

## Terms of Reference

### Developing Human Resource for Primary Health Care Service Provision

- **TERMS OF REFERENCE (TOR)**

- a. **Objectives:**

- i. To carry out training needs assessments; and based on the assessment strengthen primary healthcare on islands in the Maldives to meet the current health needs of the population through capacity building for doctors, community health workers and nurses.
    - ii. To introduce a postgraduate educational and training program for postgraduate doctors.

- b. **Background:** In March 2021, the Government of Maldives took the decision to change the health provision strategy from curative to preventative method. In accordance with this decision, the Ministry of Health have started undertaking a restructuring process of the national health services to strengthen primary healthcare on the Islands.

This process includes augmenting the current training programs with primary health component as well as introducing postgraduate modules that will ensure strengthening the provision of primary healthcare services in the Maldives. The islands of the Maldives are widely scattered and therefore present a unique challenge in delivering excellence of healthcare to the population.

The exit qualification for the postgraduate GP program will be an International Qualification that will be registered and licensed by RCGP (Royal College of General Practitioners) or equivalent international body.

To this end, Ministry of Health seeks to engage a team of professionals or a company to undertake the development and delivery of a comprehensive training curriculum (in English) to meet the aim of the Government of Maldives, in close consultation with Health Ministry and The Maldives National University.

- c. **Scope of work and expected outputs / deliverables:**

- i. *Primary Healthcare Workshops*

A number of priority islands (76 islands) has been selected for primary healthcare workshops initially. The team of professionals will set up eight Training of Trainer workshops for key resource persons to educate medical officers (MOs), nurses and community health workers (CHWs) in healthcare





centers on these islands to strengthen primary care on islands in the Maldives to meet the current health needs of the population.

Total number of staff to be trained includes

- ✓ 70 Doctors
- ✓ 100 Community Health Workers
- ✓ 215 Nurses

The numbers may vary.

The team of professionals must;

1. Undertake desk research and analyse all the necessary documents (SOPs, regulations, policies) for public health and primary healthcare to fully understand the ground situation and existing material available to orientating health professionals working in the islands.
2. To do gap analysis of primary healthcare teams to assess existing skills and knowledge on primary healthcare of atoll specified by Ministry of Health.
3. To develop self-learning educational material and teaching / learning material on primary healthcare components that can be utilized for in-house workshops based on desk research and gap analysis for Ministry of Health and The Maldives National University.
4. Assist Ministry of Health and The Maldives National University in organizing and facilitating eight Training of Trainers (TOT) workshops for training key resource persons using the material mentioned in clause (c)(i)(3)
  - a. Four of these workshops for primary healthcare teams through technology assisted / online means as specified by Ministry of Health within these atolls (Th, L and GA Atoll) in collaboration with The Maldives National University taking into account the need to maintain service provision on the islands during the training period.
  - b. Four of these workshops for primary healthcare teams face-to-face as specified by Ministry of Health within these atolls (HA, N and F Atoll) in collaboration with The Maldives National University taking into account the need to maintain service provision on the islands during the training period.
5. Produce a well-written and comprehensive training needs assessment report based on the above including:
  - a. Training sites
  - b. a schedule for training
  - c. key resource persons
  - d. identifying participants
  - e. Post-training evaluation and impact assessment
6. Transfer the educational materials over to Ministry of Health and The Maldives National University for copyrighting purposes.

*ii. Post-graduate GP Training*





Ministry of Health and The Maldives National University requires the team of professionals to develop and undertake the delivery of a three-year post-graduate GP program to train doctors with a basic medical qualification to become specialist primary care physicians, also known as family physicians or General Practitioners (GP).

However, given the MRCGP program used within the Southeast Asia Region is a two-year program, the team will be required to develop the curriculum and teaching / learning materials for the third year of the program in collaboration with Ministry of Health and The Maldives National University.

The exit qualification for the program will be an International Qualification that will be registered and licensed by RCGP (Royal College of General Practitioners) or equivalent international body.

The team of professionals must;

1. Acquire the MRCGP curriculum and develop auxiliary teaching and learning materials for the successful delivery of the MRCGP training program.
2. Since the curriculum used for the MRCGP is less than three years, team of professionals must develop a curriculum and teaching and learning materials in collaboration with Ministry of Health and The Maldives National University for the additional year to reach a period of three years.
3. Ensure that all curriculums and teaching and learning materials are developed to the standards required of a postgraduate medical program by the qualification authorities and licensing bodies of the Maldives.
4. Train first intake of doctors in training in MRCGP curriculum used within Southeast Asia region and The Maldives National University mandated additional one-year curriculum in collaboration with Ministry of Health and MNU.
5. Provide training to consultants from government owned secondary / tertiary facilities to develop their clinical supervision skillset to supervise junior doctors in GP training.

