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**TOR for Procurement and Supply Chain Management Training**

# Background

HealthNet TPO is a Netherlands based not for profit, non-governmental organization founded on the principle that access to affordable quality health care is a basic human right. HealthNet TPO works with interdisciplinary professionals to develop and implement innovative, culturally appropriate, evidence based public health interventions with a focus on: innovative development of health systems, mental health and psychosocial care, long and short-term training of health workers, control of communicable diseases (including malaria), and health financing schemes. HealthNet TPO offers ground-breaking and unconventional solutions that foster self-reliance and promote sustainable health care that is accessible to all.

 HealthNet TPO in Afghanistan aims to improve the health status of the people in Afghanistan by supporting the local communities and the Government of Afghanistan in the development of a sustainable health care system.  HealthNet TPO is working in Afghanistan since 1994, implementing integrated health projects managed mainly by national staff and supported technically by expatriate staff from the headquarter office. HealthNet TPO Afghanistan is providing Primary Health Care, Mental Health and psychosocial services, fighting malaria and supporting Mother & Child Health Care in terms of providing training for Community midwives and to conduct operation research. Health Net TPO is currently implementing projects in 22 provinces and the major program it implements are Malaria Control program, SEHATMANDI projects in four provinces, nutrition,  Mental Health and Psychosocial program through a community system strengthening approach.

Based on HealthNet TPO policy for the capacity development of its staff; The national Kabul mental Health hospital project staff planned to conduct three trainings for national KMHH technical staff (Trainer, Trainee Doctor, & Psychologist)

At the end of this training course all participants will be able to know the general concept of research methods, data collection, sampling, data analyzing, and reporting.

# Objectives

The objectives of the three trainings as follow:

1. Basic applied clinical research training:

Aim of this training is to build and improve capacity of National Kabul Mental health hospital technical staff (trainers & trainee doctors) at the following areas:

Introduction to clinical researches, Study design, Data collections, Data analysis, Clinical trials, Literature review, Writing and presenting researches finding, Funding and grants

1. Cognitive behavior therapy / CBT training:

The purpose of this training is to build capacity & improve the knowledge of Kabul mental health hospital clinical staff (Psychologist) at the Cognitive behavior therapy related topic such as,

Conceptualizing Cases According to the Cognitive Model, Structuring Sessions, Developing a Sound Therapeutic Relationship, Collaboratively Developing Action Plans, Cognitive Distortions Emotional Regulation, Behavioral Techniques, Coping Strategies, Interpersonal Skills, Cognitive Restructuring, [Post-Traumatic Growth:](https://learn.beckinstitute.org/s/product/basics-of-cbt-essentials-i/01t4M000004NDPPQA4)

1. Behavior Change Communication / BCC or Intra Personal Communication Change / IPCC

This five days training design to encourage psychologist in the following topics:

BCC/Behavior change communication, Why Behavior Change is vital for health care sector?

The elements and stages of behavior change, Change and innovation in health care

All the above three mention trainings will help Trainers/ Trainee doctor and psychologist to improve and boost their knowledge and introduce new treatment and diagnosis methods for such issue and illness.

# Subject and Duration of Training

Detail of three training as below:

1. The training of ‘‘**Basic Applied of Clinical Research’**’ will be conducted for 10 days and 15 participants of National Kabul Mental health hospital clinical staff (Trainers / Trainee doctor).
2. The training of **‘‘Cognitive Behavior Therapy / CBT’’** will be conducted for 10 days and 6 participants of National Kabul Mental health hospital clinical staff (Psychologists).
3. The training of **‘‘BCC / IPCC’’** will be conductedfor 5 days and 10 participant of national Kabul Mental Health hospital clinical staff (Psychologists).

