



REPUBLIC OF CABO VERDE

MINISTRY OF HEALTH

TERMS OF REFERENCE

Hiring of a company to implement training in epidemiology in the field at intermediate level in Cabo Verde, year 2025/2026.

Contexto

The World Bank Group (WB) supports 54 countries in the Africa region, ranging from middle-income nations to fragile states. In Cabo Verde, the Special Projects Management Unit (UGPE), linked to the Ministry of Finance and Business Development (MFFE), is responsible for the physical and financial coordination of externally financed investment projects, collaborating with intermediary beneficiaries.

As part of the Regional Plan to Strengthen Public Health Emergencies led by the World Bank, the reinforcement of human resources aims to improve the timely detection and response to public health emergencies, within the "One Health" approach, contributing to the resilience of countries in the West African region, including Cabo Verde.

The Cabo Verde National Institute of Public Health (INSP) coordinates the Training Programme in Field Epidemiology (FETP), which is part of its institutional responsibility for surveillance of emerging and re-emerging diseases, management of public health laboratories, and training in the field of public health.

O The FETP in Cabo Verde has already trained 76 field epidemiologists at the basic level. Now, there is an urgent need to develop training at the intermediate level, ensuring the country is prepared to respond adequately to public health emergencies.

1. Project – Training of intermediate-level human resources in Cabo Verde

The intermediate-level Field Epidemiology Training Programme (FETP) will be developed for professionals who have previously completed basic-level training, with the aim of improving their skills in outbreak investigation, epidemiological surveillance, data analysis and public health decision-making.

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

1. Purposes

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

2. Specific Objectives

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

3. Work Responsibility

The hired company will be responsible for:

- a) Structure the training of intermediate epidemiologists (FETP) in Cabo Verde, in terms of schedule, budget, proposal for lecturers to be invited, expected results, and organisation of the entire training programme.
- b) Develop the training work plan
- c) Promote the availability of teaching materials
- d) Train health professionals in intermediate field epidemiology
- e) Supervise, evaluate and provide all technical support, in person and remotely, to trainees
- f) Monitor the development and ensure the technical management of the tutors
- g) Support the viability of the training area in the virtual learning space
- h) Carry out general administrative monitoring of the project
- i) Participate in the process of delivering products to professionals in training
- j) Evaluate and report on the process of delivering the tutors' weekly reports and prepare the final report on the contracting products.
- k) Coordinate with partners to implement the FETP
- l) Respond to any requests that contribute to strengthening epidemiological surveillance and FETP
- m) Mentor the national coordination of the FETP program and other intermediate-level professionals in surveillance and epidemiology
- n) Prepare the final consultancy report
- o) Support in the preparation of the Public Health Bulletin of Cabo Verde
- p) Present and discuss draft document proposals, training programs and all technical content in meetings with the Director and the EpiCV Focal Point.
- q) Carry out the activities set out in these Terms of Reference in accordance with the highest standards of professional competence, ethics and integrity and within the stipulated deadlines.

4. Produtos a serem entregues

PRODUCT	DESCRIPTION	DELIVERY TIME	PAYMENT PERCENTAGE
P1 - INTERMEDIATE CLASS TRAINING PROGRAM	Methodology for implementing intermediate-level training under the EpiCV Program, including a detailed work plan of activities.	10 days after signing the contract	5% after approval of the program
P2 – REPORT OF THE FIRST TRAINING WORKSHOP	Submission of workshop 1 report and scheduling of next steps for analysis/discussion.	90 days after signing the contract	10% after approval of the report
P3 –REPORT OF THE SECOND TRAINING WORKSHOP	Submission of workshop 2 report and scheduling of next steps for analysis/discussion.	120 days after signing the contract	10% após aprovação do relatório
P4 – REPORT OF THE THIRD TRAINING WORKSHOP	Submission of workshop 3 report and scheduling of 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 workshop 4 report and scheduling of 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 workshop 5 report and scheduling of 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 workshop 6 report and scheduling of next steps for analysis/discussion.	240 days after signing the contract	10% after approval of the report

P8 – REPORT ON THE WORKSHOP FOR PRESENTING TRAINEES’ FINAL WORKS	Submission of the workshop report presenting the trainees' final work and scheduling the next steps for analysis/discussion.	270 days after signing the contract	10% after approval of the report
P9 – FINAL WORKSHOP REPORT (DRAFT) FOR APPROVAL	Submission of the final report (draft) for analysis/discussion and approval.	300 days after signing the contract	10% after approval of the report
P10 - FINAL REPORT	Submission of the final report	365 days after signing the contract	15% after approval of the report

5. Company Profile

- Experience in field epidemiology education and training according to Center for Disease Control and Prevention (CDC) standards
- Experience using tools such as Google Forms, SurveyMonkey, KoboToolbox, Power BI, Epi Info, etc;
- Experience in developing statistical production instruments/tools;
- The company must submit a portfolio that highlights work carried out in the areas covered by this contract.
- The company must have relevant knowledge, skills and experience in the area covered by the consultancy.

