

Program Management for Epidemic Preparedness (PMEP)

Information and Application

Overview

Resolve to Save Lives (RTSL) is excited to launch a new initiative dedicated to building the capacity of mid-level managers involved in the implementation of International Health Regulations in Africa, particularly managers who oversee and implement the day-to-day activities involved in the implementation of the National Action Plans for Health Security (NAPHS).

The aim of the training program is to ensure managers who are responsible for project management and implementation of NAPHS have the skills and abilities to successfully implement multi-sector, multi-partner programs that will enhance national capacity to stop, find and prevent public health threats.

This 12-month program will run March 2019 through February 2020 and will include face-to-face training as well as mentoring and coaching to ensure practical support that is directly applicable to real time implementation of the NAPHS. It is designed to be immediately applicable to trainees' roles in the following areas: program planning, partner coordination, monitoring and evaluation, budget and finance management, practical leadership skills and conducting effective trainings.

Applications are now open for the first cohort, which will be conducted in English. Applications will be accepted from teams or individuals who are nominated

by national authorities overseeing the NAPHS process and can clearly demonstrate their role in supporting NAPHS planning and implementation.

Communication and information for the French-speaking cohort will be available in mid-2019.

Objectives of PMEP

The implementation of NAPHS is a complex task. It involves 19 technical areas and the coordination of multiple government departments and implementing partners and donors. The effective and rapid implementation of NAPHS is critical to ensure countries are 'Epidemic Ready' and able to meet the challenges of the increasing risk of public health emergencies.

PMEP aims to support country implementation teams to effectively plan, implement and evaluate the diverse range of projects that are required to address gaps identified by the Joint External Evaluations or other assessment methodologies.

The training aims to strengthen **teams** coordinating and overseeing the implementation of multiple projects within the NAPHS and ensure that progress against milestones are met.

MONTH 1	MONTH 2	MONTH 4	MONTH 5	MONTH 6	MONTH 9	MONTH 12
PROGRAM PLANNING PHASE			PROGRAM IMPLEMENTATION PHASE			SCALING-UP PHASE
COURSE 1 ON-SITE Program Planning	FOLLOW UP REMOTE Session 1	COURSE 2 ON-SITE Monitoring and Evaluation	FOLLOW UP REMOTE Session 2	COURSE 3 ON-SITE Budget and Finance Mgmt	COURSE 4 ON-SITE Practical Leadership Skills	COURSE 5 ON-SITE Effective Training from Start to Finish

Methodologies of PMEP

The PMEP will take place over 12 months and will include 5, one-week face-to-face trainings. Between trainings, participants will have access to online learning, mentoring and coaching support. The Resolve to Save Lives team will also be available to provide in-country support to teams that require additional help in planning or implementing components of the NAPHS.

After the 12-month training program is complete, country teams will have the opportunity to present roll-out plans to replicate the training at the district or state level in support of the expansion of NAPHS projects. RTSL will support a limited number of proposals for implementation, ensuring that the training and capacity building is cascaded to the district or state level.

Costs

RTSL will cover all costs related to the training including travel, visa and accommodation. Per Diem for costs incurred during the training will also be provided. Payment for attending the training will not be provided.

Who Should Apply

- › Managers who are currently tasked with planning implementing or supporting the NAPHS process. This includes Ministry of Health, Agriculture or Environment staff.
- › Candidates who have at least 5 years of work experience.
- › 2-4 candidates per country will be accepted, so applying as a team is preferable.

- › Candidates with the support from your line manager and the agency tasked with overseeing the NAPHS i.e. the One Health Platform or NAPHS coordination committee.
- › Available for 5 one-week face-to-face trainings, with travel to East Africa (exact location to be announced).
- › Proficient in English.

Course Content

The training will be delivered by RTSL partner The Union. The Union has extensive experience in delivering program management and leadership courses across Africa. The Union's International Management Development Programme (IMDP) has been running for many years and strengthens health systems by training and educating public health professionals in the specific management competencies that are essential for public health programs. The IMDP addresses challenges faced by national program managers and health administrators in limited-resource settings to help countries improve the management of health programs.

PMEP has adapted the IMDP to meet the specific challenges of planning and implementing NAPHS in low-resources settings.

The following course objectives are illustrative examples of what PMEP will cover, however the programming will be adapted based on the experience and feedback of participants.

