



Terms of Reference

Mobile Outreach Events to raise community awareness about NCDs and their prevention

Background

The Health for All Project (HAP) in Albania is funded by Swiss Agency for Development and Cooperation (SDC) and is being implemented by a consortium of three organizations: the Swiss Tropical and Public Health Institute (SwissTPH), and the two NGOs: Terre des hommes (Tdh) and Save the Children (SC) through HAP Center. Its overall goal is that the Albanian population benefit from better health due to improved Primary Health Care (PHC) services and health promotion activities.

In this framework, HAP will support mobile community health promotion events to raise awareness of the causes of non-communicable disease (NCDs) and their prevention.

The targeted area from the intervention are Diber and Fier Region. The mobile outreach events, will visit communities in the selected geographical areas, to address multiple NCD issues in a single event lasting approximately 3 hours. The method enables substantial groups of 10+/- people to circulate around 5 interactive thematic stations.

HAP is calling for Non for Profit Organizations (NPO-s) with a strong record in community outreach to implement mobile outreach events according to the definitions in this TOR. With the purpose of facilitating the logistic difficulties in implementing the Campaign, we encourage the establishment of consortiums between Non-profit Organizations which can jointly implement the activities. The interested NPO-s can apply for the implementation of the activities either in one of the regions or in both regions. There will be given a higher score to the NPO-s whose implementing team(s) is/are based in the region/s.

Objective

To implement innovative mobile outreach events designed by HAP to raise community awareness of the causes of non-communicable diseases (NCDs) and their prevention.

Specific objectives:

1. To strengthen the health literacy of the community members regarding NCDs, empowering them to prevent chronic and degenerative illness by reducing risk factors, changing behaviors, and increasing demand for screening and treatment at the Health Centers.
2. To engage and strengthen the Health Centres to lead and support communities in reducing their NCD-related risks.

I. Methods, Approaches, Deliverables

1. The method and all the materials necessary for implementing the mobile outreach activities (implementing partner manual, IEC materials, training program, etc) have been developed by HAP.
2. The mobile outreach activities will visit communities in the selected geographical areas, to address multiple NCD issues in a single event. The method enables substantial groups of people to circulate



around 5 interactive thematic stations (1-Introduction to the NCD risk factors, 2-Dietary risk and prevention, 3-Tabacco smoke exposure, 4-Alcohol consumption, 5-Inadequate physical activity). Two facilitators in each station will follow a script and use tools such as poster, games, quizzes to work with waves of groups of 10+/- people interactively for 10-15 minutes. Additionally, there will be 2 other stations. One where the entertaining facilitators will interact with younger children of the participating families and communities about healthy lifestyles and the other one where the local Health Centre staff, will answer to participants questions and book cases on site for follow-up in the Health Centre. HAP will provide the necessary material to set-up the thematic stations (promotional tents, tables, posters, educational material, etc.).

3. During the mobile outreach events, the implementing partner staff will implement the guides *developed and provided* by HAP. The implementing team will be trained by HAP on the innovative method and materials. Any healthcare and health prevention related questions formulated by community participants that are not covered in the guide provided by HAP must be directed to the Health Centre staff present in the event and should not be answered by the facilitators.
4. The NPO/s will liaise with the Health Centres of the communities to be visited in time to ensure that at least 4 Health Centre staff are present for each event. HAP will ensure that the Health Centre staff are fully briefed on their roles (answering community questions, supporting the “NCD self-risk assessment”, and ensuring that participants with health concerns register for a follow-up appointment.-
5. The NPO/s will liaise in a timely manner with local authorities, community leaders, religious leaders, schools and relevant civil society and interest groups (e.g. disability, health groups and Roma organisations) to ensure their advanced information of the events in order that they can mobilise the community to attend forthcoming events.
6. The NPO/s will be supervised by HAP. It will be supported technically, but the implementing partner will solve any logistic issues related to transport, staffing etc. by itself.
7. HAP will provide accommodation for the implementing team, if needed, during the implementation of the events.
8. Based on the objectives of the Mobile Outreach Events, the expected **deliverables** are:
 - About 20 events implemented in Fier Region and 15 events implemented in Diber Region (approximately 180 minutes each)
 - 150 to 200 community members participate and benefit from each event (the activities will target whole communities and families and reach the primary target population of teenagers, young people and parents).
 - A summary report on each event, with the number of beneficiaries by gender.
9. The NPO/s has to deliver a technical proposal, min 3 pages and max 5 pages describing in detail the following:

-Organize the space of the previously mentioned thematic and entertaining stations in the assigned area;

-Stimulate and encourage participation of local community members

-Entertain children too young to engage in the tobacco and alcohol stations, and provide age-appropriate preventive information (e.g. with games, puppet shows, video kiosks)

-Ensure that waves of participants move in a flow to stations and prevent bottlenecks (describe techniques and or tools to be used to ensure the movement of people)

-Encourage all family groups to visit all stations, including the sixth HC station (describe techniques and/or incentives to be used)



- Organise the ideas for the healthy snacks offered at the end of the event, as this is an important learning opportunity for communities (proposed receipts aiming especially to grab the attention of the kids and their parents; how will the snacks be served; how will the transport be managed in order to provide fresh and safe food)
- Organizational aspects related to permission from local authorities/police etc., use of public space for the event, agreements related to cleaning of the territory at the end of the event and other organization and logistic issues.
- Organize logistically all aspects related to implementation of mobile outreach events (transport of 16 team members, transport of material (8 tents, 14 portable tables, 12 roll- ups, etc.), the number and type of the vehicles planned to be used for both transportations, storage and safeguarding of the material, invitation and mobilization of communities to attend the events, other operational-related aspects.

II. Staff profile and duties

This section describes the characteristics of the team positions that NPO will need to mobilize and deploy. The team will have:

- o A team leader/supervisor
- o Thematic facilitators
- o Entertaining facilitators
- o Guide facilitators

The team leader/supervisor – profile, tasks and skills:

- Should be mature, with not less than 10 years of experience in leading similar projects, activities or events
- Should have the problem-solving capacity to ensure that the mobile unit arrives, sets-up and commences, according to a plan of work agreed with HAP.
- He/she is responsible for quality assurance overall and that staff show high standard performance while implementing the mobile outreach events according to their guidance and training from HAP.
- Should have excellent logistical and planning skills to anticipate and/or deal with any issues arising to ensure smooth and efficient function of the events.
- He/she will be responsible for ensuring the accurate collection of required monitoring data and timely reporting.
- He/she will liaise with the Health Centres of the communities to be visited in time to ensure that at least 4 Health Centre staff are present for each event. He/she will also liaise in a timely manner with local authorities and community leaders, religious leaders, schools and relevant civil society and interest groups (e.g. disability health groups and Roma organisations) to ensure their advanced information of the events in order that they can mobilise the community to attend forthcoming events.

The thematic station facilitators - profile and skills:

There will be 10 facilitators for five thematic stations.

- The team will have males and females in equal numbers.



- It is preferable to have facilitators with a background on health, social sciences or communication field.
- The facilitators will be trained by HAP on the messages to be conveyed to the target groups and they should be able to assimilate the materials, methods and training provided on NCDs and consistently implements the events in line with the guidelines.
- The facilitators should have the personality to faithfully implement the events according to training and guidance, to be bold communicators, team-players, and have charisma to engage communities with their enthusiasm.

Guide Facilitator - profile and skills:

- 2 Facilitators with the role of guiding the participants to stations to maintain the flow of people participating in the event.
- 1 Facilitator will welcome participants and will register them through a check-list before guiding them to the first station.
- 1 Facilitator will be responsible of offering the pre-prepared healthy snacks to the participants at the end of the event, after they have visited all the stations. He/she should also be able to explain the benefits and values of the ingredients used to prepare the snacks and share the recipes with the interested participants.
- 1 team member with the responsibility of data collection as per HAP developed monitoring and evaluation tools.

The entertaining facilitators - profile and skills:

There will be 3 entertaining facilitators to occupy and entertain children, incorporating health messages.

- At least 2 of them should have experience in entertaining and providing scripted health messages to children.
- At least 2 of them might have both theatrical and juggling skills

It is expected that NPO/s has 5 additional facilitators to ensure that they can always provide a full trained team, regardless of absence and illness. They will be attend the training sessions provided by HAP as the other facilitators. This is mandatory.

For this bid, the company/consortium shall provide the following outline specifying the following aspects which will be evaluated with the following percentage:

1. A letter with the expression of interest for the Region where the NPO/s would be able to implement the activities. It can be one qark (Fier or Diber) or both qarks (Fier and Diber).
2. The professional CV of the Organization/s demonstrating previous experiences in health promotion activities; communication, animation and facilitation of public events with the purpose of disseminating educative information and community mobilization; **15%**
3. In case of consortiums a Memorandum of Understanding between organization should be submitted
4. CV of the team leader **5%**
5. Short bios (max half page) of each thematic and entertaining facilitators; **10%**
6. A technical proposal min 3 pages and max 5 pages explained in details in the section I **30%**
7. Financial proposal based on the **Annex 1**, signed and stamped **40%**
8. Copy of the official registration of the organization and NIPT



Deliverables and contractual aspects

For the implementation of the contract, the provider will work in close collaboration with and under supervision of HAP Health Promotion Officer, HAP Fier coordinator and HAP Diber coordinator. They will assure that the provider will perform the activities as planned and in line with the contract.

The selected provider will be offered a framework contract with validity of 6 months, which will encompass a number of health promotion activities. The Framework Contracts are implemented through Specific Contracts signed with the provider specifying the activities to take place, deliverables, time frame and the amount to be paid. A Specific Contract should have its specific TORs.

The deliverables of the contract will be:

- Narrative Report on activities carried in line with the implementation plan for each event. The report should conclude with lessons learned and recommendations for future implementation of the Mobile Outreach Activities.

Time Frame

The Implementation of the activities of the plan should take place starting **from 15 September 2018 to 15 February 2018**.

Deadline for application

The application package should be sent in sealed envelopes within **31st of August, 2018** at the address:

Procurement Team
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