

TERMS OF REFERENCE

Costing and budgeting of the Action Plan for Continuous Medical Education on Emergency Care in Primary Healthcare 2026 - 2029

PROJECT:	SOLIDAR – TOGETHER IN HEALTH EMERGENCIES
Category:	National Short-term Expert
Corresponding to Outcome:	Outcome 1: Strengthening the Health Emergency System
Support for Activity:	Activity 1.3.1 Support development of an Action Plan for Continuous Medical Education (CME) for Health/medical Emergency for medical doctors, nurses, social workers, psychologists, and other professionals in collaboration with MOHSP, University of Medicine, AQA-HSC, Health Operator, and NEMC.
Period of assignment:	from 17.11.2025 - 31.12.2025
Expert days	10 days

1. BACKGROUND

Albania is a disaster-prone country and occasionally exposed to natural and man-made hazards. Emergency events, such as floods, forest fires, droughts, torrential rains, high snowfalls, heatwaves, landslides, avalanches, earthquakes, and epidemics, are encountered annually. In 2019, Albania experienced a strong earthquake and shortly afterwards, the COVID-19 pandemic hit and put the Albanian healthcare system under considerable pressure, with health services disrupted and many lives lost. Both disasters implied a heavy burden on the country's economy, livelihoods, and human development. The dimension of disasters in Albania are impacted by the level of poverty, state of infrastructure, constructions in risk areas due to fast urbanization, and exploitation of natural resources, such as overuse of forests and riverbanks. The lack of medical emergency supplies and resources during disasters plays a key role, and gaps in coordination between institutions and agencies involved in emergency preparedness and response. Especially, the primary healthcare (PHC) level has limited capacities to respond to a health emergency.

The SOLIDAR project has therefore set itself the goal of: People, including the most vulnerable, have improved access to quality emergency services managed by a more resilient health emergency system at all levels. The project objectives are: 1) Strengthening the Health Emergency System, 2) Strengthening Emergency Medical Services, and 3) Strengthening Community Engagement. The requested services feed into the first objective.

2. RATIONALE

A Training Needs Assessment of family doctors and nurses working in PHC facilities and Municipal Hospitals (MHs) identified critical gaps in practical training within Albania's medical education system. Currently, medical and nursing curricula are predominantly theoretical, offering limited opportunities for hands-on clinical experience. As a result, graduates often enter the workforce without sufficient clinical training, structured mentorship or guided supervision, which significantly impacts their ability to deliver effective patient care.

The lack of practical training has far-reaching consequences for healthcare service delivery. Many nurses in PHC facilities function primarily in administrative or technical roles rather than as skilled healthcare providers capable of case management, patient education, and hands-on emergency care interventions. Addressing this gap requires a structured and well-resourced approach that enables healthcare professionals to develop and apply essential clinical competencies, including patient assessment, decision-making, emergency response, and evidence-based interventions.

To tackle these challenges, the SOLIDAR project is supporting the Ministry of Health and Social Protection in developing an Action Plan for Continuous Medical Education (CME) on Emergency Care in PHC. The success of this initiative depends on a well-structured costing framework that ensures the feasibility, sustainability, and scalability of the training program. Therefore, the SOLIDAR project seeks expert support in costing and budgeting the CME Action Plan for Emergency Care in PHC (2026-2029).

A robust budgeting framework is essential to:

- Ensure financial feasibility by accurately estimating the resources needed for implementation.
- Facilitate sustainable integration within national healthcare financing strategies.
- Optimize cost-efficiency while maintaining the quality and effectiveness of interventions.

By developing a comprehensive cost analysis and budget projection, this assignment will provide a clear financial roadmap for implementing the CME Action Plan, strengthening healthcare resilience and emergency response capacity within Albania's primary healthcare system.

3. ASSIGNMENT OBJECTIVE

The objective of this short-term assignment is to develop a comprehensive budgeting framework for the Action Plan for Continuous Medical Education (CME) on Emergency Care in Primary Healthcare (PHC) (2026-2029). This includes the preparation, calculation, and financial analysis necessary to ensure feasibility, sustainability, and efficient allocation of resources for the implementation of the Action Plan.