On Completion of the Course

Upon completion of the 12-month program, country teams will be able to apply for ongoing support for roll out of the training and NAPHS implementation to district level. Details regarding the post- course support will be provided after the third face-to-face training.

Certification

Union Courses are accredited by the International Association for Continuing Education and Training (IACET) and the Union is authorised by IACET. Participants will be provided with a certificate upon completion of course requirements and will be awarded CEUs (Continuing Education Units) or CME (Continuing Medical Education) credits depending on participant preference.

Next Steps

Actions in the Next Two Weeks

- Discuss with your supervisor and your team. Do you work on the NAPHS? Would this training be useful for you and your team? Do you have time to actively participate? Are you able to apply as an individual or as a team?

If you answered **yes** to these questions, register for an information session where we will answer your questions, provide more information to you, your line manager or team. Register for an information session by emailing trainings@resolvetosavelives.org and indicating which of the below times you would prefer to join.

December 5th, 2018: 0830-0900 Eastern Standard Time

December 7th, 2018: 1200-1230 Eastern Standard Time

- Prepare your application (form below) and submit to trainings@resolvetosavelives.org by **December 20th, 2018**.

After applying

January 2019: Check your email.

We will inform you of the outcome of your application.

February 2019: We will work with you to make travel plans and arrangements.

March 2019: First face-to-face training will take place.

Connect: We are here to help

If you have any questions or concerns about any component of PMEP, please contact trainings@resolvetosavelives.org.

OBJECTIVE 1:

PROGRAM PLANNING

Identify commonalities or actions that cut across the 19 areas included in the NAPHS

Practice planning tools for managing projects, large and small

Assess best practices and lessons learned for project replication and scale-up

OBJECTIVE 2:

MONITORING AND EVALUATION

Develop indicators and targets across the NAPHS framework

Develop data collection tools and analyze data to support reporting on NAPHS outcomes

Draw lessons learned from the data and use the information for decision making

OBJECTIVE 3:

BUDGET AND FINANCE MANAGEMENT

Identify and practice effective financial/operation risk management techniques

Design, develop and present program budgets using Excel

Perform a workload analysis

OBJECTIVE 4:

PRACTICAL AND ADVANCED LEADERSHIP SKILLS

Strengthen partnerships and coordination

Understand the many aspects of teams, team work and team management

Adapt leadership tactics

OBJECTIVE 5:

EFFECTIVE TRAINING AND TRAINING PROGRAM MANAGEMENT

Use learning objectives to focus your training

Use techniques to help learners get the most out of class

Use evaluation tools to measure the effectiveness of training

Application Instructions

Instructions

- Review the timeline and ensure you are available.
- This application is for the prospective trainee(s) to complete. **There are two submission types:**
 - **Individuals may submit an application using Form A**
 - **Teams of 2-4 individuals may submit a joint application using Form B**
 - For either application, approvals from direct supervisors and Ministerial leadership are required. Please recall that preference is given to Ministry-endorsed teams (Form B).
- For either application, a letter of support from a direct supervisor and a Ministry executive is required. Please use the template letter of support in this pdf.
- Provide your resume or curriculum vitae as a PDF and ensure appropriate labeling with your name. We accept three pages maximum on A4-sized document. Please highlight the number of years worked in global health and/or emergency preparedness.
- Provide a copy of relevant diplomas (scanned PDF(s)).
- For Ministry-endorsed teams (Form B),
 - Each individual should complete Application Form B.
 - However, only one **letter of support** is required. The template **letter of support** contains a section to acknowledge each individual.
 - Send one email that contains the complete application. If separate emails are necessary, please include the **letter of support** as an attachment for each; this allows us to identify the submission type.
- Send a complete application as an attachment to trainings@resolvetosavelives.org before the deadline.

