TERMS OF REFERENCE

Establishment of Technical Competency Standards for Emergency Response Professionals Providing Care in a Mass Casualty Event

1.0 INTRODUCTION

Effective disaster management relies more on qualified human resources than on equipment and technology. The frequent turnover of staff at the country level demands ongoing training and education efforts to maintain the required level of awareness, skills and commitment to risk reduction. The Pan American Health Organization/World Health Organization (PAHO/WHO) actively supports a variety of training opportunities to enhance health disaster management skills and to improve knowledge and capacity in technical areas such as mass casualty management, emergency care and treatment, incident command concepts, assessment of health needs, preparedness for disaster events and more.

In the recent meeting of PAHO Expert Group for Training, it was recommended that Competency Standards for courses supported by PAHO should be established and a consultant be hired to accomplish such task. Competency Standards in the context of this consultancy will describe the skills, attitudes and other attributes (including values and beliefs) attained by an individual based on knowledge and experience which together enables the individual or teams to provide effective and efficient management of casualties in a mass casualty event

PAHO is seeking Technical Assistance to undertake the development and application of Technical Competency Standards for Emergency Response Professionals providing care in a mass casualty event.

2.0 OBJECTIVES OF THE CONSULTANCY

The aim of this activity is to strengthen the PAHO Health Disaster Management training programme and to establish a formal Technical Competency framework for the delivery of the Health Disaster Management training that is informed and endorsed by stakeholders.

The specific purpose of this consultancy is to develop Technical Competency standards for Emergency Response Professionals providing care in a mass casualty event to guide the delivery of training in member states of PAHO.

3.0 SCOPE OF WORK

The consultant will develop Technical Competency Standards for the Emergency Response professionals providing care in a mass casualty event which should guide the application of an established training programme within PAHO Member States. The Consultancy should involve, at minimum research, analysis, consultation and synthesis of existing training programmes, reports, studies, etc. Specifically the consultant will:

- 3.1 Prepare an Inception Report that details the approaches/methodologies, timelines, risks, mitigation measures, assumptions, expected results and milestones associated with the Consultancy. The Inception Report should be informed by discussions with an Expert Panel whose membership will be determined by PAHO, other entities of PAHO and key representatives from selected national Health Sectors.
- 3.2 Conduct a needs analysis/situational analysis of relevant factors to inform the development and implementation of the Technical Competency Standards framework. The needs analysis report will include, but not be limited to, information and recommendations on the following elements:
 - a. Identification and description of the health sector components for which the Technical Competency Standards will be developed
 - b. Occupational profile of the Sector emergency response components
 - c. Current and future skills needs in the Sector
 - d. Summary of Technical Competency Standards frameworks that could be adopted/adapted to guide the application of Health Disaster Management Training Programmes in PAHO Member States
 - e. Recommendations for successful development and implementation of the Technical Competency Standards
- 3.3 Develop Technical Competency standards, assessment requirements and qualifications for use within the PAHO Health Disaster Management Training Programme and which are representative and cognizant of the needs of the sector. Levels of competency standards should also be included for Practitioners (those trained); Trainers and Quality Assurance Experts.
- 3.4 Recommend a list of courses that can be developed or changes to the content of existing courses to meet the competency standards that will be developed through this consultancy.
- 3.5 Establish a Quality Management System that can be used to monitor the application of Health Disaster Management training at the national level and for use by Quality Assurance Specialists. This system should include requirements for certification and recertification.

- 3.6 Prepare an outline inventory of data that can store and sort training details of persons who participate and successfully complete training at the instructor and participant levels.
- 3.7 Undertake an assessment of the existing courses offered by PAHO Mass Casualty Management, Emergency Care and Treatment, Incident Command Systems to determine if their content and design support the achievement of the Technical Competency Standards recommended.
- 3.8 Preparation of a Final Report on the Consultancy is required which will document methodology used, the activities undertaken, challenges, results (planned and unplanned), lessons identified and recommendations to address those lessons.

4.0 RESULTS AND DELIVERABLES

The Consultant/Firm will submit the following:

- Inception Report
- Draft Technical Competency Standards for Emergency Response Professionals providing care in a mass casualty event
- Final Technical Competency Standards for Emergency Response Professionals providing care in a mass casualty event
- Final Report on Consultancy which should show the methodology used, activities undertaken, successes, challenges, results (planned and unplanned), lessons identified and recommendations on how to address those lessons.

NOTE: Timelines for submission of deliverables above will be agreed to and detailed in the final Inception Report.

5.0 INDICATIVE TIMEFRAME

	Establishment of Technical Competency Standards for ergency Response Professionals providing care in a mass casualty event	# Of Man Days
1	Inception Report	
2	Draft Technical Competency Standard Framework for Health Sector Emergency Response Personnel	
3	Final Technical Competency Standard Framework for Health Sector Emergency Response Personnel	
4	Final Report on Consultancy which should show the methodology used, activities undertaken, successes,	

challenges, results (planned and unplanned), lessons identified and recommendations on how to address those	
lessons.	
Total Non Consecutive Man-Days	

6.0 PAHO shall provide the Consultant/Firm with:

- Contact information for relevant Partners and Core Trainers
- Comments on all products/reports of this Consultancy within ten (10) working days
- Guidance information on sourcing documents and/or resources as appropriate

7.0 EVALUATION CRITERIA

The Consultant/Firm should have the following skills:

7.1 Qualifications and Experience

- Masters in Education or Human Resource Management with specific focus on development of Technical Competency Standards
- Knowledge of Health Sector operations in mass casualty management systems
- Relevant qualifications and a proven track record in curriculum and Technical Competency standard development
- Excellent communication and writing skills
- Analytical skills
- Ability to conduct meetings, listen to others and engage in dialogue
- Familiarity with context and available sources of information
- The consultant will need to provide his/her own laptop or computer for the assignment and have access to email and phone services from their home office.

7.2 The Technical Proposal should indicate at minimum:

- Proposed approach to be taken for the implementation and management of the consultancy
- Evidence of stakeholder participation in the development of the proposed documents
- Timelines
- Curriculum Vitae of consultant and for each member of the team (if a team approach is utilised)

Note: the Financial Proposal should have a detailed budget breakdown with man days for each team member identified.

The Consultant may be an individual or firm/company and should be able to assume duties by April, 25th 2013. The duration of the Consultancy is scheduled to last a maximum of three (3) months. A Technical and Financial Proposal based on the Terms of Reference outlined above must be provided no later than close of business on Monday, March 4th, 2013 by 4:30pm.

The proposal must include full Curriculum Vitae for the consultant and each member of the consultancy team (if team approach is utilised). Further information may be obtained from Dr. Dana van Alphen (vanalphe@paho.org) at PAHO.

Please send applications to the contact and address below:
Dr. Dana van Alphen
Pan American Health Organization
Office of Caribbean Program Coordination
Dayrells Rd. & Navy Garden
Christ Church
BARBADOS

E-Mail: disaster@cpc.paho.org Tel: 246 434 5200 Fax 246 436 9979