

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference (ToR) – Provision of Training on Long Term Subsidized Primary Healthcare Protocol.

A. Background:

Established in 1951, IOM -UN Migration agency is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. With 174 Member States, a further nine States holding observer status and offices in over 100 countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. The IOM Constitution recognizes the link between migration and economic, social, and cultural development, as well as to the right of freedom of movement. Headquartered in Geneva, IOM's structure is highly decentralized, enabling the Organization to acquire capacities closer to where the needs are and to effectively deliver an ever- increasing number of diverse projects at the request of its Member States and partners.

B. Project Description:

The current economic crises facing Lebanon has had a crippling effect on the health sector. It has resulted in increased out of pocket expenditure, disrupted supply chain within the healthcare systems and has eroded access to affordable quality healthcare services in an already “cure” driven and “privatized” healthcare system.

In Lebanon, the primary health care (PHC) network is considered the core of the health system with 258 primary health care centers distributed all over the country, focusing on prevention and health maintenance. Only 5% of the public health sector expenditure in Lebanon is allocated to PHC services compared to an average of 33% among 31 low-and middle-income countries as per MOPH reports. Strengthening and support of the PHC sector is a key step in improving the performance of the health system in Lebanon by lowering the overall health care expenditure while improving population access to health care services. Ministry of Public Health (MOPH) is working in close coordination with different INGOs/NGO to strengthen the PHC system, aiming for equitable access and high quality of service through well trained PHC staff. The PHCs strive to develop strong links within the communities they serve.

IOM in direct coordination with the MOPH, aims to provide migrants and marginalized communities equitable access to health services by working on their integration within the existing supported services. Under the umbrella of MOPH, IOM will work to increase the number of supported PHCs under the MOPH network through subsidized packages of services. This will support access to healthcare for vulnerable communities while ensuring high quality in the services provided as outlined in the protocol named long term primary health care subsidized protocol (LPSP). The LPSP is a national, standardized, system based, comprehensive protocol to be adopted in primary healthcare settings.

Specifically, IOM will support two (2) primary health care centers, by providing subsidized packages of service following the LPSP protocol.

C. Scope of Services, Expected Outputs and Target Completion:

IOM is looking for a service provider to conduct training for PHCCs staff on the implementation of the “long term primary healthcare subsidized protocol” (LPSP) adopted by MOPH to be implemented on all the supported PHCs across Lebanon.

The service provider is expected to deliver the following services:

1. Pre- Training:
 - Pre-workshop planning / agenda development
 - a. Develop presentation materials and design activities to maximize participation.
2. Conduct the training:
 - a. Venue setup
 - b. Facilitation of training session
 - c. In training evaluation with participants
3. Post Training Assistance – provide support to post-workshop activities, including:
 - a. Prepare summary report on observations and next steps recommended.
 - i. Briefing on the training
 - ii. Evaluation analysis
 - iii. Major findings
 - iv. Recommendations

Expected Output

- Work plan for developing the training, including strategy and proposed methodologies (week 1)
- Evaluation of the trainer/facilitator work, based on evaluation forms received from participants.
- Deliver the training within the timeframe frame set above.
- Final report on the implementation of the tasks 1 week after finishing the training.

D. Institutional Arrangement

- a) The Service Provider will be directly reporting to, seeking approval from, and obtaining certificate of acceptance of output from the National Program Officer.
- b) - The Work plan for developing the training, including strategy and proposed methodologies must be submitted after 1 week of contract issuance.
 - Final report on the implementation of the tasks, should be submitted 1 week after finishing the training.
- c) This Training should be planned and implemented in direct coordination with the PHC department at the Ministry of Public health (MOPH).

- d) IOM PHU staff will be monitoring the delivery of the training from the planning phase until the implementation and the submission of the final report and will make sure that all the process is directly coordinated with MOPH. The PHC staff will be the target group to receive the training and will be the ones evaluating the trainer's performance through filling in the training evaluation form.
- e) IOM will arrange the logistics and provide the refreshments during the training.

E. Duration of the Work

IOM will follow the existing precedent of the trainings implemented by the PHC department:

- Total number of trainings: 2 trainings.
- Capacity: 25 participants.
- Duration: 5 days/training
- Time: 9am to 1PM.
- Date: between 8 to 31 August 2023.

Note: IOM will provide the refreshments for each training.

F. Location of Work

- a) The training will be delivered at the designated PHCs one in Beirut and the other in Jbeil. The training will target the PHC staff, and facilitators selected by the service provider should be present during the five training days.

G. Qualifications of the Successful Service Provider at Various Levels

The facilitator must have at least a master's degree in any of the following fields: Public Health, Community Health, Maternal and Child Health (MCH), Health Promotion, or any other relevant field.

- At least 5 years of experience in building capacities.
- Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines.
- Excellent inter-personal communication skills including experience of facilitation of training/workshops and presentation.
- Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques, and systems of project management.
- Excellent communication and written skills in English

H. Scope of Proposal Price and Schedule of Payments

- a) At the end of the service delivery (once), the Service Provider shall invoice IOM in USD in an amount not exceeding the Contract Price.

The invoice(s) along with the final report shall be sent to the IOM Beirut.
All invoices should be free of errors and should reach IOM on time.

- b) The cost will cover the development of the training materials and the training facilitators fees.
- c) The payment will be done once upon the delivery of the training and the submission of the final report to IOM PHU. The payment will be paid as lumpsum to cover the whole training package and outputs.

I. Recommended Presentation of Offer

- Expression of interest outlining how the trainer/facilitator meets the selection criteria and their understanding of the ToR.
- A summarized description of the scope of work and the intended methodology to be used as well as a tentative work plan including activities and time frames.
- Curriculum vitae (CV) outlining relevant qualifications and experience.
- Itemized financial proposal.

J. Annexes to the TOR

Existing literature or documents that will help provide bidders with a better comprehension of the project situation and the work required should be provided as annex/es to the TOR, provided such literature or documents are not confidential.

Annex 1.1: [LPSP Packages.docx](#)