Checklist of requirements by submission type

	Individual using Form A	Member of a Ministry-endorsed team using Form B
APPLICATION FORM	<input type="checkbox"/>	<input type="checkbox"/> One per person
CV AND/OR RESUME	<input type="checkbox"/>	<input type="checkbox"/> One per person
LETTER OF SUPPORT	<input type="checkbox"/>	<input type="checkbox"/> One per team
DIPLOMA(S)	<input type="checkbox"/>	<input type="checkbox"/> One per person

Application for Individuals

Form A

		Date
APPLICANT DETAILS	First Name	Last Name
	Phone	Country
	Email	
CURRENT EMPLOYMENT <i>Include details on your role with NAPHS planning or implementation</i>	Job Title	
	Role in NAPHS	
EMPLOYER INFORMATION	Department or Organization	
	Address	
	Phone	
MINISTRY POINT-OF-CONTACT (POC) <i>Sponsor of your Application</i>	First Name	Last Name
	Job Title	
	Email	Phone
LINE MANAGER <i>Contact Details</i>	First Name	Last Name
	Job Title	
	Email	Phone

Application for Individuals Form A

Explanation

Explain and justify your motivation for applying to this program. Articulate how it will help you in your role(s) and how you will use your new skills to ensure impact in your country. Share your vision for your career. (500 word maximum)

Application for Individuals Form A

Learning Contract

Applicants will be asked to sign a learning contract outlining the commitment from RTSL and the learner to the training program. Please review and ensure you are able to sign the below commitment.

Resolve to Save Lives

RTSL commits to providing a quality training tailored to the needs of middle career managers who are supporting the implementation of the National Action Plans for Health Security.

RTSL WILL

Cover costs of tuition including face-to-face and online content.

Provide travel, visa and accommodation from home to training location and return.

Provide a per diem for incidentals
(does not include sitting fee).

If the trainee cannot fulfill the above or is deemed to have not completed the above tasks, Resolve to Save Lives reserves the right to withdraw support for the trainee from the program.

By signing below, the trainee acknowledges the terms of participating in this program.

DATE

NAME OF TRAINEE

SIGNATURE OF TRAINEE

Trainee

THE TRAINEE WILL

Ensure full participation in face-to-face and online learning sessions.

Complete objectives for courses and sessions, as measured by performance on assignments or equivalent.

Attend courses and sessions, as measured by roll call.

Actively participate, as measured by monitoring and evaluation of trainees from trainers.

Application for Individuals Form A

Example Letter of Support

This letter is an example indicating the components that your letter must contain. Please feel free to copy and paste.

[Insert letterhead]

Letterhead must include address and contact information of providing organization

FROM

[FIRST NAME] [LAST NAME] [CERTIFICATIONS]
[TITLE]/[COUNTRY]

TO

Resolve to Save Lives, an Initiative of Vital Strategies

[FIRST NAME] [LAST NAME] [CERTIFICATIONS]
[TITLE]/[COUNTRY]

DATE

[DD/MM/YYYY]

SUBJECT

Nomination and affirmation of support for employee to participate in PMEP

Reference is made to the above subject.

The Ministry of Health of [Country] conducted the International Health Regulations (IHR) Joint External Evaluation (JEE) in [Month Year]. Following a JEE, actions must be planned and actioned to close the gaps identified in the JEE. This requires skills in program planning, monitoring and evaluation, budget and finance management, practical leadership skills, and knowledge of how to conduct effective trainings.

Our challenges to implement the national action plans for health security include [please outline and summarize your (country-specific) challenges in no more than 200 words].

[Please outline and summarize the ways in which this program is valuable in no more than 200 words.]

To improve in-country capacity in this regard, we are pleased to confirm our support for [prospective trainee's first and last names] to take time away from standard duties to complete PMEP. [Please provide a justification for this individual, which should outline in less than 100 words the individual's role(s) related to public health emergency preparedness and response];

If you have any questions, I may be contacted at [email or telephone].

Direct supervisor
NAME AND TITLE:

SIGNATURE

Point-of-contact in Ministry leadership
NAME AND TITLE:

SIGNATURE

Application for Teams

Form B (one form per team member)

		Date
APPLICANT DETAILS	First Name	Last Name
	Phone	Country
	Email	
CURRENT EMPLOYMENT <i>Include details on your role with NAPHS planning or implementation</i>	Job Title	
	Role in NAPHS Team	
EMPLOYER INFORMATION	Department or Organization	
	Address	
	Phone	
MINISTRY POINT-OF-CONTACT (POC) <i>Sponsor of your Application</i>	First Name	Last Name
	Job Title	
	Email	Phone
LINE MANAGER <i>Contact Details</i>	First Name	Last Name
	Job Title	
	Email	Phone

NAMES AND ROLES OF OTHER MEMBERS OF TEAM APPLYING	
Names	Job Title or Role in NAPHS Team

Application for Teams Form B

Explanation

Explain your current approach to planning and implementing NAPHS and how this training will support your team to accelerate progress. Outline current obstacles to progress and what you would like to do to improve implementation. (500 word maximum)

Application for Teams *Form B*

Learning Contract

Applicants will be asked to sign a learning contract outlining the commitment from RTSL and the learner to the training program. Please review and ensure you are able to sign the below commitment.

