

# Job Description: Independent Consultant

## Cervical Cancer Training Content Review and Development - South Africa

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### 1. Background

Cervical cancer remains one of the leading causes of cancer-related morbidity and mortality among women in South Africa, despite being highly preventable. Persistent gaps in access to screening, early diagnosis, and treatment of precancerous lesions continue to drive late presentation and poor outcomes.

A critical barrier to effective cervical cancer control is the limited clinical capacity within frontline healthcare systems, particularly in delivering integrated prevention services such as HPV vaccination, screening, and treatment of precancer. This project is designed to directly address this gap by equipping healthcare professionals with practical, competency-based skills aligned with the WHO Cervical Cancer Elimination Strategy (90-70-90 targets).

The Clinton Health Access Initiative (CHAI), in collaboration with the National Department of Health (NDoH), is seeking an experienced consultant to review, adapt, and develop structured cervical cancer training content suitable for integration into the NDoH Knowledge Hub Learning Management System (LMS).

### 2. Objective of the Assignment

To review, update, and develop comprehensive, evidence-based cervical cancer training content and educational materials that:

- Are aligned with national and international clinical guidelines
- Are structured for adaptation into online learning modules hosted on the NDoH Knowledge Hub LMS
- Apply adult learning principles and learner-centered educational approaches
- Strengthen clinical capacity for cervical cancer prevention and management among frontline healthcare workers

### 3. Scope of Work

The consultant will undertake the following workstreams:

#### A. Inception and Planning

- Conduct stakeholder consultations with the NDoH Sexual and Reproductive Health (SRH) Programme team
- Review existing Knowledge Hub learning structure and methodology
- Review national cervical cancer prevention guidelines and policies
- Align learning outcomes with SRH programme objectives
- Develop a module framework and detailed content outline

## **B. Content Development**

Develop structured cervical cancer educational content, including:

- Learning objectives and key messages
- Clinical diagrams and infographics
- Flowcharts and clinical algorithms
- Summary slides and discussion prompts
- Clinical case studies and learner job aids

## **C. Presentation and Storyboard Development**

- Develop structured slide presentations
- Create infographics, flowcharts, and clinical algorithms
- Develop narration scripts and interactive learning prompts
- Structure learner flow and module sequencing

## **D. Assessment and Learning Activity Development**

- Create quizzes and knowledge checks
- Develop reflective exercises and discussion prompts
- Develop case-based assessment questions
- Align all assessments with module learning outcomes

## **E. Review and Finalization**

- Conduct clinical and technical review of all content
- Integrate stakeholder review feedback
- Complete editorial review and formatting
- Final quality assurance and packaging of all materials

## **4. Deliverables**

The consultant will be expected to deliver:

- Inception Report (module framework, learning outcomes framework, and detailed content outline)
- Draft Module Content (structured training content per module)
- Clinical Case Studies and Learner Job Aids
- Draft Slide Presentations with narration scripts and visual learning aids
- Assessment Question Bank (quizzes, knowledge checks, reflective activities, case-based assessments)
- Finalized Training Content Package
- Final editable PowerPoint presentations
- Final Learner Materials and Assessment Package

## 5. Workplan and Phasing

The assignment is structured over an estimated 10-week period, with the following phasing:

