



**REPUBLIC OF LIBERIA
MINISTRY OF HEALTH**

Expression of Interest to International Individual Consultant Services: Policy consultant to provide technical support for the development of a national in-service training policy document to guide the design, delivery, coordination, tracking and evaluation of trainings in Liberia.

Reference #: “Ref: MOH/IC/HSS/REOI/002/16/17

Released: March 7, 2017

REQUEST FOR EXPRESSION OF INTEREST

Background:

The Ministry of Health (MOH) with technical support from the USAID Collaborative Support for Health is aimed at developing a National In-Service Training Policy that will guide the MOH and its implementing partners regarding best practices in training design, delivery, coordination, tracking and evaluation. In 2015, an in-service situation analysis was conducted to analyze the current in-service training situation and clarify the roles and responsibilities of the Training Unit in order to strengthen the IST system. The situation analysis identified that the policy documents do not stress heavily on evidence-based design and delivery of training, although the literature indicates that effective design matters for learning outcomes. As part of recommendations from the 2015 situation analysis report, the Ministry of Health through the In-Service Training Unit desires a policy consultant to provide technical support for the development of a national in-service training policy document to guide the design, delivery, coordination, tracking and evaluation of trainings in Liberia.

Description:

The Consultant will work closely with the Training Unit and other MOH stakeholders to develop, validate and finalize an in-service training policy consistent with findings and recommendations from the recent in-service training situational analysis as stated above. The consultant will work under the supervision of the In-service Training Unit of the Ministry of Health to ensure that the objectives described in the scope of work below are achieved with high quality and in a time manner.

Candidate selection criteria:

- Previous international experience preparing policy documents
- Willingness to travel to Liberia for up to two weeks and be available by skype

Required Qualification

- Degree and previous experience in policy design preferred
- At least three years of experience in leading the design and development of institutional policy.
- Have excellent writing and communication skills
- Able to provide work samples of previous work demonstrating expertise
- Demonstrate willingness to work with diverse group under pressure

Scope of work:

- Desk review of relevant Liberia documents, including at minimum: the 2015 in-service training situational analysis, draft terms of reference documents for training providers, draft continued professional development standard operating procedures, MOH program training focal persons, IST sub-committee, County Health Team HR Officers, draft training standards. In addition, review the Investment Plan for Building a Resilient Health System, 2015-2021 and Annual Implementation Plan 2015/2016
- Preparation of an In-Service Training Policy, consistent with sample GoL policy documents that will be provided.
- Work under the direction of the acting director of the Training Unit, and collaborate closely with Collaborative Support for Health (CSH)

Duration

The duration of this technical support is 20 working days from date of contract signing and commencement of work in Liberia.

Key Performance Indicators

Expected output

Utilize other policy documents to develop the require document in expected time frame

Provide a draft copy of policy document to MOH authorities for approval before finalization

Provide a finalized policy document to the MOH in the time require

Provide a report on activities and possible recommendations

Interested individual may obtain further information from the address below and deliver their Expression of Interest (EOI) written in English, enclosed in an envelope clearly marked: **“Expression of Interest: Individual Consulting Services: Local Consultant— Instructional Designer// Training Module Review scope of work “Ref: No. MOH/IC/HSS/REOI/002/16/17** and drop in the tender box situated on the ground floor or electronically transmitted by the deadline specified below to: proumohsw@gmail.com no later than **Tuesday, 28th March 2017 @ 2:00 PM/ 14: 00 GMT.**

Expression of Interest must be clearly marked “Consulting Services: **“International Individual Consultant Services: Policy consultant national in-service training policy document**

The address is stated below:

Jacob L.N Wapoe
Director of Procurement
Ministry of Health
Congo Town, Room#140 or via email: proumohsw@gmail.com

This Expression of Interest can also be found on:

- www.emansion.gov.lr
- www.moh.gov.lr.
- dgMarket

Signed by: _____
**Director of Procurement
Admin.**

Approved by: _____
Deputy Minister for

