



## TERMS OF REFERENCE

### Experts for Development and implementation of online emergency training for primary health care nurses in selected SEE Health Network member

<b>SEEHN Secretariat:</b>	Project “Strong nurses for strong health systems and a healthier world” Ref.no 305.998-20
<b>No of consultants:</b>	2 (two)
<b>Reporting to:</b>	SEEHN Secretariat
<b>Duration:</b>	August 2020–December 2020, home based/remote work, (up to 60 days for both consultants)
<b>Budget line:</b>	BL4

### Background information

The **South-eastern Europe Health Network (SEEHN)** is the only regional intergovernmental network whose objective is to improve the health and well-being of the people in the South-Eastern Europe (SEE) member states. Founded in 2001 with the aim to promote collaboration, common values and to encourage mutual efforts towards peace, health and well-being, of the people in the SEEHN Member states. SEEHN is providing platform for discussions and exchange of the best practices between nine (9) Member states: Albania (ALB), Bulgaria (BUL), Bosnia and Herzegovina\* (BiH)\*, State of Israel (ISR), Republic of North Macedonia (MKD), Republic of Moldova (MDA), Montenegro (MNE), Romania (ROM) and the Republic of Serbia (SRB). The Seat of the SEEHN Secretariat is in Skopje, Republic of North Macedonia and it is the only body of the SEEHN with legal personality and legal capacity. The SEEHN Secretariat is responsible for coordination of regional activities in the area of public health within the SEEHN member states and for providing managerial, technical and administrative support to the SEE Health Network (its Member States, the Presidency, the Executive Committee and its Regional Health Development Centers (RHDCs)). The SEEHN Regional Health Development Center for Human Resources in Health hosted by Moldova, and is the one relevant and involved in the further implementation of the present project proposal.

SEEHN is an intergovernmental organization as per Agreement among the member states of the South-eastern European Health Network on the host country arrangements on the seat of the Secretariat of South-eastern European Health Network (“Official Gazette of the Republic of Macedonia” no.10 from 23.01.2012) and Copy of Registration in Central Registry Office of the Republic of North Macedonia.

### General project outline:

The project title is “**Strengthening capacities of nurses - front line healthcare workers during the COVID-19 response; Strong nurses for strong health systems and a healthier world**”, and it is mainly financed by the Central European Initiative (CEI), co-financed and implemented by the SEEHN Secretariat. Nurses are one of the important core pillars of the health systems. Nurses are at the forefront of COVID-19 response - providing high quality cost-effective care and play a critical role in emergency risk reduction, preparedness and response. Most nurses have not been trained enough to work in complex emergencies settings. The



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credentialing and education of nurses varies considerably. Credentialing systems often fail to specify roles and limits during emergencies. Primary health care nurses are often the first ones to get in direct contact with potential COVID positive patients, providing guidance, in collecting samples for the diagnostic and the essential care for the patients, coordinating efforts with other health professionals and other members of the response team during emergencies. There is no response without well-trained, prepared and protected healthcare staff.

\*For Bosnia and Herzegovina it is foreseen project activities to be implemented with Federal Ministry of Health and Ministry of Health and Social Welfare of the Republic of Srpska

Currently, we witness that health workers get infected more and more. Protection includes availability of PPE, knowledge and full application of the protocols in place. The COVID19 emergency revealed a lack of knowledge. Nurses' professional duty is to provide effective and timely care, whilst health system shall maintain their skills and abilities. Ministries of Health of SEEHN Member States, Secretariat and regional health development centers (RHDCs) are committed to provide further support in strengthening the capacities and role of nurses, which is embedded in the strategic and operational documents (Chisinau Pledge, Sub-regional cooperation Strategy, Road Maps etc.). Empowering nurses boost health systems resilience and this in turn to enable better COVID19 response.

The project implementation is planned in the period July-November 2020. It will cover the following SEEHN member states: Republic of Albania, Bosnia and Herzegovina\* (two entities), Republic of North Macedonia, Republic of Moldova, Montenegro, and Republic of Serbia. Experts from CEI MS and/ or SEEHN MS will provide support.

The **overall objective** of the project is to contribute to better COVID-19 response and other related emergency responses in the SEEHN member states.

The **specific objective** of the project is to strengthen the capacities primary health care nurses in selected SEEHN member states by developing and organizing online trainings on COVID-19 emergency response that strengthen the prevention, promotion and advocacy work of the nurses.

