



REPUBLIC OF CABO VERDE

**MINISTRY OF HEALTH**

**TERMS OF REFERENCE**

**Hiring a firm to implement intermediate-level training in field epidemiology in  
Cabo Verde, 2024/2025**

**1. Context**

The World Bank Group (WB) supports Cabo Verde with the implementation of the Health Security Program (HeSP). As such, the Special Projects Management Unit (UGPE) of the Ministry of Finance and Economic Promotion (MFFE) is responsible for the fiduciary administration of the HeSP in Cabo Verde, while the Ministry of Health oversees its technical implementation.

HeSP aims at strengthening the capacity of the countries' beneficiary to detect, prepare for and respond to health emergencies linked to infectious diseases. Several project activities are therefore planned to strengthen human resources for health security. Timely detection and response to public health emergencies within the "One Health" approach is key, therefore investments in epidemiological capacity building through the Field Epidemiology Training Program (FETP) will contribute to the resilience of Cabo Verde and the West African region.

In Cabo Verde, the National Institute of Public Health of Cabo Verde (INSP) leads the FETP as part of its institutional responsibility for surveillance of emerging and reemerging diseases, management of public health laboratories and public health training. To date, 93 field epidemiologists have already received basic training. However, there is an urgent need to develop training at the intermediate level to ensure that the country is prepared to respond appropriately to public health emergencies.

## **2. Project – Training of intermediate-level human resources in Cabo Verde**

The FETP is designed for professionals who have received basic training to enhance their skills in outbreak investigation, epidemiologic surveillance, data analysis, and public health decision-making. The program combines theoretical and practical instruction with an emphasis on field work and applied research, resulting in the training of professionals capable of responding to public health emergencies.

In Cabo Verde, the program is planned to be offered in a hybrid format, combining face-to-face sessions for the theoretical part and supervised field activities to apply the knowledge acquired in practical situations in the workplace. During the field activities, participants will conduct investigations of real or simulated outbreaks in their respective regions, with ongoing technical support from the Firm.

## **3. Goals**

Contract a specialized firm to implement and train health professionals in field epidemiology at the intermediate level, focusing on the “One Health” approach.

## **4. Specific Objectives**

- Establish a network of mid-level field epidemiologists in Cabo Verde.
- Create a cadre of professionals capable of managing responses to public health emergencies; with the skills to prepare surveillance reports; evaluate the surveillance system; conduct outbreak investigations using descriptive and analytical epidemiology; write scientific abstracts and articles, surveillance reports, and field investigation reports; and participate in epidemiologic studies according to the Centers for Disease Control and Prevention (CDC) curriculum.
- Enhance the capacity of national and regional professionals to identify, investigate, respond to, and communicate priority public health events.
- Improve the quality and use of surveillance data for more effective outbreak response.
- Improve the skills of mid-level and national staff in data collection, analysis, interpretation, and communication.
- Analyze health information and its use for public health decision-making.
- Strengthening capacity to respond to outbreaks and other public health threats.

## 5. Scope of Work

The contracted firm will be responsible for:

- a) Structure the intermediate FETP training in Cabo Verde in terms of schedule, budget, proposal of instructors to be invited, expected results, logistics, and delivery.
- b) Develop the training workplan
- c) Provide the availability of training materials
- d) Conduct the intermediate FETP training
- e) Supervise, evaluate and provide all technical support to trainees, both face-to-face and remote.
- f) Monitor the development and ensure the technical management of tutors
- g) Support the feasibility of the training area in the virtual learning space
- h) Carry out the general administrative follow-up of the project
- i) Participate in the process of delivering the products of the professionals in training
- j) Evaluate and report on the process of delivering the tutors' weekly reports and draw up the final report on the contract products.
- k) Liaise with partners for the implementation of the FETP.
- l) Respond to all requests that contribute to the strengthening of epidemiological surveillance and the FETP.
- m) Mentor the national coordinator of the FETP program and other intermediate-level professionals in surveillance and epidemiology.
- n) Prepare the final report of the FETP training
- o) Assist in the preparation of the Public Health Bulletin of Cabo Verde.
- p) Present and discuss proposals, draft documents, training programs and all technical content in meetings with the Director and the EpiCV Focal Point.
- q) Carry out the activities contained in these Terms of Reference in accordance with the highest standards of professional competence, ethics and integrity and within the established timelines.

