

Request for Proposal

Consultancy to Review and Strengthen Monitoring and Evaluation Tools and Processes for Field Epidemiology in Action Supported Programs

Terms of Reference

Date: 17 Sep 2025

Background

[Field Epidemiology in Action](#) (FEiA) partners with governments and national teams to build sustainable training programs to equip health professionals with the skills they need to prevent, detect, and respond to public health threats. Based at the University of Newcastle and Hunter New England Health, FEiA has supported health systems across the Pacific since 2013. FEiA is supported by the Australian Government through the Australian Aid program, along with additional support from Global Fund, World Vision, World Health Organization, and World Bank.

FEiA contributes to strengthening countries' public health capacity by supporting the development of sustainable, high-impact training programs. Our focus is on building resilient workforces that create lasting change, including through:

- Frontline (One Health) Field Epidemiology Training Programs
- Intermediate Field Epidemiology Training Programs
- Rapid Response Team Training

Monitoring, Evaluation and Learning (MEL) activities are critical to continually improving and assessing the effectiveness of these workforce development programs. While tools exist, they require review, updating, and alignment with FEiA's overarching MEL framework.

Objectives of the Consultancy

This consultancy will review and update MEL tools, and document monitoring and evaluation processes for:

- Papua New Guinea's One Health Frontline Field Epidemiology Training Program (3-month program)
- Papua New Guinea, Solomon Islands and Vanuatu's Intermediate Field Epidemiology Training Programs (9-month program)
- Papua New Guinea's Rapid Response Team Training Program (phased training approach)

The consultant will also prepare a simple MEL training package using the revised tools and deliver this training during a workshop with representatives from PNG, Solomon Islands and Vanuatu.

Activities

- Review standard MEL and reporting requirements for the training programs in Papua New Guinea, Solomon Islands and Vanuatu.
- Identify all existing MEL tools for:
 - Frontline FETP of Papua New Guinea
 - Intermediate FETPs of Papua New Guinea, Solomon Islands and Vanuatu
 - Rapid Response Team Training Program of Papua New Guinea
- Conduct a gap analysis to identify additional MEL tools required to comprehensively monitor and evaluate FEiA supported programs
- Map country-level MEL tools against FEiA's MEL framework for reporting to DFAT; identify any data gaps
- In collaboration with country counterparts, revise existing tools and develop new tools for PNG programs to support evaluation activities, ensuring:
 - Country-level MEL tools provide data to improve program design and delivery (using Kirkpatrick's evaluation model) and inform national reporting requirements
 - Country-level MEL tools provide the necessary data for FEiA's MEL framework for reporting to DFAT
 - Gender, equity and diversity considerations are integrated into MEL tools (this will be done in consultation with the FEiA Gender equality, disability and social inclusion (GEDSI) Advisor and in-country GEDSI experts)
- Develop MEL standard operating procedures for each training program
- Develop and deliver a 3-day MEL training workshop in PNG to build the capacity of national teams to use MEL tools

Notes

- In-country travel to Port Moresby (up to 2 weeks) will be required to consult with national counterparts to understand programs and MEL requirements
- In-country travel to Port Moresby (up to 5 days) will also be required to deliver a training workshop with 8–10 program representatives from PNG, and 2–3 observers from Solomon Islands and Vanuatu
- This consultancy will consider existing tools from all programs to guide the development of best practice tools. The consultant will develop these tools specifically for the PNG programs. As part of this process, the consultant will also identify which tools (or elements within specific tools) will need to be contextualised for the Solomon Island and Vanuatu intermediate level programs.

Deliverables

1. MEL Package for Frontline FETP, Intermediate FETP and RRT workforce development programs in PNG, consisting of:
 - a. MEL tools
 - b. Standard Operating Procedures / Guidance document for conducting MEL using the tools
 - c. Training materials for in-country MEL workshop (presentations, activities, etc.)
2. All of the PNG intermediate program tools, SOPs and training materials will need to have flags in the areas/sections where they will need to be adapted and contextualised to Solomon Islands and Vanuatu.
3. Report showing alignment of country-level MEL indicators with FEiA's MEL framework
4. Development of additional MEL tools required to provide information for FEiA's MEL framework
5. Final report, including recommendations for further capacitating in-country teams and for the contextualisation of the MEL tools and SOPs to Solomon Islands and Vanuatu intermediate FETPs

Duration and Level of Effort

The consultancy is expected to run for approximately 8 weeks commencing October 2025.

Required Qualifications

The consultant/team should demonstrate:

- Proven experience in monitoring and evaluation design, particularly for capacity-building or training programs
- Experience in participatory approaches and capacity strengthening
- Excellent facilitation, communication, and report writing skills

Management and Reporting

The consultant will report to the FEiA Program Lead for PNG, with support from the FEiA Program Lead for Solomon Islands and Vanuatu, and the FEiA Program Coordinator.

Writing Your Proposal

Please provide sufficient background to allow assessment of your experience and suitability for this consultancy, including a copy of your CV. In your proposal, include cost estimates and expected timelines for each deliverable.

A template for the quote is attached in Annex 1, which should be included as part of your proposal.

Submission deadline: Proposals should be submitted by 10 October 2025 to tambri.housen@newcastle.edu.au

Questions or clarifications can be directed to tambri.housen@newcastle.edu.au and Patrick.Tappouras@newcastle.edu.au

Annex 1: Quote template

Ms. Jane Smith

Consultant

[Company Address]

[City, ST ZIP Code]

Tel: +61 XXXXXXXX

Australian Business Number:

QUOTE

QUOTE #001

DATE: [Click to select a date]

TO:

University of Newcastle

University Drive,

Callaghan

NSW 2308

QUANTITY (DAYS)	DESCRIPTION	UNIT PRICE	TOTAL
XX days	Consultancy services to the Field Epidemiology in Action Team (UoN) related to Deliverable 1	\$00.00 per day	\$0000
XX days	Consultancy services to the Field Epidemiology in Action Team (UoN) related to Deliverable 2	\$00.00 per day	\$0000
XX days	Consultancy services to the Field Epidemiology in Action Team (UoN) related to Deliverable 3	\$00.00 per day	\$0000
XX days	Consultancy services to the Field Epidemiology in Action Team (UoN) related to Deliverable 4	\$00.00 per day	\$0000
TOTAL DUE			\$0000

Bank details

Bank:

Account name:

BSB:

Account number:

IBAN / SWIFT Code: