

TERMS OF REFERENCE FOR NATIONAL TEAM OF CONSULTANTS

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Country Office in Kazakhstan
Purpose of consultancy:	<p>Team of national experts on integrating updated curricula on providing medical care to GBV survivors into national medical education system</p> <p>Since 2016 UNFPA is being supporting the Government of Kazakhstan in developing and implementing the Multi-sectoral response to gender-based violence. One of the key elements of the MSR to GBV is the healthcare system's ability to respond and collaborate with other sectors to ensure protection and provide care to GBV survivors.</p> <p>In 2019 UNFPA provided technical support to develop the Clinical protocol on providing medical care for GBV survivors at the primary healthcare level which was by the Joint Commission on quality of medical services under the MoH in April 2020. However, this document is intended only for medical doctors and not covered other primary healthcare professionals, such as nurses, social workers and psychologists. To fill this gap during 2020-2021 within the Project "Strengthening national capacities to improve prevention of, and responses to Gender-Based Violence in Central Asia," funded by the CSSF, UNFPA supported the development of manuals for the listed above PHS professionals.</p> <p>At the same time, the MSR to GBV approach, as well as the health response to GBV mechanisms were not covered by the national medical education system. Having that, under the CSSF-funded "Strengthening Prevention and Response to Violence against Women and Girls in Central Asia" Project, in 2022-2023 UNFPA supported updating medical education curricula on 5 main disciplines of undergraduate and residency levels of medical education (general practice, emergency care, general surgery/traumatology, obstetrics and gynecology, and nursing care) by including the "health response to GBV" mechanisms (including for people with hearing and vision disabilities). The updated curricula have been approved by the Republican Academic Council on 14 December 2023 and 18 March 2024 to further roll up in medical universities.</p> <p>In this regard, UNFPA is in the need to establish a Team of national experts with in-depth competency in teaching and medical education to support national medical universities in introducing the "health response to GBV" mechanisms in undergraduate and residency levels of medical education.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The National Team of experts, under the leadership of the Team Leader and under the direct supervision of the UNFPA SRH National Program Analyst will work on integrating updated curricula on providing medical care to GBV survivors into national medical education system.</p> <p>This work will have two components:</p> <p>Component 1. Conducting training for medical universities faculty staff members. Component 2. Supporting medical universities to introduce the updated curricula.</p> <p>Component 1. Conducting training for medical universities faculty staff members</p> <p>The purpose of training is to inform faculty members of medical universities and nursing colleges on the multi-sectoral response to GBV and to equip faculty with the knowledge, skills, and attitudes necessary to provide comprehensive and survivor-centered care to individuals who have experienced GBV</p> <p>The National Team of experts will organize and conduct at least four seminars for faculty members on providing medical care for GBV survivors in the following cities:</p> <ol style="list-style-type: none"> 1) Almaty – at least 2 medical universities and 2 nursing college; 2) Shymkent – at least 2 medical universities and 1 nursing college; 3) Semey – 1 medical university and 1 nursing college; 4) Karagandy – 1 medical university and 1 nursing college. <p>Each seminar should have met the following requirements:</p> <ol style="list-style-type: none"> 1) duration of the seminar – 3 days of in-person sessions and 2 days of trainee's independent work at distance-based education platform edu-open.kz; 2) could include a combination lectures and presentations, case studies and simulations, Q&A sessions, skill-building workshops, and resource sharing; 3) have to be cover at least 30 faculty members in ob&gyn, general surgery, general practice, nursing care, emergency care; 4) have to be based on curricula developed by UNFPA support and approved by the Republican Academic Council's decisions on 14 December 2023 (No 4) and 18 March 2024 (No 6).

Component 2. Supporting medical universities to introduce the updated curricula

The purpose of this component is to ensure the successful and sustainable integration of the updated curricula into the medical universities and nursing colleges educational framework. This component focuses on providing ongoing assistance and resources to faculty members, enabling them to effectively implement the changes and ultimately improve the quality of education and care provided to GBV survivors.

This component is covered the following:

- 1) *Curricula refinement.* Based on the feedback provided by the seminar participants, the National Team of experts will refine the curricula and organize its endorsement in the Republican Academic Council, if necessary;
- 2) *Implementation Plan Development.* the National Team of experts will support each medical university and nursing college to create a detailed, institution-specific plan outlining (i) steps, timelines, and responsible parties for each stage, (ii) integration with existing curriculum structures, and (iii) review and approval processes within the institution;
- 3) *Implementation Support.* the National Team of experts will support faculty members from each medical university and nursing college to organize teaching process;
- 4) *Monitoring and evaluation.* the National Team of experts together with each medical university and nursing college will develop clear metrics to assess curriculum effectiveness.

The National Team of experts will consist of 4 experts:


- Team Leader;
- Expert on obstetrics and gynecology;
- Expert on general medicine;
- Expert on distance-based education.

