

Green Initiative Training Consultant	
Terms Of Reference	
Country / Region	Lebanon
Start date	May 2024
Source of funding	NDICI
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1. CONTEXT AND JUSTIFICATION

1.1. Overall Context

Première Urgence - Aide Médicale Internationale (PU-AMI) is a non-profit, non-political and non-religious humanitarian NGO. Its objective is to provide a comprehensive response, in line with humanitarian principles and applying both needs based and rights-based approaches, to conflict affected populations. PU-AMI promotes humanitarian access and dialogue with all components of the civil society and reinforces the capacity of each vulnerable community (refugees, vulnerable host community) to become self-reliant and resilient, by responding to immediate needs and strengthening their socio-economic empowerment.

Today, PU-AMI is intervening in 21 countries in Africa, the Near East, Caucasus, Asia and the Caribbean to cover the needs of populations affected by conflict, natural disasters or economic crises.

PU-AMI in Lebanon has been implementing emergency and recovery projects in Water, Sanitation and Hygiene, in Shelter Rehabilitation, Health, Protection and in Livelihood Recovery sectors.

1.2. Justification

The newly adopted green initiative works for a world transition towards healthier, greener, and cleaner environments. This initiative focuses on three aspects of clinical importance:

- Advance research and understanding of the challenges and opportunities for the world of work arising from a green transition.
- Forge policy responses from the world of work in all sectors to ensure decent work and social justice for all.
- Build strategic partnerships at national, regional and international levels

PUI's mission is to adhere to this initiative, adopted under the new NDICI fund, specifically in its supported Primary Health Care Centers (PHCCs). The consultant will be in charge of delivering a Training of Trainers (ToT) on this initiative to PUI staff, and assessing the needs for the transition towards a greener environment in PUI supported PHCCs.

2. OVERALL OBJECTIVE

Under the NDICI project, which aims at reducing economic barriers to accessing health services, the consultant is expected to provide a Training of Trainers (ToT) to PUI health team and to be tailored also to target the community outreach team on green initiative aspects, importance, role, and most importantly the transition towards this initiative in Primary Health Care Centers (PHCCs). Upon receiving this training by the consultant, PUI health care workers are expected to deliver this acquired knowledge to PHCC staff and community health workers to incentivize the transition towards greener environment. Moreover, the consultant is also expected to assess the initiative transition needs of PHCCs under support of PUI, and provide information upon completing the needs assessment to PUI health department in order to support the PHCCs in their needs while undergoing the transition phase.

2.1. Specific Objectives

- Prepare training materials on green initiative and deliver training for PUI staff and tailored for community as TOT training provided.
- Conduct assessment inside the 18 PHCCs for the needs related to green initiative.
- Support PUI in mapping the waste management actors in the catchment areas of the PHCCs and community.

3. METHODOLOGY

3.1. Scope of the work

Under the delegation of health/deputy health coordinator, the green initiative consultant will be in charge of preparing training materials on green initiative, and deliver the training to PUI health team. He/she will also be in charge of designing a needs assessment tool to identify the needs of PHCCs for the transition between the current phase and the green initiative phase, along with presenting the results in clear report to the health/deputy health coordinator. Moreover, the consultant will be in charge of identifying and establishing communication channels with waste management actors in the catchment area of each PHCC in order to link the PHCC with these actors as part of the upcoming green initiative.

3.2. Main tasks

In the frame of this assignment, the consultant will carry out the following tasks:

- Preparing adequate materials for training sessions on green initiatives, delivered mainly to PUI staff. (i.e., PowerPoints, booklets of information, and any other materials perceived relevant for the training sessions)
- Assessing the effectiveness of the training sessions delivered through the administration of pre- and post-tests and delivering to PUI health the developed training materials to be adopted for PHCCs and community.
- Designing an assessment tool to evaluate the needs of the supported PHCCs for the sake of their transition towards the 'green initiative' environment (i.e., materials, staff, surrounding area/environments, ...)
- Presenting the results of the assessment and addressed to the health department at PUI as well supporting PUI health team in prioritizing and advising
- Supporting PUI in identifying waste management actors in the catchment area of each supported PHCC
- Supporting PUI in building links and connections between supported PHCCs and the identified waste management actors in order to facilitate the transition of PHCCs towards the 'green initiative' environment
- Presenting the mapping exercise of waste management actors and addressed to PUI.

4. DURATION

The assigned task has to take place for **3 months starting from May 2024 till July 2024.**

5. FUNCTIONAL LINKS

1. The Consultant will be working directly under the overall supervision of PUI Health Coordinator and following up with deputy health coordinator specialized in community health affairs for implementation of overalls tasks and activities.

