A

<p>VI. RFP RESPONSE. Respondents should include the following information in their proposals:</p> <ol style="list-style-type: none"> 1. Cover Letter and Certification of Eligibility. All respondents must include a signed letter certifying that the respondent is not debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities, the applicant is an equal employment opportunity employer, and the applicant will comply with all applicable contract provisions required for contracts under federal awards or other grantor stipulations. 2. Experience working on evaluation projects with a similar scope of work. 3. A clear summary of the approach to the scope of work. 4. Statement of qualifications and experience to perform the scope of work, including staffing plan (as applicable), summary of related experience for all those to be involved in the project, and a resume/CV for all those to be involved in the project. 5. Description of project management approach and ability to manage the project scope within the designated timeline. 6. Fee for services based on the performance period and completion of stated deliverables as itemized in Section IV. Schedule of Deliverables, to include estimated travel costs and any costs associated with local personnel (for example, for data recording and entry). 7. Sample evaluation plan, logic model, and evaluation report. 8. The names, phone numbers and email addresses of three individuals, preferably at different organizations, who have been clients during the last three years who can be contacted as references.

<p>FORMAT</p> <ol style="list-style-type: none"> 1. The Proposal shall not exceed more than 10 pages, excluding budget, attachments, and sample work. 2. The Proposal should be organized in the order in which the requirements are presented above and should clearly indicate the specific requirement that is being addressed. 3. The Proposal shall include all the required information indicated herein. Failure to submit all required information may result in a request for prompt submission of missing information, a lower Proposal evaluation score, or rejection of the Proposal.

<p>VII. EVALUATION. Proposals will be scored on the following criteria:</p>	
DESCRIPTION	MAX POINTS
Experience and technical proficiency in monitoring and evaluation processes, and evaluating similar programs	25
Technical proposal, work methodology, and proposed work plan in line with consultancy objectives	35
Writing and presentation skills (communication)	20
Proposed consultancy cost	20
TOTAL POSSIBLE POINTS:	100
<p><i>Proposals must have a minimum score of 70 to qualify for a contract.</i></p>	

<p>VIII. PROPOSAL SUBMISSION</p> <p>Proposals will be accepted until evaluator awarded. Submit proposals via email to:</p> <ul style="list-style-type: none"> • Janet Camacho, Deputy Director at janetc@pihoa.org • Cerina Mariano, Grants Manager at cerinam@pihoa.org
--

Award of the contract is subject to approval by the Executive Director. Any protest or dispute respective to the solicitation may be addressed to the Executive Director and submitted via email to emic@pihoa.org.

PIHOA is an equal opportunity employer. Discrimination based on age, race, sex, handicap, or national origin is expressly prohibited.

IX. RFP TERMS & CONDITIONS

1. PIHOA is not liable for any costs or expenses incurred by a Responder or any other person or entity in the preparation of their Proposal.
2. PIHOA reserves the right to reject all Proposals received from Responders as a result of this RFP, as is in the best interests of PIHOA, as determined solely by PIHOA.
3. In determining which Proposal is best, PIHOA will take into consideration the responsiveness to the requirements, the consultant cost and the experience, qualifications, references, responsibility and current availability of the Responder to perform the Services. PIHOA may waive any technicalities or formalities in determining how best to serve the interests of PIHOA. PIHOA reserves the right to cancel the award of the contract at any time prior to execution of the contract without liability on the part of PIHOA.
4. This RFP may be sent as a courtesy to known interested individuals and firms. The receipt of this RFP from PIHOA in no way implies that the recipient is a qualified Responder.
5. Any Proposal submitted to PIHOA is not confidential. All materials submitted become the property of PIHOA. PIHOA has the right to use any or all un-copyrighted concepts presented in any Proposal. Approval or disapproval of a Proposal does not affect this right.
6. Any changes to any part of this RFP, will be communicated to all Responders who have registered their interest, as required, and explained on page 1 of this RFP.
7. To be considered, proposals must be complete, in the format indicated in this RFP, and delivered by the date and time indicated in this RFP. Responders will not be given an opportunity to change any part of a proposal after submission. A Responder may submit only one proposal. More than one proposal from an individual, firm or partnership, corporation or association under the same or different names will not be considered, and will be considered grounds for disqualification and/or rejection of the proposals involved, unless prior approval has been given by PIHOA.
8. If the Responder to whom the award is made fails to execute the subsequent contract within 14 days of receipt, the award may be annulled and the contract awarded to the second highest responsible Responder, and such Responder shall fulfill every stipulation embraced herein, as if the Responder were the original party to whom the award was made, or PIHOA may reject all of the bids, as its interest may require.
9. From the issue date of this RFP until a determination is made regarding the qualification of Responders, all contacts with PIHOA concerning this RFP must be made through the Deputy Director, Janet Camacho, and Grants Manager, Cerina Mariano. All questions about the meanings or intent, discrepancies or omissions of the RFP shall be submitted in writing. Replies to these inquires shall be made in writing. The written responses become part of the RFP and will be provided to each Responder who has registered their interest in this RFP.