



TERMS OF REFERENCE Freelance video production and IT expert

SEEHN Secretariat:	Project “Strong nurses for strong health systems and a healthier world”
No of consultants:	1 (one)
Reporting to:	SEEHN Secretariat
Duration:	July 2020-December 2020, home based/remote work, 20 hours per month
Budget line:	BL3 and 4

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. It was 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 (MNG), 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 also 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 is 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) and 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 credentialing and education of nurses varies considerably. Credentialing systems often fail to



Strengthening capacities of nurses - front line healthcare workers during the COVID-19 response

“Strong nurses for strong health systems and a healthier world”



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. 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 activities are planned to be implemented in the period July-November 2020. It will cover the following SEEHN member states: Republic of Albania, Bosnia and Herzegovina* (2 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. Also, involved 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).

Activity 5: Organization of Webinars where experts from Italy, Slovenia, Bulgaria, Romania, Israel will share their knowledge and experience on the respective topics.

Expected results:

5.1 Organized two webinars at the beginning and end of project implementation. Timeline: month 1 and 6

Activity 6: Production of visibility materials and purchase of laptops for the Association of nurses and RHDC on HRH. Videos, leaflets, banners will be produced for better project visibility.

Expected results:

1. Created FB and Instagram profile for the project
2. Provided smooth implementation of online trainings and webinars through selected web platform
3. Developed materials and videos uploaded successfully on selected web platform
4. Developed guidelines for usage of the platform in the follow-up phase
5. Elaborated three videos in duration of 2-3 minutes each

Description of the duties:

1. To create and maintain FB and Instagram profile for the project
2. To provide continuous technical support for preparation and implementation of online trainings and webinars via existing/selected web platforms (scheduling meeting, sharing link with participants, creating links for pre and post-tests, if required; posting on created materials on web platform etc. providing complete IT support during duration of trainings.)
3. To develop guidelines for usage on the platform in the follow-up phase
4. To develop technical specification for supply of lap-tops
5. To elaborate 3 videos (in duration of 2-3 minutes each) dedicated to role of nurses in time of crisis and importance of capacity building, fee for expert to create the videos)
6. To communicate on regular basis with Project manager and project coordinators and to provide information and support for timely implementation of project activities

Skills, Experience, and Key Competencies

Applications from candidates with different skills, experience, gender, and from CEI¹ and SEEHN member states are welcome.

Education: University degree in Information Technology (IT), engineering, data or computer science, or related discipline;

Video production and IT experts should have a minimum of 5 years' experience in information technology and multimedia or related fields including:

- Experience in maintenance and administration of software solutions and multimedia (web sites, portals and/or applications, multimedia);

¹ <https://www.cei.int/member-states>



Strengthening capacities of nurses - front line healthcare workers during the COVID-19 response
“Strong nurses for strong health systems and a healthier world”



- Experience in web technologies such as HTML5, CSS3, JavaScript, and relevant web standards;
- Strong knowledge of WordPress CMS
- Good understanding of website architecture, aesthetics and responsive design
- Experience working with MySQL databases
- Experience in Graphic Design, Video Editing, and Motion Graphics
- Understands web-page composition, color theory, and dynamics of Web design to work with Education Technicians and Instructors
- Experience working with Photoshop, Adobe Illustrator or After Effect
- Well versed with many different hardware platforms for audio, video & photo production
- Strong graphic design and layout skills
- Experience with Git or familiarity with source control, in general, is a plus
- Experience with Social network applications
- Experience with specification for ICT Infrastructure/Hardware for the project
- 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 expert will perform the responsibilities of this assignment in close collaboration and guidance with the SEEHN Secretariat.