

Terms of Reference (ToR)

For

Administration Support Consultancy Global Health Student

1. Background and Overview

This Global Health course is with University College Copenhagen, and it is for health students at this college. The participants are mostly nursing students. Some might be studying physiotherapy, occupational therapy, radiography or laboratory science, but usually a small minority, and the majority are nurses. The course is an elective module at the students' last year of training to become nurses. The nursing study programme takes 3 and ½ years, and they are on their last year when they can opt for the Global Health module.

The objective of the Global Health (GH) module is to present the students to health problems and contexts in a global perspective. The module takes 6 weeks in total and is comprised by two parts: The first 3 weeks in Denmark where students are presented to the SDGs, and some of the major central health problems on a global scale such as maternal and postnatal health, HIV/AIDS, tuberculosis, malaria etc., and they are presented to basic anthropological research methods. The last 3 weeks takes place abroad, and the students can choose from 3 different destinations: Kenya, Palestine and Nepal. The 3 weeks course abroad has the objective of providing the students with experience-based knowledge about health care and health issues in the country they visit. In this context Global Health Student visit Nepal for the training course, and as a second course, the student are visiting for 3 weeks from 9th September to 24th September 2022.

2. Objectives

- The objective of the Global Health (GH) module is to present the students to health problems and contexts in a global perspective.

3. Scope of Work

- The trainer is a core person in making the course a success.
- The trainer must be accompanying the group during all programmed activities through the whole course.
- The trainer has the responsibility of being with the group all days, excluding free days / weekends with no programmed activities.
- The trainer can of course also take some time off after end of the day program, when there is no programmed activities, but we recommend that the trainer also facilitates some evening /afternoon social events once or twice a week, and socialize with the participants.
- The trainer has the day-to-day responsibility of carrying out the programmed activities.

- Keeping track of time and appointments, and guiding the group, is a core responsibility of the trainer.
- This can imply arranging for transportation, accommodation and meals as well, or AAN can ensure that another person takes care of this, as you see fit.
- The trainer could carry out training sessions him/herself with the participants (recommended), or invite others to do so, but has an overall responsibility of ensuring that participants learn, reflect, discuss and are invited to take action based on their acquired knowledge.
- The trainer has the responsibility of ensuring that the learning approach is based on participatory methods so that participants participate actively in sessions and activities.
- To facilitate the learning process, it is also recommended to include reflection/debriefing sessions regularly to sum up on especially excursions or session with external partners.
- Provide relevant information about the Nepalese context as and when sought by the GH student.
- The trainer is also a go-to-person when it comes to practical questions from participants during the course, good advice and suggestions for traveling (tourism) after the course etc.
- The trainer should be ready to take the lead and assist if any incident or security problem arises, because the trainer will often be the first local person in touch with the participant(s) concerned.
- The trainer is responsible for carrying out a final evaluation at the end of the course, using the template provided by Global Contact, sending the final report to Global Contact, and being available for discussing improvements and changes in the next course program based on the evaluations.

4. Intellectual Property

The copyright for all the materials produced will be reserved with AAIN.

5. Expected Methodology

This programme doesn't require specific methodology as the Consultant responsible for overall administrative support.

6. Budget and Expected Deliverables

Total budget of this programme is Rs. 100,000 (One Lakh Only)

Timeframe

- 1st September 2022 to 30th September 2022

7. Reporting

The Consultant will submit the report to the AAIN after finishing the assignment.

8. Consultant's Profile

The consultant should be an expert with the following competencies:

- Experience of training/teaching in a local context (Nepal)
- Experience of training or guiding non-Nepali groups
- Broad understanding and knowledge about the social, cultural and political context in Nepal, as well as knowledge of development work / social change
- Good communication skills, and good written and spoken English
- Preferably experience of applying participatory methods in trainings/teaching sessions, or at least some knowledge hereof.
- Personal qualities: Social, service-minded, open-minded, good planning and organizing skills, pro-active. It is important that the trainer is ready to spend a lot of time with the participants (3 weeks, during all programmed activities), and usually works best if the person enjoys spending time with the young Danish students, while still taking the lead.
- Prior experience of administrative and logistics management.

9. Proposal Evaluation Criteria

Key Areas for Proposal Evaluation	Weightage
Technical Proposal <ul style="list-style-type: none"> ➤ Understanding of assignment and delivery approach (20 points) ➤ Demonstrated 1/2 years of experience in related field (15 points) ➤ Demonstrated the capacity to carry out the assignment (20 points) ➤ Evidence of customer/ client satisfaction in terms of services provided in past (15 points) 	40%
Financial Proposal <ul style="list-style-type: none"> ➤ A clear financial proposal linked to the technical proposal, highlighting key costs and any reimbursable expenses (if any) (30 points) 	60%

10. Proposal Submission Guideline

Interested consultancy firms/ individuals who meet the above requirement should send their technical and financial proposals to jobs.nepal@actonaid.org by **8th August 2022**.

- The proposal should demonstrate sound knowledge, technical skills and capability as required by the nature of the work of the assignment and understanding of the requisite tasks set forth in the terms of reference.
- Eligible individual should submit their individual/ organisation profile and financial proposal.
- At least two positive references/recommendations from past employers must be submitted.
- Enclose a copy of citizenship certificate and PAN certificate (in case of individual)

Annex 1: