



## REPUBLIC OF LIBERIA

### MINISTRY OF HEALTH

#### **Expression of Interest to Hire Individual Consultant Services: Local Consultant— Instructional Designer//Training Module Review scope of work**

**Reference #:** “Ref: MOH/IC/HSS/REOI/001/16/17

**Released:** March 7, 2017

#### **REQUEST FOR EXPRESSION OF INTEREST**

#### Background:

The Government of the Republic of Liberia intends to support the services of an individual local consultant to develop instructional designer/training Module Review scope of work. The Ministry of Health (MOH) is currently working towards coordination and tracking of all In-Service Training Courses in the Country. To achieve this, the MOH in collaboration with partners have developed four integrated in-service training modules, a Human Resource Information System (iHRIS) data base and a training calendar. The four integrated modules were developed in 2009 and now need revision to meet the contemporary realities of our health setting. When finalized and approved, the integrated in-service modules will serve as the official training modules for in-service training in Liberia and will be utilized by all In-service training providers. IST courses collected will be incorporated into the training modules and subsequently in iHRIS.

#### Description of task:

*The Consultant* will lead the review and revision of the four major integrated in-service training modules used in Liberia. This will include the tasks outlined in the scope of work below during the timeframe outline beneath the duration.

#### Scope of work:

- Lead the technical review with local subject matter experts for the four existing in-service training modules which include: 1. Adolescent and Sexual Reproductive Health 2. Communicable diseases (malaria, TB, HIV) 3. Emergency Care 4. Mental Health
- Review will also include identifying other MOH program courses that could be used as “sub-modules” within each of the four-and reviewing those for technical updates with subject matter experts and also for instructional design best practices
- Refer to the 2016 LMDC facility standards for latest technical updates to guide local subject matter experts in their technical review
- Design materials in such a way that they can be implemented in the workplace as part of either group-based on-the-job training
- Assess existing materials against provided materials review best practices checklist and make recommendations for improvements (see appendix 1)
- Recommend a modular approach for splitting current four modules into smaller modules that can be used independently of each other
- Identify areas of duplication of content and suggest content to remove to streamline materials
- Write valid assessment items based on new updates to be used for pre and post training

- 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 30 working days from the day hired within Liberia, and begins when actually hired.

## **Key Performance Indicators**

Expected output

- Four revised modules ready for printing and distribution
- Ensures that printed modules are edited and formatted according to international standards
- Provide a report on activities and possible recommendations

## **Required Qualifications:**

- Degree in instructional design preferred
- A master training/an educator with experience in instructional or modular design
- At least three years of experience in leading the design, development and management of instructional design and materials development.
- Have excellent writing and communication skills
- Able to provide work samples demonstrating expertise
- Having technical expertise in modular subject matter areas will be an added advantage

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: IFB No: MOH/IC/HSS/REOI/001/16/17 and drop in the tender box situated on the ground floor or electronically transmitted by the deadline specified below to: [proumohsw@gmail.com](mailto:proumohsw@gmail.com) no later than Tuesday, 28<sup>th</sup> March 2017 @ 2:00 PM/ 14: 00 GMT.**

Expression of Interest must be clearly marked “Consulting Services: **“Individual Consulting Services: Local Consultant—Instructional Designer/Training Module Review scope of work”**. **Only Shortlisted Consultant will be interviewed.**

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](mailto:proumohsw@gmail.com)

**This Expression of Interest can also be found on:**

- [www.emansion.gov.lr](http://www.emansion.gov.lr)
- [www.moh.gov.lr](http://www.moh.gov.lr)

Signed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

