



Terms of Reference

Consultancy for needs assessment and training on health facilities' maintenance of Local Government Units

Background

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 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.

Qualified and motivated health care providers are crucial for preventive and curative medical services and for the health of people. However, the role of health care facility infrastructure as a major component of a health care system is important too and must not be underestimated. Updated and properly maintained healthcare facilities are crucial to safe and efficient patient care. According to the WHO Framework there are six building blocks of health care system and the infrastructure presents one component of the building block “service delivery”. In the context of a health care system and in reference to health care facilities, “facility infrastructure” is defined as the total of all physical, technical and organizational components or assets that are basics for the delivery of health care services. It can be seen as a major component of the structural quality of a health care system.

Recently, Albanian Government has introduced the new territorial /administrative reform and crosscutting strategy of decentralization 2015-2020. According to these documents health care is a common function of the two levels of government, central and local level. Local Government Units are responsible for the maintenance of health centers located in their territory. Regarding the ownership of health facilities, the documents show that some of them are property of the Municipality; the others are property of Public Health Directorate or Hospital, etc.

The implementation of common functions is associated with many ambiguities regarding the division of responsibilities and financing between different levels of governance. The size, ability, willingness of Local Government Units and the equitable transfer of funds from central to local government to compensate for additional costs are the most important factors affecting the level and quality of services provided by local government units. Local Government Units have limited capital to invest in health facilities comparing with limitless requests for improvements. How do LGU decide where to allocate these limited resources to maintain, renovate, or rebuild existing structures? Are LGU conducting facilities assessments? A facilities assessment is a process in which a team of experts evaluates a health system’s physical space based on a variety of predetermined criteria. Do the Local Government Units have the human resources to conduct the assessment? Does the Local Government Units staff have the knowledge and skills needed to conduct the assessment and identify priorities? In order to answer the above-mentioned questions, assess the knowledge and skills of Local Government Units staff to exercise the added competence (health facilities maintenance) and fill the identified gaps, HAP project will contract an expert organization that will conduct an assessment, identify the training needs and provide training according to the needs.



Direct beneficiaries of this activity are Local Government Units management team & staff in Diber and Fier (regions where HAP is implementing)

Objective:

The main objective of this consultancy will be assessment of training needs of Local Government Units staff in Diber and Fier Region (regions where HAP is implementing) with the purpose of building and strengthening capacities to exercise the responsibility of the maintenance of primary health care facilities, with a focus on renovated infrastructures.

Methods, Approaches, Activities and Deliverables

The contracted consultancy organization, according to its core expertise, will develop a plan for the assessment of training needs of Local Government staff and conduction of the training

For the implementation of the activity the consultancy organization will work closely and collaboratively with HAP Project Manager, HAP Accountability & Governance Officer, local coordinators who will ensure the conditions, logistic arrangements and will provide the means in order to allow the expert to perform his field activities as planned and in line with this TOR.

Activities to be carried out:

1. Meet with Local Government authorities as well as health system key informants in order to understand the recent administrative / territorial reform and decentralization process
2. Collect and consult the necessary legal and regulatory documents related to maintenance of health facilities infrastructure
3. Identify and describe the most important administrative roles and functions of each institution, Local Government, Ministry of Health and Social Protection, and Health Center This will include the administrative procedures that each staff need to know and apply in order to perform the new functions and responsibilities.
4. Identify the most important needs in terms of capacity-building for the management team and staff of Local Government Units
5. Propose a training program for the staff and management team of Local Government Units to be implemented with the HAP support. The plan should include the following: (i) training objectives (in terms of what the management team is expected to know by the end of training); (ii) audience of the training; (iii) content of the training (modules, training materials and topics); (v) a collection of background documents to be supplied to the trainees; (vi) schedule of training activities; (vii) evaluation tools. The program must also include suggestions about an appropriate approach to be adopted by the program in order to meet the needs of this specific audience.
6. Conduct the training



Deliverables:

1. Needs assessment evaluation report including tools/instruments that will be used to assess the current level of skills and identification of priorities
2. Agenda and content of the training program
3. PPT material and teaching material that will be presented and distributed to participants during the training
4. Final report on the training with list of participants

Offer, time-frame and service remuneration

The providers willing to participate in the tender should send an offer which should include:

1. Evidence of experience proved through:
 - Copy of the registration of the organization
 - Professional CV of the organization
 - CVs of experts that will be engaged in the implementation
2. Technical offer describing the approaches to be adopted for carrying out the activities
3. Financial offer (working daily fee)