

Terms of Reference (ToRs)

Local Coordinator in the framework of the project *SOLIDAR – Together in Health Emergencies*

Project: SOLIDAR – Together in Health Emergencies

Job title: Local coordinator

Location: regions of Tirana, Shkodra (2), Vlora and Elbasan

Engagement time of assignment: Service provider contract

Duration: 24 days (from March to October 2024)

1. BACKGROUND

1.1 Contracting authority

"Together for Life" (TFL) association is a non-political, non-governmental and non-profit organization, established in late 2009 as an initiative of a group of reputable journalists as a membership organization. TFL has undertaken a range of innovative and successful projects and activities. It has gained reputation as the first and most prominent organization dealing in health rights in the country; as well as has expanded its activity to promote the debate on the building of civil society and a culture of good governance and human rights in Albania; with a focus on vulnerable communities; communities living in remote or economically less advantaged areas; women and youth. It was founded on values of transparency, participatory approach; teamwork; commitment and efficiency based on the principles of development and coordination of all stakeholders in the development process. One of its leading strengths is its expertise in activities to promote the debate on the importance of civic engagement to promote patients' rights in Albania, with a focus on vulnerable communities and patient's groups.

1.2 About the project

"Together for life" association, in cooperation with GFA Consulting Group GmbH, is implementing the project *SOLIDAR – Together in Health Emergencies*, with the financial support of Swiss Agency for Development and Cooperation (SDC)

The overall goal of the Project "SOLIDAR – Together in Health Emergencies" is: People, including the most vulnerable, have improved access to quality emergency care services managed by a more resilient health emergency system at all levels.

By achieving this goal, the Project aims to improve the overall health emergency services, ensure timely access to quality care, and minimize the negative impact of emergencies on individuals, communities, and the healthcare system as a whole. The Project will enhance health system preparedness and response, build the capacity of health facilities at primary

health care level and municipality hospital level, and foster community resilience in the face of emergencies. The vision is that resilient communities withstand and recover quickly from health emergencies, supported by a well-prepared and effectively responding healthcare system.

TFL will contribute to the third output of the project O.3 Strengthening Community Engagement, that expects these results:

- *Citizens and CSOs take an active role and contribute to a constructive dialogue with the GoA to improve the country's resilience to public health emergencies.*
- *Mechanisms for stronger and more effective collaboration between public, private and CSOs sectors for a participatory approach in health emergency response and evidence-based health policy development are improved.*
- *Inter-sectoral collaboration for addressing the needs of the most vulnerable population during emergencies is strengthened.*
- *The awareness of the population about patients' rights and responsibilities is raised for emergency preparedness and response.*

The Project will focus its intervention at a subnational level within target regions that have been identified by adopting the **Territorial Area Coverage Approach (TACA)** in emergencies. The TACA approach recognizes the interconnectedness of 24/7 HCs, Municipality Hospitals, and other PHC services within different municipalities near each other.

There are 5 TACA identified for intervention in this project (**Tirana, Shkodra (2), Vlorë, and Elbasan**) and each of them will have at least one local coordinator.

The Project will support the creation of Community Resilience Networks (CRNs) at the prefecture and municipality levels to increase the participation and role of the communities (including vulnerable groups and marginalized populations) at the policy-making level.

2. DESCRIPTION OF THE ASSIGNMENT

Together for Life (TFL) is seeking to contract 5 local coordinators (one for each TACA) specifically for the regions of Tirana, Shkodra (2), Vlorë, and Elbasan. Each local coordinator will have the same responsibilities and accountabilities duties. The selected local coordinators will be in continuous contact with the SOLIDAR- project and respond according to the activities and needs that arise.

2.1 Specific Responsibilities

Specific work for the assignment is:

- Responsible for facilitating, supporting, coordinating, monitoring, and reporting local activities, including meetings, training, workshops, assessments, education sessions, etc. in the selected TACA.
- Support the process of mapping local stakeholders in each project area (TACA); assist in the partnership agreement process in each TACA for the local actors/ identify other existing projects as entry points for the Community Resilience Networks (CRNs); assess capacity building needs/ provide training/ mentoring/ organize round tables/ communities of practice.
- Identify informal leadership at the TACA level, facilitate the creation of informal community groups, identify persons and organizations that can be part of a CRN, catalyze/ facilitate the creation of the CRNs.
- Support the process of mapping vulnerabilities in targeted communities specifically for community and individual emergencies (the tool will include community emergencies and individual emergencies).
- Coordinate and maintain direct contacts with key persons of CRN, and the key persons within 24/7 HCs, Municipality Hospitals, regional and local structures of health operator, education system, branches of NACP, police, firefighters, media representatives, Civil Society Organizations (CSOs) as well as key personnel of municipalities and prefecture office in the selected TACAs. (The key persons in these institutions/ entities will be identified by the SOLIDAR team).
- Identifying and notifying the key persons, as per above, about potential SOLIDAR activities that will be held in selected regions, TACAs and/or individual public institutions, Civil organizations and other organizations in the community, patient organizations, and individuals as per the needs of the Project and upon agreement with the Project team.
- Facilitate the work and communication in the communities and most vulnerable groups in the selected TACAs as per activities planned.
- Maintaining close contact with SOLIDAR Outcome Leader 3 and reporting about issues related to coordination monitoring and support of activities as required.
- Conveying the messages or any other bit of information from the SOLIDAR Project team to key persons in the above-mentioned institutions, and other organizations whenever this is required.
- Facilitate the communication of the SOLIDAR Project team with key public institutions, communities, and other organizations mentioned above.
- Plan monthly activities under the supervision of the program manager.
- Reports according to a monitoring plan and depending on the activities.
- Attends program staff meetings according to a management plan and as needed.
- Ensure that activities and reports will be delivered on time.
- Other duties that may be assigned.

2.2 Assignment Management

2.2.1 Responsible body

Together for Life (TFL) Rr. Brigada VIII, Pallati Jeshil Tekno-Projekt, Hyrja 2, Ap.14, Tiranë/ Shqipëri

2.2.2 Timing of the assignment

24 days spread on the period from March 2024 to October 2024 with the possibility of extension.

3. QUALIFICATIONS AND SELECTION CRITERIA

- University degree in public health, social science, or other related fields. (Preference will be given to candidates with a Master's degree).
- At least 3 years of experience in implementing and coordinating projects in public institutions, civil society organizations, or community development.
- Ability to work in communities and good skills in engaging, mobilizing, and educating community members.
- Very good communication, organizational, creativity/out-of-the-box thinking, planning and coordination skills; rapid learner.
- Ability to work proactively, independently, and meet deadlines.
- Ability to perform well even in situations that may cause pressure.
- Ability to work in a team. Proficiency in the English language is necessary.
- Good time management and prioritization skills.
- Very good knowledge of MS Office suite.
- Strong monitoring and reporting skills.

4. APPLICATION

The interested candidates shall submit the following documents:

- CV (English language)
- Motivation Letter (English language)

The dateline for the submission of the applications is **March 18th, 2024**

Applications must be submitted in English to the Contracting Authority in the email address: info@togetherforlife.org.al with the subject "*Candidate for the position of Local Coordinator in the framework of SOLIDAR project*" or in the postal address:

Together for Life

Rr. Brigada VIII, Pallati Jeshil Tekno-Projekt, Hyrja 2, Ap.14, Tiranë/ Shqipëri



SOLIDAR
BASHKË NË EMERJENCAT SHËNDETËSORE

Një projekt i Agjencisë Zvicerane për
Zhvillim dhe Bashkëpunim SDC



Schweizerische Eidgenossenschaft
Confédération suisse
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