**Terms of Reference**

**Promoting the establishment of community health volunteers’ teams to act as change agents and support the community members to adopt healthier behaviors related to NCDs**

**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 promote the establishment of community health volunteer teams and train them to act as change agents and to support the community members to adopt healthier behaviors related to NCDs prevention and control. The targeted areas from the intervention are Ballsh City, the Administrative Units of Aranitas and Fratar in the Municipality of Mallakaster, the Administrative Unit of Portez in the Municipality of Fier.

This intervention will follow HAP’s mobile outreach activities previously implemented in these areas, aiming to raise community awareness of the causes of non-communicable diseases (NCDs) and their prevention. The health volunteer’s role, will be to support the community members that have previously attended the mobile outreach activities (as well as other community members) to adopt healthier behaviours. The support will be in line with the messages they have received in previous HAP activities.

The direct beneficiaries of the activities are expected to be the community health volunteers and the community members engaged in this intervention. Indirect Beneficiaries is the entire community members of these areas.

**Objective:**

HAP will contract a provider to promote the establishment of community health volunteer teams and train them to act as change agents and to support the community members to adopt healthier behaviors related to NCDs prevention and control.

**Specific objectives:**

1. Recruit and train Community Health Volunteers to help community members to identify NCDs risk factors and adopt healthier behaviours
2. Organize and co-facilitate the first community groups meetings where community members will be supported by the Community Health Volunteers and local PHC providers to progress through the stages of behavioural change

**Methods, Approaches and Deliverables**

The Community Health Volunteers teams will be informal, independent, community organisations based in rural populations. They will consist of community members who are concerned about the health of their communities. The community health volunteers will offer their time and skills as volunteers, without remuneration, for united efforts to improve the health and wellbeing of their communities.

The NGO will have the responsibility to inform the community members about the possibility to be trained and contribute as Health Volunteers. Every community member above 18 years old is eligible to be a Health Volunteer. The aim is to form one community health volunteer team per village (6 villages in total).

The training manual will be provided by HAP.

The contracted provider should develop a budgeted plan of activities, including the activities shown in the **Annex 1** focusing on the establishment of health volunteers’ teams, training them to act as change agents and to support the community members to adopt healthier behaviors related to NCDs prevention and control, organizing and co-facilitating the first community groups meetings. 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 proposals should reflect the templates proposed in **Annex II.**

**The expected deliverables are:**

* Training Agenda and PowerPoint presentation based on the Training Manual provided by HAP
* Report on the training activity including but not limited to: 1) The Training Calendar (dates and places); 2) The List of participants of the training; 3) other information on the training
* Report on team establishment and activities including but not limited to: 1) The List of teams created; 2) The Calendar of the community groups meetings; 3) The List of participants in the community groups meetings; 4) other information related to these activities
* Monthly reports describing the community groups meetings during the contract timeframe
* Final report of the mandate, with conclusions and recommendations.

**Criteria for shortlist 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:
	1. Previous experiences on community mobilization;
	2. Previous experiences in health promotion
	3. The CVs of the trainers
2. Budgeted plan of activities, focusing on the establishment of health volunteer’s teams to act as change agents and support the community members to adopt healthier behaviors related to NCDs prevention and control. The Budget lines **(Annex II**) should be filled based on **Instructions on how to fill the budget,** in **Annex III**;
3. Copy of the registration of the organization and NIPT
4. The working plan for the activities
5. The individual declaration form for all the proposed CV-s **(Annex IV)**

The evaluation criteria will be done based on technical proposal (30% for professional CV of the Organization, 20 % for CVs of individual experts proposed and 10% for the working plan) and financial offer (40%).

**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 along with the signed list of participants and facilitators as per the case and the Beneficiaries Report as per the template “Beneficiaries count Form” attached to this document.
2. Final Report of all activities carried out, approaches applied and beneficiaries in number and disaggregated by gender as per the respective template.

**Time Frame**

The Implementation of the activities of the plan should take place starting from the day of the signing of the contract up to end of December 2018.

**Contract Type**

The HAP Centre will sign a Contract with the selected provider of services for the implementation of the activities and required deliverables.

**Payment for the work/service provided**

The provider will be paid for each activity carried out according to the budgeted implementation plan.

The details of the payments will be established in a contract between The HAP Centre and the provider.

**Deadline for application**

Offers should be submitted in sealed envelope, with subject “**Promoting the establishment of community health volunteers’ teams**” within **15th of August 2018, 4pm,** to the address:

HAP Centre

Procurement Team

Street “Themistokli Gërmenji”, Helios Building, Floor 2, Apt. 5

Tirana, Albania

www.hap.org.al

**Annex 1 – Activities to be included in the work plan**

Draft of activities in the Budget Tables in **Annex II**

**Annex 3: Instructions on how to fill the budget**

1. Do not include cost for purchase of equipment (the project does not support that);
2. Do not include organization staff's salary or remuneration;
3. If remuneration is foreseen for contracted professionals (trainers, facilitators, etc.), define the daily fee and the total number of days;
4. For refreshments, coffee breaks, lunches or dinners, give the unit cost and total number of units (without the details of their composition);
5. Rent of venues should be specified in unit cost and total number of units;

**Under Overhead Costs should only be include the organization’s administrative cost for carrying out the activities, without specifying details of how and in what the fees will be spent;**