



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	Refining Course Materials and Developing a Faculty Manual for 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	December 15, 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 agency. SHIP is modeled after CDC's Field Epidemiology Training Program (FETP) but adapted for the Pacific region. SHIP is accredited by FNU.</p>

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. SHIP aims to generate a critical mass of quality-trained data literate and technically skilled healthcare workers in 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 health, performance improvement, and clinical data.

SHIP is comprised of three tiers:

- **Tier 1 Post-Graduate Certificate in Field Epidemiology (PGCFE)**, also known as *Data for Decision-Making (DDM)*

The PGCFE is made up of one course (EPI 826: Field Epidemiology), which has five modules:

- EPI 826-01: Introduction to Epidemiology and Field Epidemiology
- EPI 826-02: Introduction to Health Information Systems
- EPI 826-03: Investigation and Management of Disease Outbreaks
- EPI 826-04: Management and Analysis of a Health Information System Database
- EPI 826-05: Field Epidemiology Project

- **Tier 2 Post-Graduate Diploma in Applied Epidemiology (PGDAE)**

The PGDAE is made up of two courses:

- EPI 834: Biostatistics, Data Management and Analysis
- EPI 835: Operational Research (divided into 3 modules to design, conduct, and report on a research project)

- **Tier 3 Master's in Applied Epidemiology (MAE)**

- EPI900 - Analytical Epidemiology Project
- EPI901 - Evaluation of a Health System or Program
- EPI902 - Health Emergency Preparedness and Response

Tier 1 and 2 courses are comprised of up to five discrete, week-long modules delivered in-person within each jurisdiction. These face-to-face (F2F) sessions are supplemented by online coursework to be completed before and during modules (typically, there is about a month between the modules). Each course module is delivered as a combination of classroom-based teaching and didactic learning sessions followed by structured activities. These exercises 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 receiving 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. Plans to conduct new SHIP courses are in place, with new instructors expected to join an existing experienced cadre of faculty. These new instructors will be orientated to the specifics of the SHIP program courses with a how-to guide and protocols to support their standardized delivery of courses during and in-between sessions.

III. PURPOSE AND SCOPE OF WORK

PIHOA is seeking an experienced epidemiologist or FETP support specialist (individual consultant, multi-disciplinary team, or organization) with course design experience to (1) refine and standardize the course materials for PGCFE and PGDAE, and (2) develop a manual for SHIP faculty focusing on orientation and effective course delivery.

This consultancy will contribute to SHIP's course delivery goals by:

- preparing a package of standardized learning materials for students
- preparing a standardized package of teaching and orientation materials for instructors
- with the Moodle Administrator, capitalizing on the platform's functionalities to ensure a smooth, integrated, and interactive student and instructor experience
- in acknowledgement of no, low, and intermittent connectivity issues for students, developing printable versions of materials that may be completed offline, if necessary, and uploaded later.

The Consultant(s) will collaborate with the PIHOA Secretariat, SHIP Faculty Lead and instructors, PIHOA's Regional Epidemiology Unit (REU) team, the Moodle Administrator, and SHIP partners such as FNU and SPC to carry out the scope of work.

Key tasks are as follows:

1. Refine and standardize PGCFE course materials (Key Task #1):
 - a. Refine and standardize complete sets of slides for each module within the PGCFE courses (with updated content, appropriate graphics, explanations within the Notes section of the slides, and uniform formatting).
 - b. Develop ancillary instructional materials for each module, including quick reference sheets, worksheets, assignments, and tests.
 - c. Refine the logbook system by which students record ongoing self-directed learning activities: (a) students review course materials and online resources/self-guided learning materials in-between F2F sessions, (b) students consult with and gain approval from their work supervisor to develop a project, and (c) reviews and project progress are tracked.
 - d. With the Moodle Administrator, integrate the above materials with the Moodle platform and prepare self-guided learning materials for students to complete before the F2F sessions for four modules (EPI 826-01, EPI 826-02, EPI 826-03, and EPI 826-04). This may include readings, slides, audio and video files (with transcripts), papers, quizzes, certificates of completion, etc. The slides for the F2F sessions will also be made available to students ahead of time.
 - e. Develop printable versions of student materials such as tests, progress tracking sheets, etc.
2. Refine and standardize PGDAE course materials (Key Task #2)
 - a. Refine and standardize complete sets of slides for each module within the PGDAE courses (with updated content, appropriate graphics, explanations within the Notes section of the slides, and uniform formatting).
 - b. Develop ancillary instructional materials for each module, including quick reference sheets, worksheets, assignments, and tests.
 - c. With the Moodle Administrator, integrate the above materials with the platform, and prepare self-guided learning materials for students to complete before the F2F sessions for EPI 835. This may include readings, slides, audio tracks, audio and video files (with