By signing below, the country representative and trainees acknowledges the terms of participating in this program.

Resolve to Save Lives

RTSL commits to providing a quality training tailored to the needs of middle career managers who are supporting the implementation of the National Action Plans for Health Security.

RTSL WILL

Cover costs of tuition including face-to-face and online content.

Provide travel, visa and accommodation from home to training location and return.

Provide a per diem for incidentals (does not include sitting fee).

Communicate with country representatives regarding the training content, progress of participants and potential opportunities for additional support at country level to improve NAPHS implementation.

Country Representatives

ON BEHALF OF THE NAPHS IMPLEMENTING AUTHORITY THE COUNTRY REPRESENTATIVE COMMITTS TO

Support trainees with adequate time away from normal duties to participate in face-to-face training.

Facilitate trainees to implement what they have learned including implementation of improved processes related to the NAPHS.

Communicate with RTSL regarding the quality of the training, additional topics or issues they would like covered or concerns about the training.

Trainee

THE TRAINEE WILL

Ensure full participation in face-to-face and online learning.

Complete objectives for courses and sessions, as measured by performance on assignments or equivalent.

Attend courses and sessions, as measured by roll call.

Actively participate, as measured by monitoring and evaluation of trainees from trainers.

If the trainee cannot fulfill the above or is deemed to have not completed the above tasks, Resolve to Save Lives reserves the right to withdraw support for the trainee from the program.

By signing below, the trainee acknowledges the terms of participating in this program.

DATE

NAME OF COUNTRY REPRESENTATIVE

SIGNATURE OF TRAINEE

Application for Teams Form B

Example Letter of Support

This letter is an example indicating the components that your letter must contain. Please feel free to copy and paste.

[Insert letterhead]

Letterhead must include address and contact information of providing organization

FROM

[FIRST NAME] [LAST NAME] [CERTIFICATIONS]
[TITLE]/[COUNTRY]

TO

Resolve to Save Lives, an Initiative of Vital Strategies

[FIRST NAME] [LAST NAME] [CERTIFICATIONS]
[TITLE]/[COUNTRY]

DATE

[DD/MM/YYYY]

SUBJECT

Nomination and affirmation of support for employees to participate in PMEP

Reference is made to the above subject.

The Ministry of Health of [Country] conducted the International Health Regulations (IHR) Joint External Evaluation (JEE) in [Month Year]. Following a JEE, actions must be planned and actioned to close the gaps identified in the JEE. This requires skills in program planning, monitoring and evaluation, budget and finance management, practical leadership skills, and knowledge of how to conduct effective trainings.

Our challenges to implement the national action plans for health security include [please outline and summarize your (country-specific) challenges in no more than 200 words].

[Please outline and summarize the ways in which this program is valuable in no more than 200 words.]

To improve in-country capacity in this regard, we are pleased to confirm our support for the following individuals to take time away from standard duties to complete PMEP, with the following justification:

1 [NAME OF NOMINATED STAFF]: [justification for this individual, which should outline in less than 100 words the individual's role(s) related to public health emergency preparedness and response];

2 [NAME OF NOMINATED STAFF]: [justification for this individual, which should outline in less than 100 words the individual's role(s) related to public health emergency preparedness and response];

3 [NAME OF NOMINATED STAFF]: [justification for this individual, which should outline in less than 100 words the individual's role(s) related to public health emergency preparedness and response];

4 [NAME OF NOMINATED STAFF]: [justification for this individual, which should outline in less than 100 words the individual's role(s) related to public health emergency preparedness and response];

If you have any questions, I may be contacted at [email or telephone].

Direct supervisor

NAME AND TITLE:

SIGNATURE

Point-of-contact in Ministry leadership

NAME AND TITLE:

SIGNATURE