



## Terms of Reference

### **Public health experts for the training of LGU teams and the evaluation of concept projects of the first phase of the implementation of the co-financing mechanism for the rehabilitation of the primary health care infrastructure in the regions of Fier and Dibra**

The Health for All Project (HAP) of the Swiss Agency for Development and Cooperation, during its second phase (2019-2023), through a Grant Fund, shall support the establishment and implementation of a co-financing mechanism in cooperation with the Local Government Units (LGUs) in the regions of Dibra and Fier, aiming at the rehabilitation and maintenance of the infrastructure of Primary Health Care (PHC), health centers and health posts. The mechanism is intended to be implemented with the participation of LGUs, in cooperation with regional and local health authorities in the regions of Fier and Dibra and under the approval of the MHSP.

The available HAP Grant Fund for the implementation of the above-mentioned mechanism aims at the supported development of the LGU capacities for transparent and participatory decision-making in the planning and implementation phase of priority interventions for the rehabilitation/maintenance of the PHC infrastructure.

The application for the HAP Grant Fund from LGUs in the Region of Dibra and Fier consists of two phases: **The first phase** or the concept project screening phase. LGUs shall prepare and submit concept projects to HAP.

**The second phase** or the project proposal selection phase. LGUs qualified from the first phase shall be required to submit complete project proposals, including all necessary technical and legal documentation.

In this context, HAP is interested in contracting 1-2 public health experts, who will provide training to LGU teams and local health authorities about the preparations for the first phase of the application *and* will make the evaluation of the concept projects submitted by LGUs during the first phase.

#### **Overall goal**

Training of LGU teams and local health authorities in the preparations for the first phase of the application and evaluation of concept projects submitted by the LGUs of the Dibra and Fier Regions according to the set criteria

#### **Tasks of the public health expert:**



- Develop the didactic materials, training agenda and provide the training to the LGU technical teams that will be involved in the project preparation and completion of the relevant documentation of the infrastructure co-financing initiative.
- Carefully read and understand the content of all concept projects proposed by LGUs
- Evaluate impartially and objectively the proposed concept projects, in terms of their effect on the primary health care and population health yielded by the rehabilitation of the PHC infrastructure, based on the criteria set by HAP.
- Propose the scoring system of the set criteria for the evaluation of concept projects in terms of their effect on the primary health care and population health. The expert as a member of the Central Technical Group shall be cooperative and reflect the potential requirements and comments made by HAP about the scoring.
- If they deem it necessary and/or it is requested by HAP, in case of indecision, conduct on site verification visits for a limited number of days and provide the relevant documentation.
- Prepare and presents arguing to the Central Technical Group the draft report in Albanian of the evaluations of all concept projects. This Report shall consist of a descriptive part of the application of the scoring system and the respective table for each project and a general Table of the scored criteria for each concept project.
- Review the draft report, incorporate the comments and proposals agreed during the Meeting of the Central Technical Group and finalize the Report in **English language**.
- Adhere to the deadlines required by HAP throughout the accomplishment of the above listed tasks.

### **Working methodology**

The public health expert shall perform the above tasks as a member of and in cooperation with the members of the **Central Technical Group consisting of 3-4 public health experts** (1-2 external experts and 1-2 from HAP) **supported by** the HAP expert for construction works who will review the existing engineering plans proposed by the LGUs, if any during the first phase.

The expert shall also develop the didactic materials, training agenda and provide the training to the LGU technical teams about the co-financing initiative for the Rehabilitation of PHC infrastructure projects. The preparation and delivery of this training program will be planned and implemented in close collaboration with the HAP project team.

The public health expert shall make an individual evaluation of concept projects according to the scoring system of criteria approved by the SDC.



The public health expert shall present with clear arguments to and discuss with the Group members his evaluations for all concept projects in a dedicated meeting. During the meeting, the evaluations shall be discussed and the final evaluation of all concept projects shall be decided by the Group.

### **HAP support for the consultant**

HAP shall present the public health expert the co-financing mechanism for the rehabilitation of PHC infrastructure to the Municipalities in the 10 municipalities of Fier and Dibra in order to get accustomed to the general goals of this HAP initiative and in particular with the objectives, methodology, criteria, involved stakeholders and the responsibilities of each party in implementing this mechanism.

The training preparation and delivery to the LGU and local health authorities teams about the preparations for the first phase shall be planned and implemented in close cooperation with the HAP project team.

HAP shall make available to the expert(s) the set of criteria for the evaluation of concept projects in terms of their effect on the primary health care and population health.

HAP shall make timely available to the expert the complete concept projects in their hardcopy and electronic formats.

### **Deliverables and deadlines:**

The public health expert shall submit to HAP within 10-15 working days from the receipt of concept projects, the Final Report about: 1) the implementation of the training program for the respective LGU teams, including the Albanian didactic materials drafted and used in this process, and the relevant lists of participants; 2) evaluations of all concept projects including the descriptive part of the scoring method and the respective table for each concept project and a general table of the scored criteria for each concept project in English language.

### **Required qualifications**

The public health expert shall submit his/her CV certifying his/her experience of more than 5 years regarding: the recognition, evaluation and critical analysis of health services in general and of the primary health care and public health services and their impact on the population health, in particular.

<b>Public Health Expert</b>
Education: <ul style="list-style-type: none"><li>▪ A Degree in medical sciences and (at least) a Master's degree in Public Health</li></ul>
Required Experience:



- .At least five years of work experience in the recognition, evaluation and analysis of health services in general and of the primary health care and public health services in particular.
- Previous experience in impact evaluation, feasibility studies, preparation of health plans or health profiles of local communities, participation in the project design and implementation at central and local levels.
- Previous experience in evaluating projects in competitive schemes.
- Experience in projects funded by international donors.
- Cooperation skills, verbal and written communication skills and timely reporting.

**The interested individuals shall submit, the following documentation:**

1. The updated CV, highlighting the required experience as per ToR-s, and the relevant degrees and qualifications
2. A list of similar jobs in providing training and evaluation of projects in competitive schemes
3. The financial offer, **with a daily fee, in Albanian Lek**, plus VAT (where applicable) and taxes included

The application should be sent **within 4pm, on the 31<sup>st</sup> of August 2020, in sealed envelopes and with clearly marked "Public Health Expert"** to the address:

**HAP Centre**

Street "Themistokli Gërmenji",

Pall.10, Kati II, Apt.1

Tirana, Albania