To perform both components, the National Team of experts will have the following duties and responsibilities:

- 1) Team Leader will be responsible for:
 - coordination of experts' teamwork, distributing tasks among experts;
 - organization all necessary group work and discussion, ensuring timely completion of assignments and submission to the CO;
 - coordinating technical discussions on the developed materials;
 - organizing technical consultations and collaborations with the MoH and leadership of medical universities and nursing colleges;
 - conducting offline training sessions and facilitating trainee's independent work at distance-based education platform;
 - coordinating the process of technical support to medical universities and nursing colleges under the Component 2;
 - in case of refinement the curricula – presenting and ensuring endorsement (approval) of all developed educational materials in the Republican Academic Council under the MoH/MoSHE, including its committees.
- 2) Experts on obstetrics and gynecology and general practice will be responsible for:
 - participating in all relevant technical meetings, discussions, and working groups as per the assignment;
 - developing training materials both for offline and online sessions;
 - conducting offline training sessions and facilitating trainee's independent work at distance-based education platform;
 - creating explanatory and supplementary materials aligned with their expertise and in accordance with the tasks defined by the team leader;
 - direct implementation the component 2 for providing technical support to medical universities and nursing colleges;
 - providing technical assistance to the refinement of the curricula and participating in presenting and discussions at the Republican Academic Council under the MoH/MoSHE, including its committees (if needed).
- 3) Expert on distance-based education will be responsible for:
 - participating in all relevant technical meetings, discussions, and working groups as per the assignment;
 - setup and configuration of a new course at edu-open.kz organized by section, topics and days within the scheduled seminars for faculty members;
 - uploading content materials to the seminars (e.g., documents, slides, videos) in a user-friendly manner;
 - providing technical support to the seminar organizer and participants;
 - assisting participants with using Moodle features and tools;
 - if needed, providing training to the seminar organizer and facilitators on how to effectively use Moodle for the seminar.

Duration and working schedule:	By the end of March 2025																								
Place where services are to be delivered:	Astana Conducting seminars at least in the following cities: Karagandy, Almaty, Semey, Shymkent																								
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<table border="1"> <thead> <tr> <th>No</th> <th>Deliverable</th> <th>Delivery dates</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The unified Concept note and the Agenda of the seminar</td> <td>10 August 2024</td> </tr> <tr> <td>2.</td> <td>The package of training materials for in-person sessions and trainee's independent work</td> <td>30 August 2024</td> </tr> <tr> <td>3.</td> <td>Quarter progress report</td> <td>Not later than: 5 September 2024; 10 December 2024; 25 March 2025</td> </tr> </tbody> </table> <p>The review process should not exceed five working days after receiving from UNFPA CO and should be completed by providing comments and recommendations for further finalizing or approving the developed materials.</p> <p>Expected outputs of the ToR</p> <table border="1"> <thead> <tr> <th>No</th> <th>Description of output</th> <th>Target dates</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>45 faculty staff and health professionals strengthened their capacity on providing medical care to GBV survivors (including people with vision and hearing disabilities) for undergraduate and residency levels of medical education (at least from 3 medical universities).</td> <td>By the end of September 2024</td> </tr> <tr> <td>2.</td> <td>120 (in total) faculty staff and health professionals strengthened their capacity on providing medical care to GBV survivors (including people with vision and hearing disabilities) for undergraduate and residency levels of medical education (for 6 medical universities).</td> <td>By 10th December 2024</td> </tr> <tr> <td>3.</td> <td>Curricula on providing medical care to GBV survivors (including people with vision and hearing disabilities) have been implemented into medical education process (undergraduate and residency levels) at least in 4 medical universities</td> <td>Not later than 25 March 2025</td> </tr> </tbody> </table>	No	Deliverable	Delivery dates	1.	The unified Concept note and the Agenda of the seminar	10 August 2024	2.	The package of training materials for in-person sessions and trainee's independent work	30 August 2024	3.	Quarter progress report	Not later than: 5 September 2024; 10 December 2024; 25 March 2025	No	Description of output	Target dates	1.	45 faculty staff and health professionals strengthened their capacity on providing medical care to GBV survivors (including people with vision and hearing disabilities) for undergraduate and residency levels of medical education (at least from 3 medical universities).	By the end of September 2024	2.	120 (in total) faculty staff and health professionals strengthened their capacity on providing medical care to GBV survivors (including people with vision and hearing disabilities) for undergraduate and residency levels of medical education (for 6 medical universities).	By 10 th December 2024	3.	Curricula on providing medical care to GBV survivors (including people with vision and hearing disabilities) have been implemented into medical education process (undergraduate and residency levels) at least in 4 medical universities	Not later than 25 March 2025
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Monitoring of consultant's duties will be conducted by Mr. Serik Tanirbergenov, UNFPA CO SRH National Program Analyst																								
Supervisory arrangements:	Guidance and clarification on the maintenance of the duties will be conducted by Mr. Serik Tanirbergenov, UNFPA SRH National Program Analyst (tanirbergenov@unfpa.org) under the supervision of UNFPA Assistant Representative, Raimbek Sissemalıyev, sissemalıyev@unfpa.org																								
Expected travel:	<p>It is expected that:</p> <ul style="list-style-type: none"> - the Team leader will participate in technical and other meetings in the CO and the MoH in Astana and in medical universities and nursing colleges; - the Team leader will present developed educational materials at the Republican Academic Council under the MoH/MoSHE, including its committees (if needed); - all team members will travel to Karagandy, Almaty, Semey, Shymkent to conduct the scheduled seminars. <p>Dates of travel will be approved by the CO upon coordination with the MoH. Travel expenses, on behalf of the CO, within the rates approved by the government for public servants, will be covered separately by the KPMA (the implementing partner of UNFPA).</p>																								
Required expertise, qualifications and competencies, including language requirements:	<p>1) Team Leader / medical education</p> <p><i>General qualification:</i></p> <ul style="list-style-type: none"> - at least a master's degree (or Ph.D.) in one of the areas: public health, health policy, management and/or methodology of medical education/education. - at least 10 years of experience in the field of organizing and (or) reforming medical education. 																								