## 6. Deliverables

PRODUCT	DESCRIPTION	DELIVERY TIME	PERCENTAGE PAYMENT
P1 - INTERMEDIATE CLASS TRAINING PROGRAM	Methodology for the implementation of the intermediate level training of the EpiCV Program, including the detailed work plan of the activities.	10 days after signing the contract	5% after program approval
P2 – REPORT OF THE FIRST TRAINING WORKSHOP	Submission of the report of Workshop 1 and planning of the next steps for analysis and discussion.	90 days after signing the contract	10% after approval of the report
P3 – REPORT OF THE SECOND TRAINING WORKSHOP	Submission of the workshop 2 report and planning of the next steps for analysis/discussion.	120 days after signing the contract	10% after approval of the report
P4 – REPORT OF THE THIRD TRAINING WORKSHOP	Submission of the workshop 3 report and planning of the next steps for analysis/discussion.	150 days after signing the contract	10% after approval of the report
P5 – REPORT OF THE FOURTH TRAINING WORKSHOP	Submission of the workshop 4 report and planning of the next steps for analysis/discussion.	180 days after signing the contract	10% after approval of the report
P6 – REPORT OF THE FIFTH TRAINING WORKSHOP	Submission of the workshop 5 report and planning of the next steps for analysis/discussion.	210 days after signing the contract	10% after approval of the report
P7 – REPORT OF THE SIXTH TRAINING WORKSHOP	Submission of the workshop 6 report and planning of the next steps for analysis/discussion.	240 days after signing the contract	10% after approval of the report

P8 – REPORT OF THE WORKSHOP FOR THE PRESENTATION OF THE TRAINEES' FINAL WORKS	Presentation of the workshop report to present the final work of the trainees and plan the next steps for analysis/debate.	<b>270</b> days after signing the contract	10% after approval of the report
P9 – FINAL REPORT OF THE WORKSHOPS (DRAFT) FOR APPROVAL	Submission of the final report (draft) for analysis/discussion and approval.	<b>300</b> days after signing the contract	10% after approval of the report
P10 - FINAL REPORT	Submission of the final report	<b>365</b> days after signing the contract	15% after approval of the report

## 7. Firm Profile

- Experience in field epidemiology vocational training according to *Center for Disease Control and Prevention (Atlanta CDC)*, including modules in the *One Health* and a laboratory.
- Experience in using tools such as Google Forms, SurveyMonkey, KoboToolbox, Power BI, Epi Info, etc.
- Experience in the development of statistical production instruments/tools.
- The firm must provide a portfolio highlighting work performed in the areas covered by this contract.
- The firm must have relevant knowledge, skills and experience in the subject area of the consultancy.

### 7.1. Qualification and professional experience of the team

The team should be composed of the following experts

#### 7.1.1 Project Manager (Team Leader)

- ✓ With a background in public health, management, administration, planning or related fields, and have.
- ✓ At least 15 (fifteen) years of proven professional experience in the preparation and application of intermediate FETP training.

- ✓ Minimum of 15 (fifteen) years of experience working as a field epidemiologist.
- ✓ Training or proven experience in Project Management or related areas that is an asset
- ✓ Excellent leadership, interpersonal, and communication skills
- ✓ Ability to work independently on multiple priorities and deadlines
- ✓ Proven ability to carry out communication and *advocacy* in public health and epidemiology, evidenced by national and international publications
- ✓ Availability to reside in Cabo Verde for the entire duration of the consultancy.