- transcripts), papers, quizzes, certificates of completion, etc. The slides for the F2F sessions will also be made available to students ahead of time.
- d. Develop printable versions of student materials such as tests, progress tracking sheets, etc.
3. Develop a manual for faculty orientation and PGCFE and PGDAE course delivery (Key Task #3)
 - a. Develop a manual meant to help faculty get oriented to SHIP and deliver the course material in the manner intended and as per FNU requirements.
The manual will include:
 - a map of courses, modules, and learning objectives
 - methods and materials for the preparation and delivery of instructional materials (lessons, activity-based individual and group work, exercises, assignments, tests, logbook, supplies, equipment, logistics, etc.) used for F2F and online work
 - protocols for assessments and examinations, course evaluations, grades submission, and course module reports
 - strategies to effectively mentor course participants
 - protocols on how to engage with Ministries/Departments of Health, specifically on the selection, progress and outcome of surveillance and HIS improvement projects
 - checklists that would help instructors track tasks
 - complementary tools such as presentations and/or videos to present key components of the manual to new instructors
 - other chapters that may arise from discussions and the pilot
 - b. Ensure the manual reflects relevant accreditation requirements for FETP networks such as the Training Programs in Epidemiology and Public Health Interventions Network (TEPHINET).
 4. Pilot select materials (Key Task #4)
 - a. Travel to one USAPI during a 1-week F2F module session (TBD; likely a PGCFE) to pilot (a) select course materials and (b) the faculty manual.
 - b. Consult with faculty and students, report findings, and take corrective measures.
 5. Consulting and reporting (Key Task #5)
 - a. Consult regularly with PIHOA Secretariat, SHIP Faculty Lead and instructors, PIHOA's Regional Epidemiology Unit (REU) team, the Moodle Administrator, and SHIP partners such as FNU and SPC (remote).
 - b. Provide written monthly progress reports to the SHIP Program Manager.
 - c. Present final products and findings to PIHOA Board members and other key stakeholders as requested (remote).

IV. SCHEDULE OF DELIVERABLES		
ACTIVITY	COMPLETION DATES	SUBMISSIONS
Key Task #1 Refine and standardize complete sets of slides for each module within the PGCFE courses	Within 2 months of the contract execution date	Drafts of Powerpoint slidedecks with updated content, appropriate graphics, explanations within the Notes section of the slides, and uniform formatting organized in folders and on Moodle in appropriate formats (digital and printable)

Develop ancillary instructional materials for each module	Within 3 months of the contract execution date	Drafts of assignments, tests, etc. organized in folders and on Moodle in appropriate formats (digital and printable)
Refine the logbook system	Within 3 months of the contract execution date	Draft of logbook components in appropriate formats (digital and printable)
Integrate materials with the Moodle platform, and prepare self-guided learning materials for students to complete before the F2F sessions for four modules	Within 3 months of the contract execution date	Drafts of readings, slides, audio and video files (with transcripts), papers, F2F slides, etc. organized by module in folders and on Moodle in appropriate formats (digital and printable)
Develop printable versions of student materials	Within 3 months of the contract execution date	Printable versions of student materials such as tests, progress tracking sheets, etc.
Key Task #2		
Refine and standardize complete sets of slides for each module within the PGDAE courses	Within 4 months of the contract execution date	Drafts of Powerpoint slidedecks with updated content, appropriate graphics, explanations within the Notes section of the slides, and uniform formatting organized in folders and on Moodle in appropriate formats (digital and printable)
Develop ancillary instructional materials for each module	Within 4 months of the contract execution date	Drafts of assignments, tests, etc. organized in folders and on Moodle in appropriate formats (digital and printable)
Integrate materials with the Moodle platform, and prepare self-guided learning materials for students to complete before the F2F sessions for the two courses	Within 4 months of the contract execution date	Drafts of Khan Academy Statistics and Probability course link, readings, slides, audio and video files (with transcripts), papers, etc. organized by module in folders and on Moodle in appropriate formats (digital and printable)
Develop printable versions of student materials	Within 4 months of the contract execution date	Printable versions of student materials such as tests, progress tracking sheets, etc.
Key Task #3		
Develop a faculty manual with chapters based on consultations and including accreditation considerations	Within 5 months of the contract execution date	Draft of all chapters
Key Task #4		
Pilot select course materials	TBD; approximately 5 months from contract execution date	Consultations, report of findings, corrective measures to finalize course materials
Pilot the faculty manual	TBD; approximately 5 months from contract	Consultations, report of findings, corrective measures to finalize