**Activity 1:** Mapping and identifying the training modules for implementation of the planned Emergency training. Two experts will develop a questionnaire and conduct an online survey with relevant stakeholders from member states (associations of nurses, Institutes of public health, ministries etc.) to identify the course modules/themes/subjects needed to be further developed. Selected member states will nominate a National focal point (NFP) for implementation of project activities and will be responsible to coordinate at national level the implementation of this and other project activities. RHDC on human resources in health (HRH) hosted by Moldova will be involved as a center of technical expertise to validate the experts' proposals according to the needs and equalize the knowledge at the regional level. It will be responsible to create and maintain a regional database for the PHC nurses in all the countries involved in the training within the project and in the follow-up phase.

**Activity 2:** Development of training modules and Program for the training. Based on the results from the conducted survey and identified modules, the two experts will develop the content of the training delivered online. The modules content should be prepared to be interactive, including text, power point presentations, videos, examples, tasks and discussion during the training of the participants.

**Activity 3:** Organization/implementation of online emergency training on COVID-19 (three turns), include prevention, promotion and advocacy work/protection protocol for PHC nurses. The engaged two experts will be responsible to implement the online trainings of trainers, using

some of the existing web platforms for distance learning. 35 nurses per turn (5 nurses per member state per turn, 15 nurses per member state), nominated from respective Ministries with support of engaged NFP that will be enrolled in this training of trainers. Training will be conducted in English and shall be structured to last 5 days (2 hours per day).

### **Expected results:**

#### **Expected results under Activity 1:**

- 1.1 Developed and approved questionnaire for further distribution. Timeline: August 2020.
- 1.2 Conducted online survey. Minimum 5 questionnaires/respondents per member states, in total 35. Timeline: August 2020.
- 1.3 Identified modules/themes for the emergency course on COVID-19. Based on the results from the conducted online survey, 4 training modules will be identified for further development. Timeline: First half of September 2020.

#### **Expected results under Activity 2:**

- 2.1 Developed 4 training modules and Program, in duration of 2 hours/per module, plus 2 hours for testing, in total 10 hours. Timeline: September-first half of October 2020.

#### **Expected results under Activity 3:**

- 3.1 Conducted online training of trainers (three groups x 35 nurses, 5 days per group) Timeline: October-November 2020.

### **Description of the duties:**

1. To develop a questionnaire for further distribution with the selected MSs and to gather feedback on the needed training modules for the PHC nurses. The questionnaire will be agreed with the Coordinator from the RHDC on HRH in Moldova and further distributed by the SEEHN Secretariat.
2. Based on the gathered feedback as result of the no. 1 afore mentioned point the experts will deliver a short analytical report that lead to the decisions on the training subjects and outline the curriculum of the future training course for PHC nurses (Program). The online training course will aim to have formed trainers (training of trainers - ToT) that will be able further to disseminate the knowledge.
3. To develop 4 training modules content, in duration of 2 hours/per module, plus 2 hours for testing, in total 10 hours. To develop the test and evaluation criteria (threshold to validate the achieved knowledge).
4. To carry out online training of trainers (three groups x 35 nurses, 5 days per group). Complete technical support (web platform, scheduling the training, inviting the participants, IT support during the training implementation will be provided by SEEHN Secretariat)
5. Present conclusions & recommendations on the ToTs, including further steps needed (if any).

### **Skills, Experience, and Key Competencies**

Applications from candidates with different skills, experience, gender, and from CEI<sup>1</sup> and SEEHN member states are welcome.

<sup>1</sup> <https://www.cei.int/member-states>



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Education: University degree in medicine, public health or related fields.

Technical experts should have a minimum of ten years of relevant and recent work experience in relevant fields – Public Health and/or respective Medical fields (Prevention medicine, Epidemiology, Infectious diseases etc.) including:

- Strong technical expertise in one or more of the following: epidemiology, COVID-19, emergency preparedness, IHR, public health, any other relevant field.
- Design and delivery of training courses, ToT in particular will be an advantage.
- Knowledge of latest scientific evidence, up-to-date international guidelines and normative guidance, including new developments on COVID19 and outbreak evolution in the six MSs.
- Program reviews and evaluations.
- A facilitative and consultative approach.
- Proven ability to work independently as well as in a multicultural team.
- Proven communication skills.
- Ability to adapt to changes.
- Strong analytical skills and skills on knowledge synthesis.

The two experts will perform the responsibilities of this assignment in close collaboration and guidance with the SEEHN Secretariat.

They will develop and implement an online emergency training (60 days in total, for questionnaire development + for processing the results of the survey + for development of program and materials/content of training + to prepare and deliver the online trainings (3 turns).

The payment amount will be indicative according to the delivered products.