### **7.1.2 Public Health Specialist**

#### **Academic background:**

- ✓ Have higher education in Public Health, Epidemiology, Medicine, Nursing, Veterinary Medicine or related areas.
- ✓ Have a minimum of 10 (ten) years of proven experience in:
  - Public health or related areas.
  - Epidemiological surveillance.
  - Outbreak investigation.
  - Preparation and application of surveys.
  - Data analysis and reporting.
- ✓ Experience in field epidemiology training, preferably as a ***Resident Advisor***, is an asset.
- ✓ Experience working with vulnerable populations
- ✓ Ability to develop critical analysis and propose solutions that contribute to the achievement of the objectives and results foreseen in the work plan.
- ✓ Organization, responsibility and autonomy in monitoring activities.
- ✓ Ability to support and guide trainees in the execution of activities in real time and at a distance
- ✓ Availability to travel to Cabo Verde up to six times with a stay of fifteen days, during the training period.
- ✓

### **7.1.3 Statistical Specialist**

#### **Academic background:**

- ✓ Undergraduate or graduate degree in Statistics, Biostatistics, Analytical Epidemiology, or related areas.
- ✓ Minimum of 10 (ten) years of proven experience in public health data analysis, including:
  - Statistical modeling.
  - Epidemiological studies and time series analysis.
  - Epidemiological surveillance and investigation of outbreaks.
- ✓ Experience and work in the field of public health, epidemiological surveillance and/or training in field epidemiology as a mentor.
- ✓ Proficiency in the use of statistical software, such as Epiinfo, R, Stata, SPSS or similar.
- ✓ Advanced knowledge of analytical epidemiology methods, including Multivariate regression, Spatial analysis, and Health impact assessment.
- ✓ Ability to interpret data on mortality, morbidity, and other health indicators.
- ✓ Availability to travel to Cabo Verde up to six times with a stay of fifteen days, during the training period.

### **7.1.4 Geographic Information Systems Specialist**

- ✓ Degree in Geography, Geoinformatics, Computer Science, Geographic Engineering or related areas.
- ✓ Specialization or complementary courses in Geographic Information Systems (GIS) and georeferencing (desired difference).
- ✓ Proven professional experience of at least 10 (ten) years, preferably in public health, epidemiological surveillance and/or training in the field of epidemiology as a mentor.
- ✓ Mastery of GIS tools, such as QGIS, ArcGIS or similar.
- ✓ Experience in mapping, spatial analysis and geographic modeling.
- ✓ Familiar with geospatial databases and georeferencing technologies, such as GPS.

- ✓ Experience in the use of geographic data analysis and visualization software.
- ✓ Knowledge in collecting, processing and interpreting geospatial data.
- ✓ Availability to travel to Cabo Verde up to six times with a stay of fifteen days, during the training period.

#### **7.1.5 Specialist in the Field of Scientific Research**

- ✓ Undergraduate and, preferably, postgraduate (master's or doctorate) in areas related to scientific research, such as public health, epidemiology, social sciences or related areas.
- ✓ Have a minimum of 10 (ten) years of proven experience in scientific research, covering the design, implementation and analysis of studies, as well as the publication of articles in recognized scientific journals.
- ✓ Experience and work in the field of public health, epidemiological surveillance and field epidemiology training as a mentor
- ✓ Availability to travel to Cabo Verde up to six times with a stay of fifteen days, during the training period.

#### **Scientific production:**

- ✓ Track record of publications in areas related to health, its determinants and public policy, demonstrating ability to produce relevant and high-quality knowledge.

#### **Technical skills:**

- ✓ In-depth knowledge of quantitative and qualitative research methods.
- ✓ Experience in the preparation and application of surveys, data collection and statistical analysis.
- ✓ Mastery of data analysis tools (e.g., EpiInfo, SPSS, R, Stata or similar) and scientific writing.
- ✓ Experience in priority areas such as public health, epidemiology, outbreak investigation, social determinants of health, and vulnerable populations.



## **7. Language Requirements:**

Good knowledge of the Portuguese language, spoken and written.

Advanced level of the English language will be an asset.

## **8. Work management and logistics**

The National Institute of Public Health will be responsible for the technical monitoring, evaluation and validation of the consultancy's deliveries. To this end, it will designate a focal point that will coordinate technical interactions, monitor operations, and facilitate meetings with key institutions and informants.

## **9. Consulting period**

The total duration of the consultancy will be 12 months, including 9 months of training and 3 months of preparation (logistics, selection, training programming, definition of topics, preparation and approval of teaching materials, monitoring of acquisitions), including the preparation of partial and final reports.

## **10. Type of Contract**

The contract to be signed will be of a fixed amount. Compensation payments are linked to the approval of deliveries, and the payment of reimbursable expenses is made upon presentation of receipts for expenses incurred at actual cost.