

07 May 2024

TERMS OF REFERENCE (TOR no. 2024/243)

Request for provision of medical support to Afghan refugees sheltered in Rafaelo Resort, Shengjin Lezhe

1. Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

2. Background information/context

Albania, a NATO member since 2009, has now been a host country for a considerable number of Afghan people who left their country to escape the Taliban forces which seized power in Afghanistan. As for today, around 1600 people have been accommodated in the Rafaelo Resort in the area of Shengjin/Lezha across the coastline.

Save the children aims to address the needs of specifically Afghan Children and their mothers, and more widely to the community members in accessing quality health services and health promotion activities, with a focus on immunization, child and mother health, nutrition and overall child upbringing.

3. AIM AND OBJECTIVES OF THE ASSIGNMENT

AIM:

Save the Children is seeking to contract:

- **1 (One) Nurse full time employee contract covering third shift in Health Clinic at Rafaelo Resort, Shengjin Lezhe.**

Specific Objectives:

- Providing medical assistance regarding a wide range of family medicine health issues, including diagnosis and treatment of existing conditions conform the current Albanian approved package of health care service in primary health care for all age groups.
- Assessing each patient's needs and providing individualized care including monitoring vital signs, administering medications, and ensuring patient comfort and safety during their clinic visit.
- Collect, record, and maintain sensitive patient information such as examination results, medical history, and reports conform the current Albanian approved package of health care service in primary health care.
- Collaborating with healthcare professionals and responding to emergencies cases.
- Providing emotional support and educating patients and caregivers on healthy living practices and preventive measures and on how to manage health conditions.

SERVICE PERIOD

The duration of the service will be over the period 01 June 2024 – 31 Dec 2024.

DELIVERABLES

It is expected from the family doctors to submit the following deliverables:

- Monthly timesheet.
 - Monthly progress report (in English and Albanian languages) on list of individuals (patients) informed visited, treated, referred in the course of assignment according to the age and sex conform the report form approved in the conform the current Albanian approved package of health care service in primary health care for all age groups.
- **1 (One) Nurse specialized for the injection to children, full time employee contract covering the first shift, in Health Clinic at Rafaelo Resort, Shengjin Lezhe.**

Specific Objectives:

- Conducting health assessments for pediatric patients.
- Administering medications and treatments as prescribed by healthcare providers.
- Providing vaccinations and immunizations to children.
- Assisting with medical procedures and treatments for children.
- Monitoring and managing paediatric patients' conditions and progress.

- Promoting preventive healthcare measures and wellness initiatives for children.

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- **1 (One) family doctor full time employee contract covering third shift– full time in Health Clinic at Rafaello Resort, Shengjin Lezhe.**

Specific Objectives:

- Providing primary health care to patients of all ages.
- Conducting routine check-ups and physical examinations.
- Diagnosing and treating common medical conditions and illnesses.
- Managing chronic diseases such as diabetes, hypertension, and asthma.
- Prescribing medications and other treatments.
- Referring patients to specialists for further evaluation and treatment when necessary.
- Performing minor medical procedures such as suturing wounds and removing stitches.
- Offering preventive care and health promotion advice, including vaccinations and screenings.
- Counselling patients on lifestyle modifications for better health outcomes.
- Collaborating with other healthcare professionals to coordinate patient care.
- Maintaining accurate medical records and documentation.
- Responding to medical emergencies within the scope of their practice.
- Providing continuity of care by establishing long-term relationships with patients and their families.

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- **2 (two) Weekend family doctors (employee contract) in Health Clinic at Rafaelo Resort, Shengjin, Lezhe.**

Specific Objectives:

- Providing primary care to patients of all ages.
- Conducting routine check-ups and physical examinations.
- Diagnosing and treating common medical conditions and illnesses.
- Managing chronic diseases such as diabetes, hypertension, and asthma.
- Prescribing medications and other treatments.
- Referring patients to specialists for further evaluation and treatment when necessary.
- Performing minor medical procedures such as suturing wounds and removing stitches.
- Offering preventive care and health promotion advice, including vaccinations and screenings.
- Counselling patients on lifestyle modifications for better health outcomes.
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- Providing continuity of care by establishing long-term relationships with patients and their families.