7.1. Qualifications and professional experience of the team

The team shall be composed of the following experts

7.1.1 Project Manager (Team Leader)

- ✓ With training in Public Health, Advanced Epidemiology, Management, Administration, Planning or related areas, and have;
- ✓ More than 5 (five) years of proven professional experience in the development and implementation of intermediate FETP training.

- ✓ Minimum of 3 (three) years of experience working as a field epidemiologist.
- ✓ Training or proven experience in Project Management or related areas is an added value
- ✓ Excellent leadership, interpersonal and communication skills
- ✓ Ability to work independently on multiple priorities and deadlines
- ✓ Proven ability to communicate and advocate in public health and epidemiology, evidenced by national and international publications
- ✓ Availability to reside in Cabo Verde throughout the duration of the consultancy.

7.1.2 Public Health Specialist

Academic Background:

- ✓ Higher education in Public Health, Epidemiology, Medicine, Nursing, Veterinary Medicine or related areas.
- ✓ Have a minimum of 5 (five) 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**, will be an asset.
- ✓ Experience working with vulnerable populations
- ✓ Ability to develop critical analyses and propose solutions that contribute to achieving the objectives and results set out in the work plan.
- ✓ Organization, responsibility and autonomy in monitoring activities
- ✓ Ability to support and guide trainees in carrying out activities in real time and remotely
- ✓ Availability to remain in Cabo Verde during the training period.

7.1.3 Statistics Specialist

Academic Background:

- ✓ Bachelor's or postgraduate degree in Statistics, Biostatistics, Analytical Epidemiology, or related areas.
- ✓ Minimum of 3 (three) years of proven experience in public health data analysis, including:
 - Statistical modeling.
 - Epidemiological studies and time series analysis.
 - Epidemiological surveillance and outbreak research.
- ✓ Experience and work in public health, epidemiological surveillance and/or field epidemiology training as a mentor.
- ✓ Proficiency in using 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 mortality, morbidity, and other health indicator data.
- ✓ Availability to travel and stay in Cabo Verde if necessary during the training period (at least three times and for a duration of two months).

7.1.4 Specialist in Geographic Information Systems

- ✓ Training in Geography, Geoinformatics, Computer Science, Geographical Engineering or related areas.
- ✓ Specialization or complementary courses in Geographic Information Systems (GIS) and georeferencing (desired advantage).
- ✓ Proven professional experience of at least 3 (three) years, preferably in public health, epidemiological surveillance and/or training in field epidemiology as a mentor.
- ✓ Proficiency in GIS tools such as QGIS, ArcGIS or similar.
- ✓ Experience in mapping, spatial analysis and geographic modeling.
- ✓ Knowledge of geospatial databases and georeferencing technologies, such as GPS.

- ✓ Experience using geographic data analysis and visualization software.
- ✓ Knowledge in collection, processing and interpretation of geospatial data.
- ✓ Availability to travel and stay in Cabo Verde if necessary during the training period (at least three times and for a duration of two months).

7.1. Specialist in the Area of Scientific Research

- ✓ Undergraduate and, preferably, postgraduate (master's or doctorate) degrees in areas related to scientific research, such as public health, epidemiology, social sciences or related fields.
- ✓ Have a minimum of 3 (three) 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 public health, epidemiological surveillance and field epidemiology training as a mentor
- ✓ Availability to travel to and stay in Cabo Verde if necessary during the training period (at least three times for a duration of two months).

Scientific production:

- ✓ History of publications in areas related to health, its determinants and public policies, demonstrating the ability to produce relevant and high-quality knowledge.

Technical skills:

- ✓ In-depth knowledge of quantitative and qualitative research methods.
- ✓ Experience in developing and administering surveys, data collection and statistical analysis.
- ✓ Proficiency in 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.

6. Linguistic skills:

Good fluency in Portuguese, both spoken and written;

Intermediate proficiency in English would be an advantage.

7. Work and logistics management

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

8. Duration of Consulting

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

9. Type of Contract

The contract to be signed will be for a fixed amount. Remuneration payments are tied to delivery approval, and reimbursable expenses are paid upon presentation of receipts for actual expenses incurred.