2. EXPECTED DELIVERABLE

5.1. General Deliverable

The consultant will be responsible for delivering various deliverables as per the projects' needs and donor's requirements based on brainstorming sessions and input from the teams. The below are tentative deadlines and preliminary deliverables. Dates and type of deliverable will be agreed upon meeting with the technical team.

- **Deliverable 1: Training sessions for PUI staff on green initiatives**
 - Deliverable 1.1: Training materials
 - Deliverable 1.2: Training sessions
 - Deliverable 1.3: Pre and Post-tests
- **Deliverable 2: Assessment inside the PHCCs for the needs related to green initiative**
 - Deliverable 2.1: Assessment tool
 - Deliverable 2.2: Results of the assessment
 - Deliverable 2.3: Provide advice and recommendations on the improvement plan and selection of devices to procure to PHCCs according to the priority and budget availability.
- **Deliverable 3: Mapping waste management actors in the catchment area of each PHCC**
 - Deliverable 3.1: Mapping tool
 - Deliverable 3.2: Results of mapping exercise

The deliverable 1 is subject to change according to MoPH needs and requirements.

5.2. Final Report

- By the end of the consultancy, the consultant should submit the final report incorporating all inputs:
 - a. Background
 - b. Objectives
 - c. Methodology
 - d. Results
 - e. Discussion
 - f. Conclusion
 - g. Recommendations
 - h. References
 - i. Acknowledgment
 - j. Appendices including samples of IECs developed

The final report shall include the following:

- In-depth description of training sessions (i.e., materials, attendees, logistical issues, pre and posttests results and discussions)
- In-depth description and results' presentation of the PHCCs assessment for their needs towards a green initiative transition
- In-depth presentation of the mapping of waste management actors in each catchment area of PHCC along with potential links and pathways of connection

Consultant will submit:

Final report, which should not exceed 100 pages, attached with an annex.

A draft of the report must be presented to PU-AMI before the end of the consultant mission of 20 days,

- The report must be provided one soft copy sent by email to the Health Coordinator/Deputy Health Coordinator.
- PUI can request corrections or modifications within Two months after the report is released and the consultant must ensure that s/he is available if necessary.

5.3. List of requested items as per the above listed expected deliverables

In order to ensure delivery of the above listed deliverables, it is a requirement of this consultancy that the selected consultant will be able to deliver the following below items as requested, along with a price list for each item to serve as reference:

- Report writing, the report will not exceed 100 pages per length
- Printing for each item requested, as per quantity
- Training materials preparation
- Training sessions delivery
- Tools preparations

6. PREREQUISITE QUALIFICATIONS

6.1. Education

- Degree in Environment health. MSc in Environmental health or a Master's in Public Health (MPH) specializing in Environmental health is a strong asset.

6.2. Professional experience

- Strong experience in delivering trainings related to health/environmental health topics
- Experience in working with Primary Health care Centers (PHCCs)
- Experience in collaborating with waste management actors
- Strong knowledge of the green initiative concept
- Experience in designing Health related material is a plus

6.3. Languages

- Proficiency in both English and Arabic is mandatory.

7. SELECTION CRITERIA

7.1. Technical evaluation

Evaluation criteria are the following:

- TORs understanding
- Relevance and quality of the proposed methodology
- Experience and portfolio of previous projects
- Experience in environmental health projects/trainings
- Candidate's profile
- Only the technical offers reaching at least 70% of the score will be declared technically valid and selected for the next phase of evaluation

7.2. Financial evaluation

Only the financial offers from the candidates with at least 70% of the technical evaluation score

will be considered. A financial evaluation score will be calculated for each offer, starting on the lowest bid.

7.3. Finale evaluation

The final evaluation will combine both prior evaluations, accordingly a 70% moderation for the technical offer and a 30% moderation for the financial offer. The candidate who will have the higher score will be selected. The financial offer will be analyzed and possibly negotiated with the candidate within the limit of the available budget. An interview will be set accordingly to do the final selection.

8. OFFERS PRESENTATION

8.1. Technical offer composition (in English)

- A technical offer **(5-10 pages) including:**
 - o Understanding of the Terms of Reference (ToR)

8.2. Financial offer composition (in English)

- A financial offer including a budget with detailed sections (fees, other costs)
 - o Fees
 - o National transportation
 - o Communication fees
 - o HR fees (enumerators...)
 - o Other expenses
- Financial offer to be signed and stamped mentioning the offer validity, payment terms and the starting date

Deadline for submission: Documents to be submitted **by email** by 26/April/2024 at 4:00pm

Applications submitted after the above stated deadline for submission, for whatever reason or cause, shall be considered defaulting.

Submission of applications

All documents must be submitted to the following email:

heal.co@premiere-urgence-lib.org and CC: heal.dep.co2@premiere-urgence-lib.org
log.proc.spec@premiere-urgence-lib.org
log.proc.off@premiere-urgence-lib.org

Only applications including the full list of requested documents will be considered.