**d. Final Deliverables:**

*i. Primary Healthcare Workshops*

1. One training needs assessment completed and report submitted – the report should include desk review, situation report and gap analysis.
2. Comprehensive self-learning educational materials on primary healthcare components.
3. Learning / Teaching materials on primary healthcare components for online / technology-assisted and face-to-face workshops.
4. Eight TOT workshops completed and report submitted, including post training evaluation, trainee feedback data and impact assessment.

*ii. Post-graduate GP Training*





1. MRCGP curriculum
2. Auxiliary teaching and learning materials for the successful delivery of MRCGP training program.
3. Curriculum for the third year of the postgraduate GP training program of The Maldives National University
4. Comprehensive teaching and learning materials for the third year of postgraduate GP training program of The Maldives National University
5. Twenty-four one-hour training sessions for consultants (one session per week for six months) completed and weekly report submitted – report must include observations and feedback to the consultants.
6. One report on clinical supervision training submitted at the end of clinical supervision training – report must include post training evaluation, trainee feedback data and impact assessment.
7. One report evaluating postgraduate training program – report must include evaluation of training using audit, trainee feedback data and impact assessment

- e. **Timeframe and deadline:** This assignment is for a period of 12 working months between August 2021 – July 2022. It is likely to commence in November 2021.
- f. **Reports:** The team will present the results to Ministry of Health and The Maldives National University from time-to-time to share the progress of activities under this contract and certifying that the works, tasks, assignments have been satisfactorily performed.

• **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

a. **Team Composition**

- Must have internationally recognized qualification in Family Medicine/General Practice.
- Must have a recognized postgraduate qualification in medical education and/or community health education.
- Must have experience of technology-assisted/online teaching/training .
- Should have experience of writing training materials and delivering training for health.
- Must have experience of health systems in low-middle-income countries.
- Must have relevant experience in the South Asia region or similar.
- At-least one member of the team must have relevant approval from RCGP or equivalent international body to teach.

Specific experience of the Maldives health context and knowledge of Dhivehi would be an advantage

The team or a company applying to deliver this program should possess the following skills and experience collectively;

b. **Education**

- MBBS or Equivalent
- MRCGP or Equivalent
- Masters in Management





- Masters in Public Health or educated in areas to do with primary healthcare, community health and/or family medicine

**c. Skills**

- Research (*minimum five articles / papers published in reputable international journals*)
- Teaching (*minimum five years of teaching experience*)
- Training (*minimum five years of training experience*)
- Technology assisted / online teaching / training (*minimum two years on technology-assisted / online teaching / training experience*)
- Practicing GP (*must possess practicing license as a GP*)
- Drafting (*developing teaching material on primary healthcare and public health*)
- Reporting

**d. Experience**

- Doctors preferably with experience as General Practitioners.
- Doctors preferably having a current registration and practicing license in an international recognized regulatory body.
- Trainers and educators should be familiar with MRCGP training program used within Southeast Asia Region.
- Trainers and educators must have teaching experience in medicine (specifically in areas concerning public health and / or primary healthcare).
- Trainers and educators must have developed teaching material in areas concerning public health and / or primary healthcare).
- Doctors preferably to have practiced as general practitioners in any international medical system.
- Doctors preferably registered in the Maldivian Medical and Dental Council.
- Educators and trainers must have published research materials.

• **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

While submitting the Technical Proposal, the Applicant shall, in particular, ensure to attach the following:

- Profile of the team, explaining why they are the most suitable for the work
  - Recent CV and referee details
  - Copy of ID Card / Passport
- Or, if a company:
  - Company profile
  - Company Registration
  - Memorandum of Article
- Or if there is an understanding between educators / trainers and a company:
  - Original and Copy of the Memorandum of Understanding or Agreement between all parties
  - Company profile
  - Company Registration Certificate
  - Memorandum of Article
  - Recent CV and referee details
  - Copy of ID Card / Passport

Proof of qualifications, skills and experience should be submitted by the team.





- Relevant Experience
- Proof of technology assisted / online teaching / training
- Internationally recognized qualifications in given areas
- Practicing License (optional)
- Detailed methodology and conceptual framework with expected deliverables and timelines (operational framework annotated workplan with days required)

***All document submitted must be attested***

- **PAYMENT TERMS**

Lump sum contracts: The financial proposal shall specify a total lump sum amount (including a breakdown of costs for fee, travel and number of working days). Payments will be made in installments based on key outputs, i.e. upon delivery of the services specified within the TOR.

- 15% on signing the contract and submission of a blueprint including annotated work-plan and methodology for the assignment (in English)

***Primary Healthcare Workshops***

- 5% on completion of training needs assessment and report submitted
- 5% on completion of self-learning educational materials, learning / teaching materials on primary healthcare components for online / technology assisted and face-to-face workshops.
- 10% on completion of eight ToT workshops and report submitted.

***Postgraduate GP Training***

- 15% on completion of all required teaching and learning materials for postgraduate GP program
- 10% on completion of clinical supervision training sessions and final report submitted
- 40% on completion of first year of postgraduate GP training and report submitted

