



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	Evaluating the Impact and outcome of PIHOA's Pacific Public Health Fellowship Program 2020 – 2024.
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	June 25, 2024
Proposal Submission Deadline	July 5, 2024 (open until filled)
Period of Performance	Upon contract execution, expected to commence August 1, 2024 to July 31, 2025, with the possibility of an extension based on performance and availability of funds.

II. BACKGROUND
<p>Pacific Island Health Officers' Association</p> <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 is governed by the ministers/directors/secretaries of health of the six USAPIs, their deputies, the Chief Executive Officers of the local public hospitals (associates), and Pacific regional professional associations and development partners (affiliates). Based on the priorities and needs identified by the USAPI health leadership, PIHOA's Secretariat staff and consultants provide technical assistance to the USAPI health agencies 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>

Pacific Public Health Fellowship Program

The PPHFP is a two-year training program, which provides the opportunity for early career college graduates from the USAPIs to enhance their academic training and gain practical public health experience at a USAPI participating public health host agency site. The two-year PPHFP is a community site immersion experience intended for the Fellow to serve as part of a multi-disciplinary team of professionals in USAPI public health agencies, working to meet the community needs and health gaps. Fellows will benefit from cross-cutting exposure to frontline experiences working in the field, acquiring skills and knowledge, to pursue a career in public health.

The PPHFP provides the following opportunities for the Fellows and Host Sites:

- PPHFP Fellows bring valuable skills to host sites and are well-rounded, energetic, flexible, career minded individuals, with unlimited potential.
- Health Departments and Ministries among the USAPIs develop a unique partnership with PIHOA to strengthen the next generation of public health professionals in the Pacific.
- Access to PIHOA resources and subject matter expertise – PIHOA PPHFP supervisors will serve as liaisons to public health front line programs.
- Access to online learning opportunities for Fellows and Host Site Supervisors.
- Capacity building and human resources to fill gaps in agencies affected by budget cuts and staffing shortages.

PPHFP Eligibility

1. Minimum of associate or bachelor's degree in a field that is applicable to public health.
2. Early career graduate – recently graduated within the past 2 years.
3. Strong interest in pursuing a career in public health.
4. Aspire to serve the USAPIs upon completion of the program.

The Program was first piloted in 2020 and funded by the U.S. Centers for Disease Control and Prevention (CDC). The program has facilitated the training of five cohorts of PPHFP Fellows (one cohort each year), and currently has 22 Fellows with an additional five who have successfully graduated from the two-year program. The PPHFP is a collaborative effort between PIHOA, the USAPIs public health agencies, and CDC, with the intention to address the public health workforce shortage in the USAPIs.

III. PURPOSE AND SCOPE OF WORK

PIHOA is seeking an evaluation specialist consultant to plan and conduct a quantitative and qualitative, formative and summative evaluation of PIHOA's Pacific Public Health Fellowship Program for the period 2020 to 2024. The evaluation should assess the implementation, outcome, and impact of PIHOA's PPHFP, for ongoing program improvement and quality assurance. The evaluation seeks to investigate the following **key evaluation questions**:

1. Are all program activities and outputs being delivered as intended?
2. To what extent has the program reached the intended target group?
3. Are Fellows satisfied with the PPHFP?
4. Are Host Site Supervisors satisfied with the PPHFP?
5. Are Fellows increasing their public health knowledge and skills?
6. Is the PPHFP adding value to the Host Sites?
7. Are PPHFP Fellows entering the public health workforce on completion of their Fellowship?

A draft evaluation plan with existing measurement tools has been developed with most measurement tools administered, and data already collected. An external evaluator is sought to review and revise the existing evaluation plan and methodology, and to provide input into the evaluation plan based on subject matter expertise to ensure a robust evaluation plan is finalized. They will further assist with data cleaning, analysis, reporting, and developing a strategy for long-term completion of the evaluation. This consultancy will collaborate with PIHOA's Secretariat, PPHFP Program Manager, PPHFP Program Administrator and PPHFP Technical Consultants to execute the following tasks:

1. Review and revise the existing evaluation plan and its methodology, to ensure a robust and comprehensive evaluation plan.
2. Implement the evaluation plan as per the evaluation timeline of activities.
 - Execution of outstanding measurement tools (surveys or interviews)
 - Streamline the collation of all evaluation data
3. Analyze the data
4. Draft evaluation report
 - Analyze findings and draft evaluation report, to be disseminated to PIHOA Board members and other key stakeholders for review and comments.
5. Complete evaluation report, to include:
 - Executive Summary presenting the major findings and recommendations; and highlighting implications for strategic planning
 - Description of the key methodologies and tools used
 - Limitations of the evaluation
 - Assessment of the project's underlying impact and outcomes
 - Detailed findings on the progress, challenges, and success of the program
 - Lessons learned with recommendations for ongoing program improvement and quality assurance.
6. Evaluation Report to be made in both Written Report and presentable PowerPoint format.
7. Plan and conduct strategic planning with PPHFP team to discuss, plan and develop longer term evaluation into 2026.

Due to distance across the USAPIs, most of the activities for this evaluation will be conducted electronically / virtually.

IV. SCHEDULE OF DELIVERABLES		
ACTIVITY	COMPLETION DATES	SUBMISSIONS
Familiarize and provide input into the current evaluation plan	Within 2 weeks of contract execution date	Finalize Evaluation Plan
Implement any outstanding evaluation measurement tools	Outstanding measurement tools to be completed by Aug 16, 2024	Quantitative and qualitative data collected
Collate and clean data	To be completed no later than Aug 31, 2024	An electronic spreadsheet (e.g. Excel) of all clean data collated into one place
Analyze data	To be completed between Aug to Sept 2024	
Draft evaluation report	To be drafted no later than Oct 7, 2024	Draft evaluation report of key findings and recommendations
Receive feedback from PIHOA (PPHFP, PIHOA Executive Board)	Will be provided by Oct 31, 2024	
Complete evaluation Report	To be completed no later than Nov 30, 2024	Final submission of evaluation report
Strategic planning with PPHFP team to discuss, plan and develop longer term evaluation for 2027	To be completed no later than July 31, 2025	Evaluation Plan for 2020 – 2027

V. MANDATORY QUALIFICATIONS
<ol style="list-style-type: none"> 1. Post-graduate (master’s degree) in public health, health administration or health related field, with specialization in monitoring and evaluation/program evaluation, or other relevant social and health sciences fields. 2. At least 5 years of experience in designing, implementing, and providing oversight for medium to large-scale public health program evaluations.
KNOWLEDGE AND DEMONSTRATED MASTERY
<ol style="list-style-type: none"> 1. Evaluation and logic model design and development 2. Conducting various types of health program evaluation designs (e.g. summative and formative) 3. Proficient in qualitative and quantitative data analysis tools and techniques 4. Excellent verbal and written skills (English); with experience in developing detailed reports 5. Firsthand work experience in the field of public health, health care, or related settings (e.g., university research centers) 6. Proficiency with digital platforms including statistical programming software, PowerPoint, Excel and Word. 7. Experience working in the Pacific region, or other resource-constrained, high disease burden environments, with experience conducting similar health program evaluations in the Pacific preferred. 8. Ability to conduct evaluation activities remotely.

<p>VI. RFP RESPONSE Respondents should include the following information in their proposals:</p> <ol style="list-style-type: none"> 1. Cover Letter with a statement of qualifications and experience to perform the scope of work 2. Resume / CV 3. 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. 4. Fee for services based on the performance period and completion of stated deliverables as itemized in Section IV. Schedule of Deliverables. 5. Examples of past evaluation deliverables (e.g. evaluation report) 6. 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.
--

VII. EVALUATION All Proposals will be scored on the following criteria	
DESCRIPTION	MAX POINTS
Experience and technical proficiency in relatable health program evaluation	20
Education and experience related to public health	20
Specific skills required for the project (“Knowledge and demonstrated Mastery” section)	20
Writing and presentation skills	20
Proposed consultancy cost	20

<p>VIII. PROPOSAL SUBMISSION</p> <p>Proposals will be accepted until the evaluator is 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>

<p>IX. RFP TERMS & CONDITIONS</p> <ol style="list-style-type: none"> 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 any and 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 lowest 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.