Phase	Activities	Deliverables	Timeframe
Phase 1: Inception and Planning	<ul style="list-style-type: none"> <li>• Stakeholder consultations with DoH SRH Programme team</li> <li>• Review of existing Knowledge Hub learning structure and methodology</li> <li>• Review of national cervical cancer prevention guidelines and policies</li> <li>• Alignment of learning outcomes with SRH programme objectives</li> <li>• Development of module framework and content outline</li> </ul>	<ul style="list-style-type: none"> <li>• Inception report</li> <li>• Agreed module structure</li> <li>• Learning outcomes framework</li> <li>• Detailed content outline</li> </ul>	2 Weeks
Phase 2: Content Development	<ul style="list-style-type: none"> <li>• Technical writing and curriculum development</li> <li>• Development of structured module content</li> <li>• Preparation of learner support materials</li> </ul>	<ul style="list-style-type: none"> <li>• Draft module content</li> <li>• Clinical case studies</li> <li>• Learner job aids</li> </ul>	3 Weeks
Phase 3: Presentation and Storyboard Development	<ul style="list-style-type: none"> <li>• Development of slide presentations</li> <li>• Development of infographics, flowcharts, and clinical algorithms</li> <li>• Development of narration scripts and interactive learning prompts</li> <li>• Structuring of learner flow and module sequencing</li> </ul>	<ul style="list-style-type: none"> <li>• Draft slide presentations</li> <li>• Narration scripts</li> <li>• Visual learning aids and algorithms</li> </ul>	3 Weeks
Phase 4: Assessment and Learning Activity Development	<ul style="list-style-type: none"> <li>• Creation of quizzes and knowledge checks</li> <li>• Development of reflective exercises and discussion prompts</li> <li>• Development of case-based assessment questions</li> <li>• Alignment of assessments with module learning outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment question bank</li> <li>• Quizzes and knowledge checks</li> <li>• Reflective learning activities</li> <li>• Case-based assessments</li> </ul>	1 Week
Phase 5: Review and Finalization	<ul style="list-style-type: none"> <li>• Clinical and technical review of all content</li> <li>• Stakeholder review and feedback integration</li> </ul>	<ul style="list-style-type: none"> <li>• Finalized training content package</li> <li>• Final editable PowerPoint presentations</li> </ul>	1 Week

Phase	Activities	Deliverables	Timeframe
	<ul style="list-style-type: none"> <li>• Editorial review and formatting</li> <li>• Final quality assurance and packaging of materials</li> </ul>	<ul style="list-style-type: none"> <li>• Final learner materials</li> <li>• Final assessment package</li> </ul>	

## 6. Roles and Responsibilities

No.	Responsible Stakeholder	Responsibility
1.	CHAI	Coordination, approval, stakeholder engagement, and oversight
2.	NDoH Knowledge Hub	Hosting, platform management, user registration, and support
3.	Consultant	Review, adaptation, and digitization of cervical cancer training content

## 7. Duration and Level of Effort

- Estimated duration: 10 weeks
- The consultant is expected to commit sufficient time to deliver all phases within the agreed timeframes
- A detailed workplan will be agreed upon at inception

## 8. Reporting and Governance

- The assignment will be overseen by CHAI in collaboration with the National Department of Health SRH Programme
- Technical guidance will be provided by clinical advisors, DoH SRH Programme managers, Knowledge Hub LMS representatives, and relevant programme coordinators
- The consultant will provide regular progress updates to designated programme leads
- All content will undergo clinical and technical review prior to finalization

## 9. Required Qualifications and Experience

### Essential

- Advanced qualification in Health Sciences, Clinical Medicine, Nursing, or a related field
- Demonstrated experience in curriculum development and clinical training material design
- Sound knowledge of cervical cancer prevention, screening, and management protocols
- Familiarity with adult learning principles and competency-based education
- Strong technical writing skills with ability to develop structured educational content

- Experience preparing materials for e-learning or digital platforms (LMS)

### Desirable

- Experience working within the South African public health system or sub-Saharan Africa health systems
- Familiarity with the NDoH Knowledge Hub or similar health learning management systems
- Experience developing WHO-aligned clinical training materials
- Graphic design or instructional design experience
- Experience engaging with government health programme stakeholders

## 10. Expected Outcome

The finalized training content package will:

- Equip frontline healthcare workers with practical, competency-based knowledge and skills for cervical cancer prevention and management
- Provide a structured, clinically accurate, and learner-centered e-learning content package ready for hosting on the NDoH Knowledge Hub LMS
- Support national scale-up of cervical cancer elimination efforts aligned with the WHO 90-70-90 targets
- Contribute to strengthening health system capacity for integrated prevention services