

Date: 14.05.2019

Reference: RFQ19-033

Request for Quotation

Consultancy services for compiling the Handbook and Training Manual for the three courses accredited by the Fiji National University (FNU) and aimed at Strengthening Health Interventions in the Pacific (SHIP): the Data for Decision Making (DDM), the Operational Research (OR), and Master of Applied Epidemiology (MAE) courses.

Pacific Community Public Health Division through the project to strengthen the capacities of the Pacific Public Health Surveillance Network (PPHSN) would like to invite interested individuals to submit a quotation for the Provision of Consultancy services for compiling the Handbook and Training Manual for the three courses accredited by the Fiji National University (FNU) and aimed at Strengthening Health Interventions in the Pacific (SHIP): the Data for Decision Making (DDM), the Operational Research (OR), and Master of Applied Epidemiology (MAE) courses.

1. All interested individuals are to submit quotation (financial proposal) along with CVs to berlyf@spc.int by **5.00 pm 21st May 2019**, with the reference RFQ19-033.
2. SPC reserves the right to accept or reject any quotations without thereby incurring any liability to the vendor submitting the quotation. All prices should be inclusive of all costs and statutory obligations.
3. All prices quoted shall be in EURO and be inclusive of all costs related to the delivery of the consultancy services to SPC and any applicable taxes.
4. The validity of quotation shall be for 30 days from the deadline for submission. There shall be no change to the quotation after it has been approved.
5. Any requests for clarification or additional information shall be directed to berlyf@spc.int or jojom@spc.int before Monday 20th May, 05:00 PM.

A. Project Description

The *Strengthening Health Interventions Program (SHIP)* was initially developed by the Pacific Community (SPC) in collaboration with members of the Pacific Public Health Surveillance Network (PPHSN) in 2013. It was a response to the call from Pacific Health Ministers to strengthen the routine collection and management of data from Health Information Systems (HIS) and, more generally, to support health departments in responding effectively to endemic and emerging communicable disease, the very high prevalence of non-communicable diseases (NCDs), the accelerating effects of climate change on health.

In 2018, SPC and PIHOA in collaboration with FNU, revised the three SHIP-related training courses to address the emerging needs and priorities in the Region; the courses were accredited by FNU in January 2019 as follows:

1. the basic level course on *Data for Decision-Making* accredited as the Postgraduate Certificate in Field Epidemiology (PGCFE);

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Siège de la CPS : Nouméa (Nouvelle-Calédonie), Antennes régionales : Suva (Fidji) et Pohnpei (États fédérés de Micronésie)
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2. the intermediate level course on *Operational Research* accredited as the Postgraduate Diploma in Applied Epidemiology (PGDAE); and
3. the advanced level course on *Applied Epidemiology* accredited as the Masters in Applied Epidemiology (MAE).

These courses are aimed at improving the knowledge and skills health staff require to strengthen the collection, analysis and interpretation of health data, and to use the results as an evidence base for guiding decisions on the health actions, policies and programs for improving health outcomes in the Pacific. The courses will support capacity development for strengthening the core capacities required to implement the International Health Regulations (IHR) and the Asia Pacific Strategy for Emerging Diseases (APSED), and for implementing the Pacific Roadmap for the Non-Communicable Diseases (NCDs).

The three courses will be offered through the work-based (or in-service) training model referred to as 'learning at work, from work, for work'. Health staff will be supported to design and implement health projects that are prioritised by their respective health departments. Each course has two components: classroom learning and teaching followed by intensive one-on-one mentorship to trainees apply the new knowledge and skill in their workplace tasks.

It is therefore essential to compile:

- A Handbook detailing the structure, content, delivery and evaluation of these work-based training courses compliant with FNU requirements.
- A Manual for Trainer (based on the Handbook) to guide the multiple staff members from SPC, PIHOA, FNU, other members of the PPHSN, and international consultants on their roles in supporting the training activities across the Pacific.
- A Manual for Trainees (health staff) to guide them on preparing for, and learning from, the training activities, and the FNU's assessment criteria they will need to meet for accreditation.

B. Scope of Work

In collaboration with staff members of SPC, PIHOA, WHO and FNU responsible for training in field and applied epidemiology, the Consultant will use the 2019 FNU Program Documents of the three SHIP courses to:

1. Compile a Handbook that details the structure, content, delivery and evaluation of these work-based training courses compliant with FNU requirements.
2. Use the Handbook to compile a Manual for Trainers and Facilitators that will them in their roles and responsibilities in preparing, delivering and evaluating the courses and in mentoring individual trainees at the workplace.
3. Compile a Manual for Trainees in the courses to guide them on preparing for, and learning from, the training activities, and the FNU's assessment criteria they will need to meet for accreditation.

The Consultant will develop these documents in collaboration with SPC, PIHOA, WHO and FNU staff, mainly through and electronic communications (emails, SfB and Zoom Meetings). Face-to-face meetings will be required when the documentation will be presented to the Consultative Committee currently planned for May 2019. Follow-up consultation meetings to finalize the OR and MAE is planned by 30 September 2019.