	<p><i>Specific requirements:</i></p> <ul style="list-style-type: none"> - at least 5 years in implementation and/or management of projects on technology transfer, institutional development, and transformation of national medical education system; - proven managerial experience in medical education, including coordinating multidisciplinary expert groups; - proven experience in developing curricula and regulations in the field of medical education; - experience in organizing and conducting (facilitating) training, including distance-based seminars; - knowledge of the health system response to GBV mechanisms; - experience in implementing UNFPA funded projects on the health system response to GBV is an advantage; - excellent communication and writing skills. <p><i>Language proficiency:</i> Fluency in Russian - is a mandatory requirement.</p> <p>2) Expert on obstetrics and gynecology</p> <p><i>General qualification:</i></p> <ul style="list-style-type: none"> - at least a master's degree in the area of medicine (clinical medicine, biomedicine). - at least 7 years of professional experience as obstetrician and gynaecologist. <p><i>Specific requirements:</i></p> <ul style="list-style-type: none"> - at least 5 years teaching experience at under-, and/or postgraduate levels of medical education in obstetrics and gynecology; - proven experience in developing curricula for under-, and/or postgraduate medical education in the field of obstetrics and gynecology; - knowledge of the health system response to GBV mechanisms; - experience in implementing UNFPA funded projects on the health system response to GBV is an advantage; - excellent communication and writing skills. <p><i>Language proficiency:</i> Fluency in Russian - is a mandatory requirement, Kazakh is an advantage.</p> <p>3) Expert on general medicine</p> <p><i>General qualification:</i></p> <ul style="list-style-type: none"> - at least a master's degree in the area of medicine (clinical medicine, biomedicine). - at least 7 years of professional experience as general practitioner. <p><i>Specific requirements:</i></p> <ul style="list-style-type: none"> - at least 5 years teaching experience at under-, and/or postgraduate levels of medical education (internal medicine and/or general practice); - at least 5 years' practical experience in the field of clinical (internal) medicine; - proven experience in developing curricula for under-, and/or postgraduate medical education in the field of internal medicine (general medicine); - knowledge of the health system response to GBV mechanisms; - experience in implementing UNFPA funded projects on the health system response to GBV is an advantage; - excellent communication and writing skills. <p><i>Language proficiency:</i> Fluency in Russian - is a mandatory requirement, Kazakh is an advantage.</p> <p>4) Expert on distance-based education</p> <p><i>General qualification:</i></p> <ul style="list-style-type: none"> - at least a master's degree in the area of public health, or medicine, or medical education, or education. - at least 5 years of professional experience in medical education. <p><i>Specific requirements:</i></p> <ul style="list-style-type: none"> - at least 3 years experience in organizing and facilitating distance-based learning programs in medical education system; - excellent knowledge of the Moodle platform; - advanced training in the field of medical education over the past 5 years. - knowledge of the health system response to GBV mechanisms is an advantage; - experience in implementing UNFPA funded projects on the SRH is an advantage. <p><i>Language proficiency:</i> Fluency in Russian - is a mandatory requirement, Kazakh is an advantage.</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space,	<p>UNFPA will share all materials delivered in 2021-2024 within the following Projects:</p> <p>“Strengthening national capacities to improve prevention of, and responses to Gender-Based Violence in Central Asia” funded by the CSSF;</p> <p>“Strengthening Prevention and Response to Violence against Women and Girls in Central</p>

equipment), if applicable:	Asia" funded by the CSSF.
Other relevant information or special conditions, if any:	<p>UNFPA will be making payments upon satisfactory submission of deliverables.</p> <p>The contractor is not entitled to draw for the execution of this assignment by third parties, and provide the results to third-party entities other than UNFPA and the Ministry of Health of Kazakhstan.</p> <p>The intellectual property rights on the results of this assignment belong to UNFPA. Should the deliverables not be submitted on time and do not have been of the expected quality, UNFPA reserves the right to reduce the consultants fee by 10%.</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Serik Tanirbergenov, SRH National Program Analyst, UNFPA Kazakhstan </p> <p>Date: 16 July 2024</p>	