



## PACIFIC ISLAND HEALTH OFFICERS ASSOCIATION

### EXECUTIVE SECRETARIAT

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## CONSULTANCY POSITION ANNOUNCEMENT

<b>Position Title</b>	Non-Communicable Disease (NCD) Evaluation and Communications Consultant
<b>Position Status</b>	Independent Technical Consultant
<b>Period of Performance</b>	Immediately through July 31, 2026
<b>Duty Station</b>	Home-based

### ORGANIZATIONAL BACKGROUND

The Pacific Island Health Officers Association (PIHOA) is a non-profit organization headquartered in Honolulu, Hawai'i, 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.

PIHOA's Executive Board is comprised of top health leaders from five US-Affiliated Pacific Islands (USAPIs): American Samoa, the Federated States of Micronesia (FSM), Guam, the Republic of the Marshall Islands (RMI), and the Republic of Palau.

PIHOA's Secretariat, comprised of executive, administrative, and program staff, works with a number of consultants to provide technical assistance to the USAPI health agencies in the following areas: 1) health workforce development; 2) health information systems, epidemiology, and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) leadership development.

### SUMMARY OF DUTIES

PIHOA is seeking an experienced consultant to serve as a Non-Communicable Disease (NCD) Evaluation and Communications Consultant. The consultant will work closely with the PIHOA Secretariat team and US-Affiliated Pacific Islands (USAPIs) technical staff to evaluate the impact of NCD surveillance efforts in the region supported by PIHOA. Responsibilities include producing a comprehensive, narrative-driven and visually engaging report, supported by data visualization and storytelling elements, that clearly communicates findings, lessons learned, and impact to both technical and non-technical audiences.

### SCOPE OF POSITION

1. **Reports To:** Regional Non-Communicable Disease Epidemiologist (RNCDE)
2. **Supervises:** None
3. **Fiscal Responsibilities:** None
4. **Signature Authorities:** None
5. **Level of Interaction:** Interact with USAPI health agency leadership and staff, PIHOA, ASTHO, CDC, and local/regional/international technical partners. Must be able to work independently and in collaboration with other team members and project stakeholders. Must be able to follow complex instructions and have the initiative to complete multiple competing tasks. Knowledge of acceptable office practices and procedures is a plus. Must

possess exceptional organizational, communication, and time management skills. Must be flexible and capable of working in resource-limited settings with limited communications and other infrastructure. Must also be able to work in varying cultural, social, and political settings where English fluency is variable.

## **SCOPE OF SERVICE**

- Analyze the history and progress of NCD surveillance in the USAPIs by reviewing reports, evaluations, and relevant documentation to identify key trends, milestones, successes, gaps, and lessons learned to inform a meaningful evaluation and storytelling approach.
- Collaborate with PIHOA team to develop a clear narrative framework and outline for project outputs, identifying key content and success stories that illustrate the impact of NCD surveillance in the USAPIs. Consider how to weave together qualitative and quantitative data to tell compelling, actionable stories.
- Develop interview guides or other tools as needed to collect qualitative information that highlights successes, challenges, and lessons learned from NCD surveillance efforts in the USAPIs. Ensure the ethical handling of sensitive information and maintain respectful, effective engagement with stakeholders from diverse backgrounds, cultures, and levels of technical expertise.
- Translate findings into accessible and engaging formats, producing a narrative-driven and visually designed report. The report will incorporate charts, tables, infographics, and other mediums of data visualizations, as appropriate, to ensure key insights are communicated clearly and effectively to both technical and non-technical audiences.
- As needed and requested, develop or guide the creation of visual storytelling products, such as infographics, presentation materials, or other design-forward outputs derived from the report. Where applicable, the consultant may also contribute to the development of a multimedia product (e.g., storyboard, animated video, etc.) in collaboration with PIHOA and/or external partners.
- As needed and requested, present findings and deliverables to the PIHOA Board or external partners, either virtually or in person.

## **DELIVERABLES**

- Report: A final project report synthesizing findings and key insights from both qualitative evaluation and high-level review of NCD surveillance efforts in the USAPIs. The report will be narrative-driven and visually designed, incorporating data visualizations, infographics, timelines, and other storytelling elements to clearly communicate impact to both technical and non-technical audiences. The report will be suitable for digital dissemination and presentation to leadership and external partners.
- Visual Storytelling Companion Materials: A set of visual outputs derived from the report (e.g., charts, tables, infographics, timelines, or other data visualization materials) that can be used independently for presentations, briefings, and communications, reinforcing the report's key messages.
- Optional Multimedia Product (as requested and within scope): The consultant may conceptualize and contribute to a short multimedia or mixed-media product based on the report's findings. This may include a conceptual outline or lightweight prototype (storyboard, animation, interactive slides, etc.). Production may be conducted in collaboration with PIHOA or external multimedia partners; scope and level of production will align with budget, timeline, and organizational approval.
- Monthly Reports: Detailed reports outlining status, progress, challenges, recommendations, and upcoming activities. Includes specifics for any major meetings, site visits, or other trips.
- Monthly Invoices: Consultant invoices submitted monthly, including any applicable travel reimbursement documentation.
- Upon conclusion of the contract, all final and approved deliverables and reports.

## PRIMARY QUALIFICATIONS

1. Education:
  - Bachelor's degree or higher in public health, epidemiology, health communication, journalism, or a related health, social science, or communications field from an accredited academic institution. Master's degree in public health or a related field preferred but not required.
  - Equivalent combinations of education and relevant experience will be considered.
2. Experience:
  - Minimum of three (3) years of professional experience conducting public health evaluations, with a strong emphasis on qualitative methods (e.g., interviews, focus groups, thematic analysis).
  - Minimum of three (3) years of professional experience compiling, synthesizing, and translating complex public health or evaluation findings into clear, engaging products for non-technical audiences, including written reports.
  - Demonstrated experience producing engaging public-facing multimedia content, such as videos, multimedia storytelling, or public service materials related to health, science, or social impact.
  - Experience working in low-resource settings or the Pacific Islands region.
3. Knowledge and Demonstrated Mastery
  - Strong knowledge of core principles and best practices of public health and health systems, particularly in low-resource settings.
  - Demonstrated mastery of qualitative data collection and analysis, including development of interview guides, facilitation of interviews or focus groups, coding, thematic analysis, and ethical handling of sensitive data.
  - Ability to contextualize public health surveillance data, including NCD surveillance, within broader health system, policy, and community narratives to support learning, advocacy, and decision-making.
  - Strong narrative and visual communication skills, with the ability to collaborate on or guide the development of engaging multimedia products (e.g., storyboarding, scripting, key message framing) for public audiences.
  - Ability to translate complex survey, evaluation, or surveillance information into clear, actionable insights for health leadership, practitioners, and other key stakeholders.
  - Strong interpersonal and communication skills, with demonstrated ability to work effectively and respectfully with stakeholders from varied professional backgrounds, cultures, value systems, and levels of English proficiency.
  - Excellent oral and written communication skills (English), with experience adapting content for technical and non-technical audiences.
  - Demonstrated ability to work independently, manage deliverables, and coordinate with multiple stakeholders across locations and time zones.
4. Travel
  - This work may be performed remotely. Limited travel may be required to support project activities, subject to mutual agreement and available funding.
5. Other Requirements:
  - Must have a valid driver's license.
  - PIHOA reserves the right to conduct security checks on successful applicants.

**PHYSICAL/MENTAL DEMANDS:** This consultancy may require prolonged sitting and some standing, walking, kneeling, and bending; requires eye-hand coordination and manual dexterity sufficient to operate a computer keyboard and office equipment; and travel to resource-limited and/or rural and jungle/atoll/mountainous environments. Requires occasional lifting up to 45 pounds.

**SPECIAL REQUIREMENTS/OTHER DEMANDS:** Given the nature of PIHOA's work in the Pacific region and travel requirements for the position, the consultant may potentially be exposed to vector-borne and infectious diseases, rough terrain, inclement weather conditions, high humidity, intense heat, and sun, vicious animals, poisonous plants/sea creatures, and travel in small commuter planes and small boats. Candidates must be able to work in resource-limited, rural island environments with limited public infrastructure and communications and little to no disability access.

**COMPENSATION:** Hourly compensation for a minimum of twenty (20) hours weekly will be commensurate with qualifications and experience, paid monthly up to a predetermined flat rate. Fringe and other benefits are not covered under PIHOA consultancy contracts.

**TERM OF POSITION:** This position is a temporary consultancy from the contract effective date to July 31, 2026.

**APPLICATION:** Submit the following electronically with attention to Ms. Keleise Reid ([contracts@pihoa.org](mailto:contracts@pihoa.org)), Contracts Management Officer:

1. **Letter of Interest** that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above;
2. **Curriculum Vitae or Resume;**
3. **Minimum of three (3) sample works** – including, at minimum one analytical/evaluation sample and one visual/storytelling sample (e.g., infographic, a slide deck designed for external audiences, a short video or animation, a mixed-media report or web story, a data visualization project, etc.); and
4. **Minimum of three (3) professional references** - these references must be from current and past employment supervisors based on the last ten (10) years of employment.