

**Terms of Reference (TOR)
for an Assignment Requiring the Services of an Individual
to be Engaged Through an Individual Contract (IC)**

**Expert in Public Health for the provision of training services and development of guidelines for the
preparation of the Integrated Social and Health Plans at the local level**

- A. **Project Title:** AG Lebanon # 00080830; Capacity building in the framework of the project “Setting Integrated Plans and Services for Welfare and Health”

B. Project Description

On the 15th of September 2014, the “Support to Integrated Service Provision at the local Level” Initiative was signed between UNDP and the Ministry of Public Health (MoPH), the Ministry of Social Affairs (MoSA), Ministry of Education and Higher Education (MEHE) and Ministry of Interior and Municipalities (MoIM).

The Initiative falls within the Lebanon Stabilization and Recovery Program of UNDP and focuses on Local Governance and Territorial Development by using a resilience-based approach to tackle problems in the Health, Social and Education sectors.

The project aims to support the development of Integrated Health and Social Plans at local level in order to systematize and to optimize the social and health services offered by the stakeholders and to increase access to high-quality primary health care and social services for the targeted communities. It also seeks to improve the public schools environment and to increase awareness about health in public schools.

The strategy of the mentioned initiative is based on developing coordination between service providers for integrated care between health and social services and public school services, between preventive and curative services, between multi-professional teams.

The selected communities are densely populated and are hosting an important number of displaced Syrians.

The targeted municipalities are 15 namely Bourj Hammoud, Haret Hreik, Chiah, Jbeil, Baakline, Baalbak, Zahleh, Bar Elias, Tripoli/Kobbeh, Halba, Racheen, Meryata, Bint Jbeil, Chebaa, Bisaryeh.

Consequently, the targeted SDCs are 14, namely Bourj Hammoud SDC, Jbeil SDC, Baakline SDC, Baalbak SDC, Kobbeh SDC, Bint Jbeil SDC, Halba SDC, Chiah SDC, Ain El Remaneh SDC, Houch El Oumara SDC, Racheen SDC, Meryata SDC, Chebaa SDC, Bisaryeh SDC; the targeted PHCCs are 4 namely Haret Hreik PHCC, Chiah PHCC, Karagueuzian PHCC, Armenian Relief Red Cross (ARCR) PHCC, Bar Elias, Labweh PHCC; and the Municipal offices of Bourj Hammoud, Haret Hreik and Chiah municipalities are also targeted.

Therefore, the consultant will be working with the representatives of the above mentioned municipalities, PHCCs and SDCs in order to improve their skills in planning for integrated and qualified health and social services through capacity building and follow up. As a result of the capacity building, the representatives of the municipalities and the directors of the health centers will produce in each municipality the “Integrated Health and Social Plans” (IHSP) with the support of the consultant.

C. Scope of Work

In the framework of the “Support to Integrated Services Provision at the local Level” initiative, the senior expert in public health should achieve the following results:

- 1- Development of Skills and knowledge in the planning of the personnel of the Social Development Centers of MoSA and the personnel of Primary Health Care Center of the MoPH network improved;
- 2- Development of Skills of family medicine, public health, sociology experts’ in community oriented approach in terms of guidance, standardization and systematization strengthened;
- 3- Preliminary Integrated Social and Health plans by each Working Group at local level developed;
- 4- Guidelines for the preparation of the Integrated Social and Health Plans at local level developed.

The following tasks are requested to fulfill the above mentioned scope of work.

- a- Trainings on the concept of primary care, the objectives, the concept of planning for Integrated Health and Social Services, the role of each stakeholder, the Project Cycle Management (needs assessment, objectives, results, activities), prioritization tool, etc. for the stakeholders;
- b- Follow up on the planning exercise for each SDC and PHCC;
- c- Follow up on the planning exercise for the municipalities;
- d- Follow up on the planning exercise for each working group in each of the above 15 mentioned municipalities;
 - i. Supervising and reporting on the progress of the working groups throughout the process
 - ii. Supporting and facilitating the standardization and the guidelines in planning integrated health and social services.
- e- Preparing the handouts for the planning exercise and the trainings ;
 - i. Finalizing the Manual on the preparation of the Integrated Social and Health plans. Writing the methodology of the development of Integrated Social and Health Services and the guidance
 - ii. Coordinating with decentralized cooperation partners
 - iii. Supervising the final document in English and in Arabic

The trainings will be undertaken in Beirut. The follow up sessions for the planning exercise will be in the governorates mentioned by the project.