	execution date	faculty manual
Finalize all course materials and faculty manual	By July 31st, 2023	Complete package of course materials and faculty manual in appropriate format and on relevant platforms
Key Task #5		
Consult regularly with PIHOA Secretariat, SHIP Faculty Lead and instructors, PIHOA's Regional Epidemiology Unit (REU) team, the Moodle Administrator, and SHIP partners such as FNU and SPC (remote)	As needed	Zoom calls
Provide written monthly progress reports to the SHIP Program Manager	Monthly	Progress report detailing draft and completed tasks, barriers to progress, etc.
Present final products and findings to PIHOA Board members and other key stakeholders as requested (remote)	As needed	Presentations over Zoom as requested

V. MANDATORY QUALIFICATIONS

1. Graduate degree(s) in epidemiology, public health, or other social, medical, or health-related fields.
2. Experience in field epidemiology or field health research in low-resource settings. Work in the Pacific Region and especially the USAPIs is an advantage.
3. Experience working with a Field Epidemiology Training Program or similar courses, including university epidemiology coursework.
4. Experience with curriculum/course development and/or improvement for adult learning and mentorship in the classroom and in the field.
5. Demonstrated ability to work on collaborative projects remotely and in person.
6. Ability to travel to the USAPIs, Hawaii, and other parts of the Pacific Region

KNOWLEDGE AND DEMONSTRATED MASTERY

1. Excellent writing skills (English); organized, clear, concise
2. Excellent facilitation skills; accessing and synthesizing ideas from diverse stakeholders
3. Excellent presentation skills to promote learning; ability to research material, find ways of communicating concepts, develop graphics, etc. to reach different learning styles
4. Proficiency with digital platforms such as Powerpoint, Moodle or other LMS software, video software, etc.
5. Detail oriented in all aspects of work to ensure logical flow of ideas, consistency, and matching across products (e.g., slides and faculty manual)

VI. RFP RESPONSE. Respondents should include the following information in their proposals:

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. 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,

<p>and a resume/CV for all those to be involved in the project.</p> <ol style="list-style-type: none"> 3. A clear description of the approach to the scope of work. 4. Description of project management approach and ability to manage the project scope within the designated timeline. 5. 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, estimated costs associated with time spent in consultation with PIHOA and partners, etc. 6. Examples of past work related to this project (for example, annotated slides, Learning Management System (e.g., Moodle) work, or an instructor’s manual). 7. 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.
FORMAT
<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.

VII. EVALUATION. Proposals will be scored on the following criteria:	
DESCRIPTION	MAX POINTS
Education and experience related to field epidemiology (“mandatory qualifications” section)	20
Experience with curricula/course design and refinement and collaborative projects (“mandatory qualifications” section)	20
Specific skills required for project (“knowledge and demonstrated mastery” section)	20
Approach and management of project in line with consultancy objectives and clearly presented	20
Proposed consultancy cost	20
TOTAL POSSIBLE POINTS: <i>Proposals must have a minimum score of 70 to qualify for a contract.</i>	100

<p>VIII. PROPOSAL SUBMISSION</p> <p>Proposals will be accepted until 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 <p>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.</p> <p>PIHOA is an equal opportunity employer. Discrimination based on age, race, sex, handicap, or national origin is expressly prohibited.</p>
--

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 inquiries 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.