



## PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

### EXECUTIVE SECRETARIAT

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## REQUEST FOR PROPOSAL

<b>RFP Title</b>	Evaluating and Highlighting the PIHOA Field Epidemiology Training Program
<b>Required Registration of Interest</b>	All prospective respondents are required to register their interest in applying for this RFP via email to PIHOA's Deputy Director Janet Camacho ( <a href="mailto:janetc@pihoa.org">janetc@pihoa.org</a> ), Grants Manager Cerina Mariano ( <a href="mailto:cerinam@pihoa.org">cerinam@pihoa.org</a> ), and Contracts Management Officer Keleise Reid ( <a href="mailto:keleiser@pihoa.org">keleiser@pihoa.org</a> ). Changes or clarifications made on this RFP will be communicated with all prospective respondents through the registered point of contact.

<b>I. PROPOSED TIMEFRAME</b>	
<b>ACTIVITY</b>	<b>DATES</b>
<b>Release of RFP</b>	December 15, 2025
<b>Proposal Submission Deadline</b>	January 21, 2026
<b>Period of Performance</b>	Immediate upon contract execution to July 31, 2026

<b>II. BACKGROUND</b>
<p>Established in 1986 by the chief health officials of the US-Affiliated Pacific Islands (USAPI) 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, 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>Today, PIHOA is governed by the ministers, directors, and secretaries of health of the five USAPI representing American Samoa, FSM, Guam, Palau, and RMI (Board of Directors) and their respective deputies, FSM state-level directors, and the Chief Executive Officers of the local public hospitals (Associates). PIHOA also has Affiliate members comprised of Pacific regional professional associations and development partners.</p> <p>PIHOA leadership have identified the following as key regional priorities for health systems strengthening: 1) health workforce development/human resources for health; 2) health information systems, epidemiology, and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) partnership engagement.</p> <p>A key program for PIHOA is its Field Epidemiology Training Program (FETP) called Strengthening Health Interventions in the Pacific (SHIP). SHIP is implemented under the auspices of the Pacific Public Health Surveillance Network (PPHSN) with PIHOA implementing the program in the USAPI and the Pacific Community (SPC) implementing the program in the other Pacific Island Countries and Territories (PICTs). PIHOA has been implementing SHIP since 2013 with approximately 18 cohorts delivered and 199 participants graduated to date.</p>

All SHIP participants are current employees of their respective governmental health agencies. The program uses a “from work, for work, at work” approach meaning instructors use examples from the relevant jurisdiction, participants develop projects that address local priority issues, and participants’ time in the program is protected as part of their workday. The SHIP curriculum includes traditional FETP training areas such as infectious disease outbreak prevention and response and data collection, management, and analysis. The program also addresses two areas of particular interest in the Pacific: improving non-communicable disease surveillance and strengthening health information systems.

SHIP is comprised of three degrees which are conferred by Fiji National University (FNU):

- Post-Graduate Certificate in Field Epidemiology (PGCFE)
- Post-Graduate Diploma in Applied Epidemiology (PGDAE)
- Master of Applied Epidemiology (MAE) – not yet launched.

In October 2025, the PIHOA SHIP program was accredited by the Training Programs in Epidemiology and Public Health Interventions Network (TEPHINET), a true milestone which validates the quality and impact of the curriculum, training, and graduates. The SHIP program has also undergone two external evaluations – one in 2017 and another in 2023.

### **III. PURPOSE AND SCOPE OF WORK**

PIHOA’s current five-year Cooperative Agreement (CoAg) with the Centers for Disease Control and Prevention (CDC) ends in July 2026. As we prepare for the next CoAg, PIHOA would like to conduct an evaluation which includes standard elements such as the number of graduates and the impact of the program on health systems and communities, but we would also like to showcase the program with accessible and engaging multi-media products.

To achieve this, PIHOA is seeking to contract an individual or team who can gather information via a desk review and interviews about the history, milestones, accomplishments, lessons learned, and impact of the SHIP program. This content would then be presented in a Project Report and – for select data and stories – appropriate and compelling multi-media products.

This work may be done virtually, or the contractor(s) may choose to include travel to the USAPI.

Key tasks will include:

1. Conducting a desk review and developing the Project Report outline:
  - a) With the SHIP Program Manager and SHIP Administrator, conduct a desk review of existing documentation including the background and history of SHIP, evaluation reports, TEPHINET documentation, data on cohorts and graduates, milestones, etc. This documentation is already organized and is ready for review.
  - b) With the SHIP Program Manager and the Regional Health Information Systems and Health Security Coordinator (RHHSC), develop an outline with the major sections for the Project Report. Examples of sections are introduction, purpose, methods, findings, description of multi-media products, etc. This document will be continuously updated throughout the contract period until it is finalized.