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The duration of the service will be over the period 01 June 2024 – 31 Dec 2024.

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It is expected from the family doctors to submit the following deliverables:

- Monthly timesheet
 - Monthly progress report (in English and Albanian languages) on list of individuals (patients) informed visited, treated, referred during assignment according to the age and sex conform the report form approved in the conform the current Albanian approved package of health care service in primary health care for all age groups.
- **2 (two) weekend nurses (employee contract) in Health Clinic at Rafaelo Resort, Shengjin, Lezhe.**

Specific Objectives:

- Providing medical assistance regarding a wide range of family medicine health issues, including diagnosis and treatment of existing conditions conform the current Albanian approved package of health care service in primary health care for all age groups.
- Assessing each patient's needs and providing individualized care including monitoring vital signs, administering medications, and ensuring patient comfort and safety during their clinic visit.
- Collect, record, and maintain sensitive patient information such as examination results, medical history, and reports confirm the current Albanian approved package of health care service in primary health care.

- Collaborating with healthcare professionals and responding to emergencies cases.
- Providing emotional support and educating patients and caregivers on healthy living practices and preventive measures and on how to manage health conditions.

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It is expected from the family doctors to submit the following deliverables:

- Monthly timesheet
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- **1 (One) specialized doctor - female gynecologist - part time contract at Rafaelo Resort, Shengjin Lezhe**

Specific Objectives:

- Providing prenatal care.
- Performing gynaecological exams
- Offering contraception counselling
- Managing menopausal symptoms
- Treating reproductive health issues
- Educating patients on sexual health
- Promoting preventive care

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1. QUALIFICATION AND SELECTION CRITERIA

The *experts* should have the following qualifications in order to address effectively and timely the specific requirements of this assignment:

1. DOCTORS:

- Degree in Medicine.
- Specialization in Family Medicine will be an added value.

- Experience on working at least 5 years on the primary health care service.
- Active License issued by Order of Doctors
- Proven expertise in report writing.
- Proven ability to meet deadlines and work under pressure.
- Flexibility in responding to the needs of the contracting agency.
- Excellent oral and written communication skills in Albanian and English.

2. NURSE:

- Proven experience as a licensed nurse
- License to provide medical services issued by Order of Nurse
- Excellent knowledge of nursing care methods and procedures on reproductive health focus on pregnant women, children and their mother
- Excellent knowledge of emergency care
- In-depth knowledge of health and safety guidelines and procedures (sanitation, decontamination etc.) and willingness to follow them at all times.
- Ability to effectively communicate with patients, families, physicians.
- Responsible and compassionate

2. RESPONSIBILITY OF SAVE THE CHILDREN AND THE NURSE / DOCTOR

In order to respond to the objectives of assignment, the nurse / doctors are expected to work closely with Save the Children Albania and other staff of health centre.

Save the Children will monitor, supervise, and facilitate the medical staff in every step of the process.

The medical staff are responsible for conducting the medical visits and providing prompt diagnosis, treatment, referral when needed to all potential Afghani individuals who are sheltered in Lezha region.

3. PAYMENT MODALITY

The payment will be done on *monthly* basis after the delivery of a progress report (in English and Albanian languages) and timesheet.

The payment will be subject to the current Albanian legislation taxes.

Expenses related to travelling to different sites and/or other potential expenses are responsibility of the medical staff. Reimbursement travel cost will be done only for the medical staff out of the area. (possible from Shkodra)

4. APPLICATION

Interested candidates can send their CV, copy of diploma and relevant documents in one e-mail to info.albania@savethechildren.org within 17 May 2024 by 12:00pm.

Only selected applicants will be notified.