



## GLOBAL TERMS of REFERENCE (ToRs)

**Provision of Continuing Medical Education (CME) activities on use of Clinical Guidelines and Protocols (CGP) for Diabetes, Hypertension, Dyslipidaemia, Asthma and Chronic Obstructive Pulmonary Disease (COPD) by family medicine teams (family doctors and nurses).**

### 1. Background

Health for All (HAP) is a project of the Swiss Agency for Development and Cooperation (SDC) of the Swiss Government and is being implemented in Albania since 2015. Its overall goal is that the Albanian population benefit from better health due to improved primary health care (PHC) services. Since 1 April 2019 the Swiss Tropical and Public Health Institute (SwissTPH) and the HAP Centre are implementing the second phase of HAP.

As part of the strategy to improve the quality of Primary Health Care (PHC), HAP has succeeded up to now to: i) develop clinical guidelines and protocols for the five most common NCDs managed daily at PHC such as diabetes, hypertension, dyslipidaemia, asthma and COPD; ii) provide a series of training for family doctors and nurses on the use in their everyday practice of CGP for NCDs. HAP plans to continue providing these training program till February 2023.

In this context HAP is seeking to contract one or more consultancy organization(s) to provide CME activities **to family doctors and nurses (family medicine teams) on everyday use of CGPs** for diabetes, hypertension, dyslipidaemia, asthma and COPD. A framework contract will be signed with the selected consultancy organization(s), that will encompass provision of these CME activities as specified below.

The training activities will be provided in the period starting from the day the contract becomes effective till 28<sup>th</sup> of February 2023. The potential consultancy organizations (Provider) should submit a proposal answering the requisites as described in these ToRs for implementation of CME activities in Fier, Diber regions and beyond.

### 2. Main Objective

The main objective of these Terms of Reference (ToRs) is to strengthen capacities of family doctors and nurses to use in their daily practice the CGPs for diabetes, hypertension, dyslipidaemia, asthma and COPD.

### 3. Specific objectives

The specific objectives of these ToRs are the following:

3.1. Provide an accredited training on “Enabling FDs and nurses to implement in their daily practice the CGPs for diabetes, hypertension, dyslipidaemia, asthma and COPD”;

3.2. Provide technical assistance to Peer Groups dedicated to “Implementation into clinical practice of CGPs for the above-mentioned NCDs”.

### 4. Approaches

#### 4.1 General aspects

The Provider should be able to deliver the CME activities as defined in the objectives' section of these ToRs with its own human resources in Health Center's premises and other venues in Fier and Diber regions and eventually beyond these two regions.

Training courses should have a combination of theoretical and practical sessions applying "hands on" learning techniques. The practical activities may be carried out with models and patients and/or mock patients in the facility where the training is held. Therefore, the trainers engaged in the provision of these services should be experienced PHC providers. The number of trainees participating in one training session should be from 10 to 15 (fifteen).

The provider will also assist the operation of Peer Groups dedicated to "Implementation into clinical practice of CGPs for NCDs". This assistance will be provided by one trainer during the 2-3 hour meeting(s) of the respective Peer Group, where the expert will guide the clinical discussion on the pre-identified topic. The provider will know the topic of the PG meeting timely in advance through HAP.

For the specific service to be covered by the framework contract, the selected provider will receive a written request from HAP, specifying the details for the CME activity (topics, the number of trainees, names, positions of health professionals to be enrolled in this activity, the venue of the activity, the respective timelines, and any additional detail of the activity to be implemented).

Then, the provider will plan the CME activity, and within one week will inform HAP about the dates and trainers who will deliver the CME activities. Once the plan is approved by HAP, the provider should be in conditions to implement it as agreed by both parties.

HAP will supply the provider with respective reference training materials. The PPT and any other documents elaborated in the frame of this contract are property of HAP and are submitted to SDC rules on intellectual property.

#### **4.2 Specific aspects for the CME activities**

The selected provider will take the responsibility to mobilize the trainer/s who will provide the trainings. The trainer/s mobilized by the provider, will read, internalize, and master the reference training materials (CGP, respective training manuals) provided by HAP and make use of them to prepare the respective PPTs and any other working materials.

The printed reference training material will be made available to the trainees by HAP during the activity. The printed power point presentations and any relevant didactic material and any electronic teaching resource will be made available to the trainees from the provider during the activity, therefore the respective printing cost will be under them.

The selected provider will assure the clearance of the trainees when, as part of the training course, they are required to examine or be present during the examination of patients. The provider is also responsible to obtain the consent of the patient before the examination takes place.

The provider is responsible for the accreditation of the training including the payment of accreditation fee at the National Centre for Continuing Education. These costs will be reimbursed by HAP against the respective invoices.

Transportation of trainers to Fier Diber and elsewhere will be under the responsibility of the provider. HAP will be responsible for providing logistic support during the CME activities, such as accommodation for trainers and trainees, meeting room venue, refreshments and meals.

#### **4.3 During the time of implementation of the contract, the provider will:**

1. Closely collaborate with HAP staff in charge of Quality of Health Care and Family Nursing Specialist.
2. Keep HAP informed about any difficulties, change of trainers and/or experts or any hindrances that may affect or delay the provision of the service foreseen by the specific Contract. In case of changing the trainers, the provider should send the CV-s of the new team member(s) proposed and wait for HAP approval.

## 5. Deliverables

After the provision of each specific service the provider will submit to HAP:

The Report describing the work done/service provided (**signed and submitted to HAP electronically and in hard copy**), attached with

- PPT, any other eventual working materials/tools, and any electronic teaching resource
- The trainees' evaluation of the course and of trainer's performance.
- List of participants submitted to NCCE and original list of participants.

## 6. Time Frame

The implementation of the activities should take place starting from the day of signing of the contract up to 28<sup>th</sup> of February 2023.

The interested bidders for participation in the tender should send their application within 9<sup>th</sup> of December 2021.

### The offer should include:

1. The profile of the organization (CV), proving that: 1) it is a PHC provider or other organization with experience in PHC in Albania ; 2) has an experience in provision of CME activities to PHC providers (physicians and nurses) in the last three years (2 to 3 pages);
2. The CV of the trainers (Family Doctors and Family Nurses) the provider will deploy, proving a minimum of 5 years as PHC providers, and a minimum of 3 years of experiences in development of training materials for PHC providers and provision of accredited training. This mandate is labor-intensive and therefore the minimum number of mobilized trainers should be no less than 6 Trainers, including 3 family doctors and 3 family nurses.
3. The training fee/day, in All, VAT and tax included, including the preparatory work to master training materials provided by HAP and development of the respective PPT and any other eventual working materials/tools.
4. The training fee/day, in All, VAT and tax included, for the participation in one Peer Group meeting.
5. Transport cost for trainers in All/km, tax included
6. The registration documents of the organization (NIPT, QKB,etc) and a Certificate of tax liability, stating whether they are subject to VAT or not.

All fees proposed should not include any cost related to the rental of training venue, transport costs of the trainees, accommodation of trainers and trainees, food and drinks to be consumed during the training.

To meet the criteria required by these ToRs and if necessary, it is recommended that you mobilize experts outside your organization in order to become eligible for this contract.

The proposals must be delivered within **9<sup>th</sup> of December**, 4pm, in sealed envelopes, with clearly marked **“Support for implementation of CME activities”** to the address below:

HAP Centre  
Rruga “Themistokli Gërmenji”, Pallati Helios, Kati II, Ap.1, Tirana, Albania/