2. Developing ideas with the SHIP team:
  - a) With the SHIP Program Manager, SHIP Administrator, and other SHIP team members, develop ideas that capture specific stories of impact. Impact may include areas such as preparedness and response for public health emergencies, workforce capacity building, and information sharing across jurisdictions. Impact from the funder's perspective will also be important.
  - b) Begin to develop ideas about what data/stories could be presented in what ways. For example, the basic cohort and graduate numbers could be a simple chart for the Project Report, but also a storymap. A summary of the history of SHIP could be included in the Project Report, but an animated video could show the history, milestones, and path forward for the program. Quotes from an individual graduate or health leader could be included in the Project Report, but perhaps the interview could also be made into a short video.
3. Preparing for, gathering, and analyzing information in line with agreed upon data and stories:
  - a) Develop any instruments required such as interview guides.  
The SHIP Program Manager and SHIP Administrator will assist with additional information as needed. They can also help arrange interviews.
4. Developing the Project Report and multi-media materials:  
The multi-media materials should be easily shareable and presentation-ready.
5. The contractor(s) is/are required to meet virtually with the SHIP Program Manager monthly or as necessary. Monthly reports accompanying monthly invoices are also required. The reports include bullet points on main activities and accomplishments (including finished deliverables); any challenges and steps taken to address them; and anticipated activities in the next reporting period.

IV. SCHEDULE OF DELIVERABLES		
ACTIVITY	ACTIVITY DATES	SUBMISSIONS AND DATES
With assistance from the SHIP Program Manager and SHIP Administrator, conduct desk review (at least one virtual meeting)	Meeting in Week 1 (weeks are counted from the contract execution date)	Desk review by the end of Week 2. No submission required.
Consult with the SHIP Program Manager and RHHSC about the outline for the Project Report (at least one virtual meeting)	Meeting in Week 1	Working draft of the Project Report with major sections outlined by the end of Week 2.
Meet with SHIP team to develop ideas for data, stories, and multi-media product formats	Meeting in Week 3	Ideas documented in the Project Report by the end of Week 3. Ideas must be approved by the SHIP Program Manager before proceeding.
With assistance from the SHIP Program Manager and SHIP Administrator, prepare for, gather, and analyze information	Likely to a rolling process depending on interviewee availability. Expected to be largely finished by June 30th, 2026.	Documentation in relevant sections of the Project Report (any instruments used, methods, findings, etc.) completed by June 30 <sup>th</sup> , 2026.

Develop multi-media products and continue with Project Report	Ongoing through June 30th, 2026. Expected to be an iterative process working with the SHIP Program Manager to finalize products.	Final versions of products and Project Report.
All final products (Project Report and multi-media products) submitted	No later than July 31, 2026	<ul style="list-style-type: none"> <li>• Final multi-media products including source file components</li> <li>• Final Project Report</li> </ul>
Submit monthly progress reports and invoices	Ongoing throughout contract period. Submitted no later than 7 days after the end of each calendar month. All final reports and invoices must be submitted no later than July 31st, 2026.	<ul style="list-style-type: none"> <li>• Progress reports (the working draft Project Report will be the main recording of the project. Only a brief summary is required for the progress reports)</li> <li>• Invoices</li> </ul>

#### **V. MANDATORY QUALIFICATIONS**

This contract requires an individual or team with skills in both public health evaluations and multi-media production.

1. At least 5 years experience conducting public health evaluations using both qualitative and quantitative methods.
2. At least 3 years experience compiling information and producing and editing engaging public service multi-media products.

#### **KNOWLEDGE AND DEMONSTRATED MASTERY**

1. Knowledge of the principles and best practices of public health and health systems in resource-constrained settings.
2. Technical mastery of and ownership of various multi-media software and tools.
3. Ability to communicate effectively with respect and diplomacy with people from differing backgrounds, cultures, and varying degrees of English speaking and writing competencies.
4. Sensitivity to cultural differences and ability to adapt multi-media products to diverse audiences (Pacific Islanders preferred). (SHIP team will be available for assistance.)
5. Excellent oral and written communication skills (English).

#### **PREFERRED SKILLS/QUALIFICATIONS**

1. A Bachelor's or Master's degree in public health, epidemiology, or other social or health sciences-related fields from an accredited academic institution.
2. Experience working in the Pacific region or other resource-constrained environments.
3. Knowledge of Field Epidemiology Training Programs.

