

## Request for Proposals:

### **Qatar Field Epidemiology Training Program Coordinator**

**Date Issued:**

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#### **CDC FOUNDATION CONTACT**

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## Summary of Request:

The CDC Foundation (CDCF) seeks a local consultant to provide services as the Qatar Field Epidemiology Training Program (FETP) Coordinator. The consultancy is based in Doha, Qatar and supports CDCF and the Centers for Disease Control and Prevention (CDC) to implement the Qatar FETP.

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### 1. ABOUT THE CDC FOUNDATION

The CDC Foundation helps CDC save and improve lives by unleashing the power of collaboration between CDC, philanthropies, corporations, organizations and individuals to protect the health, safety and security of America and the world. The CDC Foundation is the go-to nonprofit authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC's critical health protection mission. The CDC Foundation manages hundreds of programs each year impacting a variety of health threats from chronic disease conditions including cardiovascular disease and cancer, to infectious diseases like rotavirus and HIV, to emergency responses, including COVID-19 and Ebola. Visit [www.cdcfoundation.org](http://www.cdcfoundation.org) for more information.

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### 2. BACKGROUND AND NEED

Since 2022, CDCF has partnered with CDC and the Qatar Ministry of Public Health (MOPH) to launch the Qatar FETP. The FETP model is used around the world to build essential capacity in the public health workforce capable of conducting disease surveillance, responding to and preventing disease outbreaks, and protecting the public. The Qatar FETP currently encompasses the Frontline (Basic) and Intermediate levels of the program. Frontline FETP is a three-month in-service basic level training program for public health workers that focuses on detection of and response to diseases and events of public health importance or international concern. Intermediate-level FETP training is a nine-month to one-year in-service program that focuses on strengthening public health surveillance and promoting use of data for decision-making at the middle level of the health system.

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### 3. SCOPE OF WORK

The consultant will collaborate with staff from CDC, the Qatar MOPH, Global Health Development | Eastern Mediterranean Public Health Network (GHD | EMPHNET), and other local and international partners to implement the program and contribute to increasing the

number of trained epidemiologists in Qatar. The Coordinator will provide assistance to the MOPH to institutionalize the national program. The consultancy is based in Qatar and will require significant travel within Qatar, with the possibility of some international travel as well. The consultancy will require approximately 40 hours per week for an initial commitment of one year.

#### Consultant Activities:

- Provide administrative support to the FETP
- Provide onsite assistance to the Resident Advisor and Qatar MOPH program manager
- Support program activities, including training material development, mentor and participant selection and coaching, training workshops, disease investigation, certification, and evaluation
- Coordinate and participate in FETP meetings, including Technical Committee and Advisory Board meetings
- Maintain regular communication with CDCF, CDC, and GHD
- Provide frequent reports and meet regularly with CDC technical staff
- Provide reports to CDCF and CDC for the Qatar MOPH

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## 4. KEY REQUIREMENTS

### 4.1 Eligibility

Applicants must meet all of the following eligibility criteria:

- Bachelor's degree in public health or related field
- Strong organizational skills and attention to detail
- Excellent leadership, interpersonal, and communication skills
- Ability to work independently across multiple priorities and deadlines

### 4.2 Other Desired Qualifications

Ideal applicants will meet the following criteria:

- Three years of experience working in the field as a practicing epidemiologist, including outbreak response
- Graduate from CDC's Epidemiology Intelligence Service or a FETP
- Experience with teaching education strategies, including problem-based education techniques, teaching epidemiology and public health statistics, and public health management and program design
- Experience in preparing and facilitating trainings for in-service public health workforce development initiatives
- Fluency in writing, speaking, and reading of Arabic and English
- Experience working in the region
- International experience working with Ministries of Health or other governmental stakeholders on public health priorities
- Experience working with multidisciplinary and multicultural technical and management partners and stakeholders
- Experience with program management, including financial tracking and reporting

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## **5. INSTRUCTIONS FOR APPLICANTS**

To apply, please send a statement of qualifications (e.g., curriculum vitae or resume) and letter of interest to [cwebster@cdcfoundation.org](mailto:cwebster@cdcfoundation.org). Only respondents who are selected for interviews will be contacted.