Wherever possible, the Consultant will use the many training guides and related materials developed and used by the PPHSN partners for the DDM and OR courses; these will be used as a starting point in developing the documents and will then be updated with the 2019 FNU requirements and other appropriate materials that guide best practice for work-based learning and teaching. The relevant starting point for compiling the MAE related documents will be the course structures and requirements used by Field Epidemiology Training Programs (FETPs) globally under the banner of TEPHINET (the Global Network of Training Programs in Epidemiology and Public Health Interventions).

The Handbook and Manuals should incorporate:

- A summary of the development and implementation of the DDM, OR and MAE Programs in the Pacific, and their evolution to the structure of the SHIP courses in 2019.
- The overall structure of each of the three courses, learning outcomes and desired competencies, and how these will contribute to strengthen staff performance in the workplace and health outcomes in the Pacific.
- Needs assessments and communications with senior national decision-makers, e.g. Directors of Health, to select trainees and identify priority field projects, and to guide logistics, planning and delivery of the courses.
- Attributes of health staff likely to benefit from the courses and the level of the health system from which they could be selected.
- Options for the workplace to select field-based projects for each of the three courses that may be identified as high priority.
- Training schedule, contents and methods for delivering the classroom learning and teaching, and for evaluating the training.
- Ongoing 'learning-by-doing' activities at the workplace (i.e. between classroom sessions) expected from each trainee to meet FNU requirements for being enrolled as 'full-time' students over two semesters for each of the three courses.
- Mentoring to be provided by trainers/facilitators and workplace supervisors to support the 'learning-by-doing' activities of each trainee at the workplace, and for evaluating the trainee's performance.
- Monitoring and evaluation of each of the courses while the course is in progress, at the end of the course, as well as, say 6-12 months after the course has been completed. The latter process is to assess the immediate and intermediate term outcomes and impact for the trainee, the workplace and health outcomes.
- A set of guidelines, including principles and best practice including: adult learning principles, preparing and presenting PowerPoint slides for the training session, scheduling and delivering classroom sessions, and one-on-one mentoring to support 'learning by doing' at the workplace.
- List of standard references for trainers and trainees, including relevant on-line courses.

C. Institutional Arrangement

The consultancy will be managed by the Team Leader – Surveillance, Preparedness and Response Programme of the Public Health Division.

D. Contract parameters

This is a fixed term consultancy of 41 working days duration that will be carried out from May to October 2019.

G. Qualifications of the Successful Contractor

The consultant will have a track record in conducting training, developing capacity development program in public health, primarily on epidemiology and surveillance, and writing training manual, preferably in a developing country setting. Experience from working in the Pacific is an advantage.

The role requires excellent oral, interpersonal communication and presentation skills in English and a high level of cultural sensitivity.

H. Milestones and schedule of payments

The DDM related-documentation will be developed and finalised before developing the OR and MAE related documents. This approach is required because PPHSN partners have extensive experience in delivering DDM courses over the years, have a vast amount of teaching materials and evaluation tools, and the lessons learned in integrating them can then be applied to develop the OR and MAE documentation more efficiently.

The schedule of payments including outputs and deadlines is as follows:

Milestones/Outputs	Estimated no. of days	Due Dates	% payment
Draft DDM Handbook for critical review by the Consultative Committee for SHIP	15 days	30 May 2019	30%
Present the Handbook to the Consultative Committee at a face-to face meeting for critical review	1 day	31 May 2019	-
Final draft of DDM Handbook (incorporating suggestions and feedback from Consultative Committee)	2 days	14 June 2019	-
Draft of DDM Manual for Trainers/Facilitators and DDM Manual for Trainees to be reviewed by Consultative Committee	4 days	15 July 2019	20%
Final draft of DDM Manuals (incorporating suggestions and feedback from Consultative Committee)	2 days	15 August 2019	-
Draft Handbook and Manuals for OR and for MAE courses to be reviewed by Consultative Committee	OR 4 days MAE 4 days	12 Sept 2019	20%
Present the Handbook to the Consultative Committee at a face-to face meeting for critical review	3 days	30 Sept 2019	-
Revised draft of OR and MAE documents incorporating suggestions and feedback from Consultative Committee	4 days	15 Oct 2019	30%
TOTAL	41 days		100%

ANNEX I
Technical Proposal Submission Form (Form A)
Request for Quotation RFQ19-033

PART A – Background

CRITERIA	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees /references. Attach additional details if applicable.	

PART B – Qualifications (please provide your CV)

CRITERIA	RESPONSE BY BIDDER
Tertiary qualifications	
Post graduate studies in the relevant field	
Membership of relevant professional body (if applicable)	

ANNEX II
Financial Proposal Submission Form (Form B)
Request for Quotation RFQ19-033

Part A: Declaration

1. The undersigned applicant proposes and agrees if this proposal is accepted, to enter into an agreement with SPC, to commence and to complete all the work specified or indicated in the contract documents.
2. In submitting this proposal, consultant represents that; he/she has examined all the RFQ documents to provide.
3. The Financial proposal for the terms of reference is:

Particulars	Amount (EURO)
Fees (daily rate)	
Any other costs	
Total financial offer (inclusive of all taxes)	

 Print name and sign

 Date

Title :

ANNEX III**SPC GENERAL CONDITIONS OF CONTRACT FOR PROFESSIONAL SERVICES****1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis SPC. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of SPC.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to SPC in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect SPC and shall fulfil its commitments with the fullest regard to the interests of SPC.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

The Contractor shall not discriminate against any Staff of SPC, their employee, traveler, independent professional or any other person because of race, medical condition, religious creed, ancestry, national origin, age, sex or handicap.

4. SPECIFIED PERSONNEL

The Service Provider must ensure that the Specified Personnel perform the Services in accordance with this Contract. SPC may, at its absolute discretion, require the Service Provider to remove any Personnel (including Specified Personnel) from work in respect of this Contract, or from undertaking the Services or any part of the Services. If it does so, or if Specified Personnel are unable or unwilling to perform the Services, the Service Provider shall provide replacement Personnel (acceptable to the Customer) of suitable ability and qualifications at no additional cost and at the earliest opportunity.

5. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of SPC.

6. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of SPC for all sub-contractors. The approval of SPC of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

7. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of SPC has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

8. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, SPC, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

9. INSURANCE AND LIABILITIES TO THIRD PARTIES

9.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

9.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

9.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or

sub-contractors performing work or services in connection with this Contract.

- 9.4 The Contractor shall, upon request, provide SPC with satisfactory evidence of insurance cover as required under this Article.

10. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with SPC against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

11. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by SPC shall rest with SPC and any such equipment shall be returned to SPC at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to SPC, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate SPC for equipment determined to be damaged or degraded beyond normal wear and tear.

12. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

SPC shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At SPC's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to SPC in compliance with the requirements of the applicable law.

13. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF SPC

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with SPC, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of SPC, or any abbreviation of the name of SPC in connection with its business or otherwise.

14. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

- 14.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of SPC, shall be treated as confidential and shall be delivered only to SPC authorised officials on completion of work under this Contract.
- 14.2 The Contractor may not communicate at any time to any other person, Government or authority external to SPC, any information known to it by reason of its association with SPC which has not been made public except with the authorisation of SPC; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

15. FORCE MAJEURE AND OTHER CHANGES IN CONDITIONS

- 15.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- 15.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to SPC, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify SPC of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken, including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, SPC shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 15.3 If the Contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, SPC shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 16, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

16. TERMINATION

- 16.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days' notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 17 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 16.2 SPC reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case SPC shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 16.3 In the event of any termination by SPC under this Article, no payment shall be due from SPC to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimise losses and further expenditure.
- 16.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, SPC may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform SPC of the occurrence of any of the above events.

17. SETTLEMENT OF DISPUTES

17.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation shall take place in accordance with the Local Law, or according to such other procedure as may be agreed between the parties.

17.2. Arbitration

Unless any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the applicable local law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

18. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of SPC, including its subsidiary organs.

19. TAX EXEMPTION

- 19.1 Under the 'Host Country Agreement' with the Country hosting SPC Offices, SPC, being an International Organisation, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognise SPC's exemption from such taxes, duties or charges, the Contractor shall immediately consult with SPC to determine a mutually acceptable procedure.
- 19.2 Accordingly, the Contractor authorises SPC to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with SPC before the payment thereof and SPC has, in each instance, specifically authorised the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide SPC with written evidence that payment of such taxes, duties or charges has been made and appropriately authorised.

20. CHILD LABOUR

- 20.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 20.2 Any breach of this representation and warranty shall entitle SPC to terminate this Contract immediately upon notice to the Contractor, at no cost to SPC.

21. HUMAN RIGHTS

- 21.1 The Contractor recognises, respects and upholds the human rights of every individual, being a minimum those protected by the Universal Declaration of Human Rights. The Contractor will actively seek to ensure he is not complicit in human rights abuses committed by others.
- 21.2 The Contractor is committed to respecting, and acting in a manner which avoids infringing on, human rights. In this regard the Contractor acknowledges the Guiding Principles on Business and Human Rights: Implementing the United Nations 'Protect Respect and Remedy' framework

(2011).

- 21.3 To meet these commitments, the Contractor will not accept modern slavery, forced labour and human trafficking in his supply chain.
- 21.4 Any breach of this representation and warranty shall entitle SPC to terminate this Contract immediately upon notice to the Contractor, at no cost to SPC.

22. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the

performance of its obligations under the terms of this Contract.

23. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against SPC unless provided by an amendment to this Contract signed by the authorised official of SPC.