The above three training main subjects are:

**Basic Applied of Clinical Research**

* Introduction to clinical researches
* Study design
* Data collections
* Data analysis
* Clinical trails
* Literature review
* Writing and presenting researches finding
* Funding and grants
* Practical work

**CBT**

1. **Conceptualizing Cases According to the Cognitive Model**
2. **Structuring Sessions**
3. **Developing a Sound Therapeutic Relationship**
4. **Collaboratively Developing Action Plans**
5. **Cognitive Distortions**
6. **Emotional Regulation**
7. **Behavioural Techniques**
8. **Coping Strategies**
9. **Interpersonal Skills**
10. **Cognitive Restructuring**
11. **Post-Traumatic Growth**

# Scope of Service

1. Trainings shall be hands-on and adopt participatory interactive approaches. Pre-assignment, exercises, and group work shall be included to enhance participants’ understanding.

The service provider prepares, lunch & two times refreshments during the training, stationery and course completion certificates, handouts (soft and hard copies) and facilitation the training in line with the requirements; mentioned in the methodology the service provider should prepare a comfortable hall for the training.

1. The Service Provider shall provide daily progress feedback and information to HealthNet TPO about participation and the overall status of the training.
2. A list of participants with their contacts and job titles will be provided by HealthNet TPO. The Number of the training participants could be changed (increase or decrease) by 10% to 15 %.
3. The Service provider is required to ensure close consultation with HealthNet TPO before implementing the training, and the concept of the Training Course, detailed schedule, and deliverables shall be agreed upon in advance. The detailed Training Course Schedule will be discussed between the service provider and HealthNet TPO before the call of the contracts.
4. The Training Course shall be conducted in English and Pashto/Dari language(s). The lecture and materials shall be in an interactive manner, bringing real-life examples, the Lecturer is required to adjust the course depending on the level of trainees.
5. Training shall be conducted in a safe and comfortable environment; equipped with all training facilities.
6. The successful Service provider submits the work plan, training agenda and training materials to the Procurement and Logistics Department of the HealthNet-TPO prior to the training course and will be thoroughly reviewed. The HealthNet-TPO reserves the right to review all training material and make changes as necessary.

## Training Methods

The methodology for the training will be according to the standard accepted training methodology, including participatory and non-participatory approaches.

* Power-point presentations
* Learning by participation and Group Work
* Practical assignment and feedback
* Every day recap by participants
* Post session Feedback
* Role play

## Degree of expertise and qualification of the trainer(s)

* The trainers shall have Master’s Degree in Social Science (Psychologies); preferably in consoling & consultation;
* Trainers should have at least 5 years’ consecutive experience in conducting Psychology and consoling.
* Excellent understanding of research method, research procedures and final report.
* Working experience in the data collection.

## Reporting and Documentation

* The training service provider will maintain the proper documentation process of the training and assess the evaluation and quality of the training.
* A comprehensive final report, which includes; training summary, List of participants, major discussions during the training sessions, observations, results of the pre/post tests, recommendations, and feedback by the trainee.

# HealthNet TPO Responsibilities

HealthNet TPO will nominate and introduce list of the participants, contents for the training banner, transportation for training participants, and a focal point for coordination and monitoring of the training.

## Payment

* Payment to the consultancy will be processed in three instalments after completion of each training and submission of the invoice. The payment will be made within 15 working days.
* HealthNet TPO will review and approve the final report for the Training Course. The training cost provides by the service provider includes all the services and materials reflected in the scope of the service provider.

# Submission of Proposals

The service provider submits proposal having the following but not limited information to demonstrate their qualifications:

1. A technical proposal detailing applicants’ understanding of ToRs, proposed training methodology, trainers’ CVs and profiles.
2. Valid business license and bank account details.
3. A detailed implementation plan for training which include but is not limited to:

* Adequate number of trainers that the service provider can assign for each training with other training support staff for effective and efficient training in terms of deliverable knowledge and reduce the training time window through implementing multiple training sessions which take place at the same time.
* To execute the training session efficiently and to maximize the deliverable knowledge and skills to the participants.
* Detailed timetable includes the starting and ending dates to implement the training sessions.

1. Detailed table of content, syllabus, agenda, and time frames for each training session. The submitted training course content might be discussed between the applicant (organization) and HealthNet TPO for further adjustments to achieve the training objectives.
2. Examples of previous training materials and/or reports about training led by the service provider and trainer.
3. All the submitted documents mentioned above have to be written in English.