



## TRAINING NOTICE

### SUPPLIER FREE VIRTUAL TRAINING SERIES OCTOBER 2023-FEBRUARY 2024

### EXCLUSIVE USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT (GOJEP) SYSTEM

In keeping with the Government's commitment to strengthen, promote and enhance the Public Procurement system, the Ministry of Finance and the Public Service (MOFPS), through the Office of Public Procurement Policy (OPPP), has officially mandated the use of the e-Procurement System for procurement transactions exceeding One Million, Five Hundred Thousand Jamaican Dollars (\$1,500,000.00), effective as of August 01, 2023. Suppliers interested in conducting business with the Government of Jamaica are now required to access and submit procurement documents through the Government of Jamaica Electronic Procurement (GOJEP) system. The OPPP is providing continuous and dedicated support to suppliers, and is pleased to announce the commencement of its annual free virtual supplier training series for the 2023-24 financial year. All interested suppliers are encouraged to partake in this initiative. Virtual sessions will run from October 2023-February 2024.

These sessions are designed to empower participants with the knowledge and skills required to effectively support the navigating, administering and managing of the GOJEP system. Each session is four (4) hours in length, and integrates interactive discussions, covering topics such as supplier self-registration, electronic bid submission and supplier account management.

To register for this free virtual training, visit [www.procureja.gov.jm](http://www.procureja.gov.jm), select the "Events" tab and follow the instructions listed below:

- Select the cohort you wish to register for.
- Read the training overview;
- Click the Zoom Event link at the bottom of the page to initiate your registration and select your respective training date. Please note that a maximum of two (2) participants per company are allowed to register;
- Complete the mandatory information for the designated participant/s as required;
- Click 'Register' to confirm your participation.

For more information on this free GOJEP training initiative, contact the Office of Public Procurement Policy by phone: 876-932-5220; or by email [oppccustomer@mof.gov.jm](mailto:oppccustomer@opppcustomer@mof.gov.jm) or visit our website at [www.procureja.gov.jm](http://www.procureja.gov.jm).

We look forward to seeing you at these sessions.

**GOJEP – Increasing transparency and efficiency in doing business with the Government of Jamaica.**



## REQUEST FOR EXPRESSIONS OF INTEREST (EOI)/CURRICULUM VITAE

### Consultant to Develop Training Modules and to Conduct Training Activities for Life Stage Approach to Health Promotion & Prevention: Primary Health Care Reform

The Life Course Approach is about recognizing key stages in life and the important health needs of each stage. The MOHW is moving towards patient centric care as a central pillar in primary health care. The Life Course approach will be used as the tool that will focus the health care provider on key health issues for health education and prevention for each client. This means that at each encounter with the client in the primary care setting, the health provider will manage the specific reason for visit and provide life stage specific health education and screening.

This approach seeks to increase the health literacy of the population by familiarizing them with the different health needs at each stage in life. In educating the individual on their health needs at their life stage, it is anticipated that the client will also be exposed to the continuum of services required as they move from one stage to the next.

#### Overall Objectives of the Consultancy

The consultant shall develop and prepare training modules presented in a comprehensive narrative document that is to be disseminated to the field, PowerPoint presentations for training purposes, and PowerPoint presentations formatted for access on a virtual training platform for the Life Stage Approach to Health Promotion & Protection.

#### SCOPE OF WORK

In undertaking this assignment, the consultant is required to:

- 1) Develop training modules on the following topics:
  - a. Overview of Life Stage Approach to Health Promotion and Prevention
  - b. Antenatal period; basic health topics & basic screening
  - c. 0-9 age group; basic health topics & basic screening
  - d. 10-19; basic health topics & basic screening
  - e. 20-64; basic health topics & basic screening
  - f. 65 and older; basic health topics & basic screening
- 2) Develop and package the information on each health topic and screening for each of the five life stages, in a narrative format, so that the health care provider is sufficiently knowledgeable to discuss the topics with the client.
- 3) Develop PowerPoint presentations for each health topic (Table 1), to be used for training

- 4) Prepare information for virtual access for training.
- 5) Develop and conduct pre and post-tests.
- 6) Conduct training for health care providers.
- 7) Work with the focal points in the MOHW
- 8) Conduct appropriate literature review on the content for the training materials.
- 9) Other tasks as directed by the Chief Medical Officer or Primary Health Care Reform Project Manager.

#### QUALIFICATION AND EXPERIENCE

The Consultant must meet the minimum required qualifications as detailed below or based on equivalency.

#### Qualifications

- 1) Undergraduate degree in Medicine or other relevant discipline. [5 points]
- 2) Master's degree in Public Health or other relevant discipline. [15 points]
- 3) Professional certification/training in instructional design or related field. [15 points]
  - a. Certificate or Diploma in Instructional Design. [10 points]
  - b. Professional Training in Instructional Design. [5 points]

#### Work Experience/Requirements

- 1) Specific experience of developing instructional content for the health field.
  - a. 10 years or more [15 points]
  - b. 6-9 years [10 points]
  - c. 2-5 years [5 points]
- 2) Proven ability to communicate complex educational and technical concepts to diverse audiences. [10 points]
- 3) Strong understanding of learning science principles and data-driven educational approaches. [10 points]
- 4) Experience designing and developing educational content for various modes of delivery, i.e. narrative format, visual presentations and content for virtual access. [10 points]
- 5) Experience working with cross-functional teams and managing complex projects. [10 points]
- 6) Experience organizing and conducting training and sensitisation sessions. [10 points]

Tender documents can be downloaded as of **Tuesday, September 24, 2024.**

Expressions of Interest in the form of an Application Letter, Curriculum Vitae and evidence of qualification must be sent via the GOJEP on or before, **Tuesday, October 15, 2024 at 2:00 p.m.**

Interested Consultants, who have not yet registered on the GOJEP, can self-register by navigating to the GOJEP Self-Registration page or make contact with the Office of the Public Procurement Policy (OPPP) [oppccustomer@mof.gov.jm](mailto:oppccustomer@mof.gov.jm) or by telephone at 876-932-5264 for support.

The detailed Terms of Reference can be viewed on both the MOH website at [www.moh.gov.jm](http://www.moh.gov.jm) and the GOJEP platform at <https://www.gojep.gov.jm/epps/home>.

**We thank all applicants; however, please note only shortlisted candidates will be contacted for an interview.**

## NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:

[jisadvertising@gmail.com](mailto:jisadvertising@gmail.com), [procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)