NATIONAL PUBLIC HEALTH INSTITUTE (NPHI) CONSULTANT – TEPHINET

Job type: Temporary Consultancy  
Division: Affiliated Organizations  
Department: TEPHINET  
Job Category: Business Operations/Public Health Functions/Global Health Security Agenda/International Health Regulations

Detailed Project Description:
Training Programs in Epidemiology and Public Health Interventions Network (TEPHINET) is seeking a temporary consultant to work April 20, 2020 to July 20, 2020. The Consultant will develop a white paper providing an evidence-based approach to strategies and other technical assistance strengthening the linkages between and among the different public health functions found in an NPHI. The consultant will conduct extensive research (literature review, grey literature, review of current Global Health Security Agenda activities supported by the NPHI program/NPHI Program success stories that demonstrate strong linkages between public health functions, etc.) that he/she will translate into a white paper. Fields of inquiry may draw from public health, organizational development, sustainability, etc., and other areas relevant to describing the enabling and critical success factors.

Primary Responsibilities:
1. Meet with CDC’s National Public Health Institute (NPHI) Program and TEPHINET
2. Develop a proposed course of action and timeline for research and writing a white paper to include:
   a. Plan to conduct a robust literature review;  
   b. Plan to develop an annotated bibliography; and  
   c. Preparation of summary findings with recommendations
3. Conduct the literature review
4. Gather information through other routes, including but not limited to informal discussions, meetings and interviews with subject matter experts
5. Revise workplan based on findings from literature if necessary
6. Develop a white paper describing the relationships between and among public health functions that include:
   a. description of the relationship between and among the public health functions both within the NPHI and external to the NPHI;  
   b. description of the relationship between an NPHI/NPHI functions and the external functions or linkages that influence NPHI program outcomes;  
   c. description of how to strengthen or create a synergy between public health functions;  
   d. description of the critical success factors for the improved functioning;  
   e. critical analysis of findings that inform specified relationships and specific ways to engage NPHI development in applying the findings; and  
   f. examples to measure the improved relationship (e.g., indicators, sources of data)
7. Deliver draft white paper for final comment
8. Deliver final white paper suitable for publishing and a PowerPoint presentation highlighting the connection and linkages on the lines between public health functions
Other Responsibilities and Reporting:
- Monthly written update provided to the administrative and technical monitors. The first monthly update is due one month after the start date of the period of performance. Monthly updates should outline the following:
  - Progress update for each activity area outlined in the TOR, with an updated timeline
  - Successes and challenges encountered for each objective area
  - Plan to mitigate challenge(s)
- Biweekly calls with the consultant, administrative TEPHINET POC, and CDC technical POC.
- Communication between the consultant and administrative TEPHINET POC to ensure that:
  - the consultant is following the administrative rules set in the NPHI-TEPHINET cooperative agreement GH15-1619 GH001873 and that
  - the consultant is reporting work related costs according to the NPHI-TEPHINET cooperative agreement GH15-1619 GH001873

Communication between the consultant and the technical CDC POC will ensure that the work is completed according to the TOR outline with opportunities for feedback to guide and inform the work flow. Communication should occur within the business hour window for TEPHINET and CDC.

Travel:
- Up to 15% domestic and/or international is possible (Note that this can change based on travel restrictions.)
  - Travel and participation in meetings that provide an opportunity to liaise with surveillance officers or other partners to gather practical examples of the linkages between and among the public health functions
  - Other travel to attend meetings/events of interest to NPHI work where the consultant could benefit from additional knowledge and resources to inform and guide the work performed during the consultancy

Work Post:
- TEPHINET and the NPHI Program are located in Atlanta, Georgia.
  - Business hours for TEPHINET and CDC are Monday – Friday, 9:00 am-5:00 pm EST.
  - Consultant will be expected to work up to full time during the consultant period. This will be up to 72 hours in April, up to 176 hours in May and June, and up to 104 hours in July.
  - There is no requirement to reside in Atlanta. However, regular communications and reporting should be maintained with the technical monitor (US CDC) and with the administrative point of contact (TEPHINET).
  - If the contractor is located in the US, an initial one-day meeting with CDC and TEPHINET POCs in person is necessary. If outside the Atlanta metro area, plan a two hour skype conversation.

Minimum Qualifications:
- Master’s in Public Health, master’s in organizational development, Master of Public Administration, or other relevant degree.
- At least 10 years of experience in public health programs with experience in global settings in the areas of analysis, management, coordination, and reporting
- Demonstrated experience working in public health settings implementing programs in low and medium resource countries.
- Experience in emergency preparedness & response frameworks and practices (e.g., International Health Regulations (2005) and for Africa, Integrated Disease Surveillance and Response (IDSR)), laboratory, surveillance and the link that exists between these different areas of work.
- Experience working with federal agencies and/or governments on global health programs or activities.
- Familiarity with global development efforts such as Global Health Security Agenda, International Health Regulations (2005), and national public health institute development work.
- Proven diplomatic skills working with Ministries and other governmental representatives

**Preferred Qualifications and Skills:**
- Strong understanding of business principles and public health functions
- Demonstrated effectiveness in oral, written, and interpersonal communication
- Ability to work independently as well as collaboratively
- Demonstrated analytical, critical thinking, and problem-solving skills
- French language skills preferred, but not required
- Effective computer skills, including experience with word processing, analytical, and program, management software.

**Additional Details:**

TFGH Background:
- The Task Force for Global Health (TFGH) is a non-governmental organization affiliated with Emory University and located in Decatur, GA. TFGH and its programs work globally to eliminate diseases that have plagued humankind for centuries and build the systems necessary to protect the health of entire populations. In 2016, TFGH received the Conrad N. Hilton Humanitarian Prize – the world's largest award of its kind – in recognition of its contributions to alleviating human suffering.

TEPHINET Background:
- The principal mission of the TEPHINET is: To strengthen international public health capacity through initiating, supporting, and networking of field-based training programs that enhance competencies in applied epidemiology and public health practice. In addition to this mission, TEPHINET provides administrative and management support to many international public health projects, some of which are related to the field epidemiology training programs.

**Application Submission Information:**
- Submit a curriculum vitae (CV), cover letter and work sample to ACreary@tephinet.org by April 1, 2020.
- Applicants selected for interviews will be notified via email.