<b>VI. RFP RESPONSE</b>
<p>Respondents should include the following information in their proposals:</p> <ol style="list-style-type: none"> <li>1. Experience with a similar scope of work.</li> <li>2. A clear summary of their approach to the work.</li> <li>3. Work samples: evaluations, multi-media products (screenshots or links acceptable), etc.</li> <li>4. Statement of qualifications and experience to perform the scope of work, including staffing plan (as applicable), summary of related experience for all those to be involved in the project, and a resume/CV for all those to be involved in the project.</li> <li>5. Description of project management approach and ability to manage the project scope within the designated timeline.</li> <li>6. Fee for services based on the performance period and completion of stated deliverables as itemized in <b>Section IV. Schedule of Deliverables</b>. This is anticipated to be a flat-rate consultancy contract inclusive of consultant fees, travel expenses, and sub-contracting and deployment expenses of Subject Matter Experts (SMEs) out into the field.</li> <li>7. The names, phone numbers and email addresses of three individuals, preferably at different organizations, who have been clients during the last three years and can be contacted as references.</li> <li>8. <b>Certification of Eligibility.</b> All respondents must include a signed certification 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.</li> </ol>
<b>RFP RESPONSE FORMAT</b>
<ol style="list-style-type: none"> <li>1. May not exceed 10 pages, excluding the budget, attachments, and sample work</li> <li>2. Should be organized in the order in which the requirements are presented above and should clearly indicate the specific requirement that is being addressed</li> <li>3. Shall include all the required information indicated herein. Failure to submit all required information may result in a request for prompt submission of missing information, giving a lowered evaluation of the Proposal, or rejection of the Proposal.</li> </ol>

VII. EVALUATION	
DESCRIPTION	MAX POINTS
Proposals will be scored on the following criteria:	
– Experience and technical proficiency	35
– Technical proposal, work methodology, and proposed work plan in line with RFP objectives	25
– Staffing/capacity to complete the work	20
– Proposed consultancy cost	20
<b>TOTAL POSSIBLE POINTS:</b>	<b>100</b>
<i>Proposals must have a minimum score of 70 to qualify for a contract.</i>	

<b>VIII. PROPOSAL SUBMISSION</b>
<p>Proposals will be accepted until consultancy is awarded. Submit proposals via email to:</p> <ul style="list-style-type: none"> <li>• Janet Camacho (Deputy Director) at <a href="mailto:janetc@pihoa.org">janetc@pihoa.org</a></li> <li>• Cerina Mariano (Grants Manager) at <a href="mailto:cerinam@pihoa.org">cerinam@pihoa.org</a></li> <li>• Keleise Reid (Contracts Management Officer) at <a href="mailto:keleiser@pihoa.org">keleiser@pihoa.org</a></li> </ul> <p>The award of the contract is subject to approval by the Executive Director. Any protest or dispute</p>

regarding the solicitation may be addressed to the Executive Director and submitted via email to [emic@pihoa.org](mailto:emic@pihoa.org).

PIHOA is an equal-opportunity employer. Discrimination based on age, race, sex, handicap, or national origin is expressly prohibited.

#### **IX. RFP TERMS & CONDITIONS**

- a. PIHOA is not liable for any costs or expenses incurred by the Respondent or any other person or entity in the preparation of their Proposal.
- b. PIHOA reserves the right to reject any and all Proposals received from Respondents as a result of this RFP, as is in the best interests of PIHOA, as determined solely by PIHOA.
- c. In determining which Proposal is best, PIHOA will consider the responsiveness to the requirements, the consultant cost, and the experience, qualifications, references, responsibility, and current availability of the Respondent to perform the Services. PIHOA may waive any technicalities or formalities in determining how best to serve PIHOA's interests. 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.
- d. 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 Respondent.
- e. 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 uncopyrighted concepts presented in any Proposal. Approval or disapproval of a Proposal does not affect this right.
- f. Any changes to any part of this RFP, will be communicated to all Respondents who have registered their interest, as required and explained on page 1 of this RFP.
- g. 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. Respondents will not be given an opportunity to change any part of a proposal after submission. A respondent 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.
- h. If the Respondent 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 Respondent were the original party to whom the award was made, or PIHOA may reject all of the bids, as its interest may require.
- i. From the issue date of this RFP until a determination is made regarding the qualification of Respondents, 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 Respondent who has registered their interest in this RFP.