D. Expected Outputs and Deliverables

The below table is a summary of the output/deliverables and the target delivery dates. The consultant will be working for a period of 8 months of which are 73 days of trainings and follow up sessions and 40 days of desk work and revision.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Power Point presentation of the trainings prepared (desk	5 days	First 2 weeks after signature of the	UNDP Project Manager

work)		contract	
12 trainings addressed to the personnel of the SDCs completed	12 days (1 day for each training)	2 months after signature of the contract	UNDP Project Manager
6 trainings addressed to Haret Hreik PHCC completed	6 days	Between the 2 nd and 3 rd month after signature of the contract	UNDP Project Manager
6 trainings addressed to Bourj Hammoud PHCCs completed	6 days	Between the 2 nd and 3 rd month after signature of the contract	UNDP Project Manager
6 trainings addressed to Chiah PHCC completed	6 days	Between the 3 rd and 4 th month after signature of the contract	UNDP Project Manager
9 trainings to the Social Municipal offices of Bourj Hammoud, Haret Hreik and Chiah completed	9 days	Between the 3 rd and 4 th of month after signature of the contract	UNDP Project Manager
30 follow up sessions of which 2 in each municipality completed	30 days	By the end of the 6 th month after the signature of the contract	UNDP Project Manager
4 follow up sessions with the 15 representatives of the municipalities completed	4 days	By the 4 th month after the signature of the contract	UNDP Project Manager
Revision of 15 Integrated Social and Health plans produced by each municipality revised	15 days	By the 7 th month after the signature of the contract	UNDP Project Manager
Manual on the methodology and guidance on the preparation of Integrated health and Social Services completed	20 days	By the 8 th month after the signature of the contract	UNDP Project Manager
Reporting on the activities		Every month and one final at the end of the 8 th month	UNDP Project Manager

E. Institutional Arrangement

The consultant shall be working under the direct supervision of the Project Manager of the Initiative and under the overall guidance of the CTA.

F. Duration of the Work

The duration of the assignment is 113 days distributed over a period of 8 months.

G. Duty Station

The duty station is Beirut with visits to all Governorates in Lebanon

H. Qualifications of the Successful Individual Contractor

1. Academic qualifications:

Advanced degree in Public Health or Health Management

2. Years of experience:

- a. At least 15 years of relevant experience.
 - Relevant Experience in providing training on planning, project cycle management, local development: at least 10 years
 - Relevant experience in conducting and facilitating working groups on Global Health: at least 10 years
 - Experience in working with National and local authorities in the Social and health sector: at least 5 years

3. Competencies:

- a. Established knowledge about local development and governance
- b. Established experience in strategic planning and results based management
- c. Established experience in operational planning
- d. Extensive experience in capacity building and continuing education
- e. Proven organizational and communication skills;
- f. Ability to work under pressure, meet deadlines and handle multiple tasks simultaneously and accurately;
- g. Produces quality outputs in a timely manner when assigned a given task;
- h. Listen actively, acknowledging and responding constructively to other points of view;
- i. Full commitment to UNDP rules and regulations

4. Language Requirements:

Good written and spoken Arabic and English

I. Schedule of Payments

The consultant shall be paid based on a monthly amount for the tasks achieved during the designated month. In this respect, the consultant shall take into consideration the following:

- i) A daily working fee must be all-inclusive (professional fees, travel costs, living allowances, communication, consumables);
- ii) Monthly payments are applicable after submitting a report highlighting the achievements made by the Consultant, approved by the Project Manager, shall serve as the basis for the payment of fees. Payment will be done based on the number of completed working days.