



Terms of Reference

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

Background

The Health for All Project in Albania (HAP) is funded by Swiss Agency for Development and Cooperation (SDC) of the Swiss Government and is being implemented by HAP Centre. 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 is the Administrative Unit of Aranitas in the Municipality of Mallakaster and the Administrative Unit of Portez in the Municipality of Fier. The estimated number of residents in these areas is 15.000.

The direct beneficiaries of the activities are expected to be 800 community members of Aranitas and Portez, Primary Health Care providers in the two areas, Health Promotion Cabinet staff in Public Health Directorates of Mallakaster, Fier and Lushnje (7 specialists), HP Department of IPH, and local civil society. Indirect Beneficiaries are all community members of Aranitas and Portez.

HAP is calling for implementing partners (IP) with a strong record in community outreach to implement mobile outreach events according to the definitions in this TOR. We encourage the establishment of consortiums between NGOs which can jointly implement the activities”.

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.

Methods, Approaches, Deliverables

1. All materials and guidance documents for the mobile outreach events are provided by HAP.



2. The selected implementing partner will hire appropriate staff to conduct 8 events, according to the time frame defined in the respective section of this TOR (see below). This will comprise:
 - 10 facilitators for five thematic stations
 - 5 additional staff members to occupy and entertain children, incorporating health messages. At least 2 of them might have both theatrical and juggling skills.
 - 5 additional facilitators to ensure that the implementing partner can always provide a full trained team, regardless of absence and illness.
 - 1 Team Leader.
3. The selected partner's implementing staff will be trained by HAP on the innovative method and materials.
4. The implementing partner will be supervised by HAP. It will be supported technically, but the implementing partner will solve any issues related to transport, staffing etc. by itself.
5. HAP will liaise with the Health Centres of the communities to be visited in time to ensure that at least 2 Health Centre staff are present for each event and 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).
6. The IP 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.
7. During the mobile outreach events, the implementing partner staff will implement the guides developed by HAP. 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.
8. Budgeting of the activities should take into account the settings of implementation, targeted groups/community members, responsible actors/persons, time lines, required items and how they are going to be supervised and monitored. The budget proposal should be prepared using the template in **Annex 1**.

Based on the objectives of the Health Mobile Outreach Events, the expected **deliverables** are:

- 8 events, 1.5-2 hours each
- 70 to 100 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

See more details of the deliverable in the respective section below.



Staff profile and duties

This section describes the characteristics of the teams the implementation partner will need to mobilize and deploy. The team will have:

- A supervisor
- Thematic facilitators
- Entertaining facilitators

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

- Should be mature, with experience and authority in managing a team, to ensure their punctuality and reliably.
- 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 2 Health Centre staff are present for each event and that the Health Centre staff are fully briefed on their roles (answering community questions, supporting the “NCD self-risk assessment”, taking blood pressure and ensuring that participants with health concerns register for a follow-up appointment).
- He/she will also liaise in a timely manner with 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:

- The team will have males and females in equal numbers.
- They should all have high school level of education.
- Should be able to assimilate the materials, methods and training provided on NCDs by HAP and consistently implement the events in line with the guidelines.
- 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.

The entertaining facilitators - profile and skills:

- At least 2 of them should have experience in entertaining and providing scripted health messages to children.
- Their role will include guiding participants to stations to maintain the flow of people participating in the event - these skills and experiences are important for the success of the event.

Requirements for the offers and criteria for short listing the proposals:



The bidders for this contract should submit to the HAP Centre the following documents:

1. The professional CV of the Organization and its staff demonstrating:
 - a. Previous experiences in health promotion activities;
 - b. Previous experiences in communication, animation and facilitation of public events with the purpose of disseminating educative information;
 - c. Previous experiences in community mobilization.
2. Budgeted plan of activities, focusing on mobile community participatory health promotion events to raise community awareness of the causes of non-communicable disease (NCDs) and their prevention. The Budget lines should be filled based on **Instructions on how to fill the budget**, in **Annex 1**;
3. A concept note on how they will:
 - 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
 - Encourage all family groups to visit all stations, including the sixth HC station
 - Organise the ideas for the snacks as this is an important learning opportunity for communities.
 - 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.
4. Copy of the official registration of the organization and NIPT

The selected provider should be able to issue a fiscal invoice based on the contracted service.

The selection of the provider will be based both on previous experience and price.

Deliverables and contractual aspects

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

The deliverables of the contract will be:

1. Monthly Report on activities carried in line with the implementation plan including for each event:
 - The Beneficiaries Report as per the template “Beneficiaries count Form” attached to this document
 - The number of Health Centre staff and local Directorate of Public Health staff present
 - The number of NCD risk assessments made by community members
 - The number of referrals arranged by the Health Centre staff
 - Narrative description of any issues arising, both in terms of challenges and successes, together with proposed solutions.



2. Final Report of all activities carried out, approaches applied and beneficiaries in number and disaggregated by gender as per the respective template. The final report, as the end-of-implementation report, should be submitted within 10 days of the last Health Mobile Outreach Events event, presenting an analysis of the overall implementation period, including the extent and nature of collaboration with Health Centres, local authorities, community leaders, religious leaders, schools and relevant civil society and interest groups (e.g. disability, health groups and Roma organisations). The report should conclude with lessons learned and recommendations for future implementation of the Health Mobile Outreach Events.

Time Frame

The Implementation of the activities of the plan should take place starting **from 15th February to 30th April 2018**. The first two Health Mobile Outreach Events events should take place in Portez Administrative Unit (Fier).

Contract Type

The HAP Centre will issue a Contract for the implementation of the activities and required deliverables.

Deadline for application

Application should be submitted by 22nd January 2018, 4pm, by email at: info@hap.org.al.