



## Terms of Reference

### ***Consultancy services: Strengthening Capacities of Civil Society Organisations for Advocacy in Health***

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#### **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. The overall goal of the Health for All Project (HAP) in the Consolidation Phase is, "the Albanian population benefits from better health thanks to improved and inclusive primary health care".

HAP is supporting upscaling of homecare services for homebound patients and elderly living alone in six regions in Albania (Berat, Durrës, Korçë, Elbasan, Shkodër and Tiranë) under the leadership of the Health Operator and Local Units of Health Care. Apart from public institutions, HAP will collaborate with Civil Society Organisations (CSOs) towards improvement of accessibility and quality of Primary Health Care (PHC) services, and the new service models mentioned above. The approach foresees involvement of CSOs in increasing advocacy interventions aiming inclusion and participation of citizens for better accessibility in PHC, with a focus on vulnerable population groups.

HAP launched a request for proposals to CSOs on advocacy in health with the focus on PHC. Based on the evaluation made, the proposals lack connection between advocacy issue and activities, clarity on objectives, compliance between objective and activities, etc. Therefore, HAP intends to support the personnel of selected CSOs through a workshop and coaching process to re-elaborate the proposals (revision of the objectives, activity plans, and results, in compliance with the advocacy issues).

For this purpose, HAP is looking for a consultant to conduct a workshop and coaching process, aiming at supporting CSO capacities and enabling them to re-elaborate the advocacy project proposals with clear objectives, activity plans and expected results.

#### **2. Aim and objectives of the consultancy**

The local consultant will train and coach the Civil Society Organisation representatives to develop a clear and logical flow of objectives, activities, and expected results, for feasible advocacy in health project proposals. This will help the selected CSOs to strengthen their technical capacities on advocacy in health, with the final intention of improving accessibility of vulnerable populations to health care.

##### ***Specific objectives of the consultancy are:***

- Consult CSO proposals on advocacy in health and the technical evaluation of the proposals;
- Prepare a training on advocacy in health (agenda, approach and materials) for participants;
- Facilitate the training sessions in the classroom for CSO representatives;
- Coach CSOs to revise their proposals for advocacy in health (in total 3-4 proposals) and to formulate clear advocacy issue, objectives, and activity plans in line with the defined objectives.
- Consult the revised project proposals of CSOs, provide comments and advise HAP on their feasibility and strengths and weaknesses of each proposal.

#### **3. Approach of the consultancy**

***Preparation phase:*** The consultant is expected to explore and consult 3-4 proposals from CSOs, submitted to HAP in response to the Request for Proposals for Advocacy in Health. Moreover, the technical



evaluation on these proposals should be consulted. The consultant should develop the workshop materials based on the proposals submitted and technical evaluations conducted. The workshop materials are expected to be a mix of theoretical concepts on advocacy in health and practical exercises and case studies, with the purposes of discussing and revising the existing CSO proposals.

**Implementation phase:** The consultant is expected to deliver training and coaching sessions for 10-12 participants. These coaching sessions aim to enable participants to re/elaborate the proposals in class as per suggestions and guidance offered by the consultant.

The consultant is expected to spend one day in class going on main theoretical concepts on advocacy in health and what one should know in order to develop a feasible and clear advocacy in health proposal. The consultant is expected to support each CSO for re-elaborating their proposals through coaching sessions. It is expected that most of the workshop time should be dedicated to coaching rather than theory on advocacy.

The audience for this intervention are CSO representatives that have experience and work mainly with implementation of advocacy activities, and not so much with developing advocacy plans. However, the CSOs have distinguished experiences on implementing advocacy in health initiatives.

#### 4. Background and experiences of the consultant

To respond to the aim of the requested consultancy, and the specific objectives the consultant should have the following background, expertise, and experience:

- Background in social sciences, public health or related fields.
- Master's or Doctoral Studies in one of the above-mentioned fields.
- Training or academic experience (past or ongoing).

#### **Experience:**

- Experience with developing and implementing advocacy activities (advocacy in health is preferred).
- Experience with health system and services. Working with/for vulnerable population is preferred.
- Experience with training or facilitating through adult learning techniques.
- Experience with writing project proposals.

#### 5. Deliverables:

The consultant is expected to deliver to HAP:

- The workshop agenda based on the described approach.
- The workshop training and coaching materials.
- A report on the process of training and coaching CSOs on advocacy in health. Recommendations for future similar interventions are required. The report should be in English language.
- The drafts of the revised proposals (in collaboration with CSOs) with comments on their strengths weaknesses and their feasibility.



## **6. Roles and responsibilities of HAP and the Consultant**

- HAP is responsible for logistic arrangements and expenses related to the workshop and inviting the participants.
- The consultant is expected to deliver a professional, practical and appropriate three day workshop.
- The consultant has no direct responsibility for re-elaboration of the proposals, but only for coaching and supporting the CSOs to perform this task.

## **7. Timing, place, and duration**

The service will take place in Tirana, during February 2024.

## **8. The interested applicants should submit the following documents:**

- The consultant CV, demonstrating the requirements in these TORs.
- A letter of interest, demonstrating specific similar experiences as per TORs.
- A financial proposal (lump-sum), in ALL, VAT included (if applicable) and taxes included for the above tasks.
- Registration documents (NUIS, QKB, Court Decision, etc.), if applicable.
- Certificate of tax liability, stating whether they are subject to VAT or not.