4. SCOPE OF WORK

The consultant will be responsible for the following tasks:

- Conduct a detailed, evidence-based cost analysis for each activity outlined in the CME Action Plan 2026-2029. This should at least include a calculation of needed financial, human and potential other resources, identification of recurrent and non-recurrent costs and budget estimates for each year of the implementation period.
- Provide strategic recommendations for securing sustainable funding, including potential funding sources from public institutions, resource allocation strategies, and cost-effectiveness measures for different training delivery models.
- Meet with key stakeholders responsible for activity implementation at all stages of the costing process to validate findings and ensure alignment with operational realities. Organize a meeting with the MoHSW and the Expert on Continuing Medical Education to discuss financing options at the decision level.
- Develop a detailed draft budget for the CME Action Plan 2026-2029, incorporating clear financial projections and ensuring feasibility within the existing healthcare financing landscape.
- Refine the draft budget based on stakeholder feedback.

- Conduct a validation workshop with the working group to review and finalize the budget for the CME Action Plan 2026-2029

5. LOCATION

The short-term expert is invited to work at the GFA office in Tirana or will work remotely from home, with a requirement to take part in in-person meetings in Tirana.

6. SERVICE PERIOD

The assignment will start on 17.11.2025 - 31.12.2025. It is expected that the assignment will be completed within a maximum of 10 expert days.

7. DELIVRABLES

1. **Inception Report:** A detailed report outlining the methodology, work plan, and data collection approach (within one week of contract signing).
2. **Draft Costing Report:** This report shall entail the details of the cost analysis and recommendations for sustainable fundings (within three weeks of contract signing).
3. **Draft Budget for the CME Action Plan 2026-2029**(within four weeks of contract signing)
4. **Final Budget for the CME Action Plan 2026-2029** (within six weeks of contract signing)
5. **Final Report:** This report shall entail a summary of the assignment, including objectives, outputs, challenges and lessons learned, the documentation of stakeholder engagement, including minutes of meetings, and the documentation of the validation workshop, including agenda, minutes, list of participants, pictures, materials, etc. (within eight weeks of contract signing)

8. QUALIFICATION AND SELECTION CRITERIA FOR THE EXPERT

The below specified qualifications and experience represent the requirements to address effectively and timely the objective of this assignment:

- Advanced degree in Health Economics, Public Health, Finance, or a related field.
- At least 10 years of experience in health financing, budgeting, and costing of health programs.
- Proven expertise in cost analysis and financial modeling for health programs.
- Experience working with government health institutions, donors, and international organizations.
- Strong analytical, communication, and stakeholder engagement skills.
- Familiarity with CME programs, emergency care training, and PHC systems is an asset.
- Fluency in Albanian and proficiency in English.

9. LOGISTICS

The short-term expert is expected to use his/her private laptop. Travel within Albania, if required, will be facilitated and reimbursed according to project specific travel regulations.

10. ROLES AND RESPONSIBILITIES

The SOLIDAR project team will support the expert with all the logistics needed as available at the Tirana office. The team will also monitor, supervise, and facilitate the services offered by the consultant at every step of the process. The expert will work in close cooperation with the Expert on Continuing Medical Education.

11. CONDITIONS FOR PARTICIPATION IN THE TENDER PROCESS

The Call/Tender will be published on the project website <https://solidar.org.al/>.

The conditions for participation, documents to be filled in and award criteria will be provided to the interested bidders after their Expression of Interest (Eoi).

Bids must be submitted in English language.

Bids must be submitted physically to the project address:

GFA Consulting Group GmbH - Dega Shqiptare

Rruga Janos Hunyadi

P. 34, Kati 2, Zyra Nr.2

Njesia Administrative Nr.5

1019 Tirana, Albania

All bidders are requested to submit two (2) separate sealed envelopes as follows:

i. Technical Proposal

A physical and electronic copy of the proposal (on a USB stick) placed in a sealed envelope clearly marked: **“Costing and Budgeting of the Action Plan for Continuous Medical Education on Emergency Care in Primary Healthcare 2026–2029” – “Technical Proposal”**.

The envelope shall contain the technical proposal and all its scanned accompanying documents.

ii. Financial Proposal

A physical and electronic copy of the financial proposal (on a USB stick) placed in a sealed envelope clearly marked: **“Costing and Budgeting of the Action Plan for Continuous Medical Education on Emergency Care in Primary Healthcare 2026–2029” – “Financial Proposal”**.

The envelope shall contain the financial proposal and its scanned version.

Public officials are not considered eligible under policies of the Donor, the Swiss Agency for Development and Cooperation (SDC).

Bids submitted after the deadline specified in the Call published on the project website <https://solidar.org.al/> will not be considered.

Any commercial, technical, or procedural queries shall be submitted **electronically** to solidar.office@gfa-group.de within the deadline indicated in the Call.

Enquiries by telephone or any other form of direct contact are **not admissible** and may lead to **disqualification**.

No costs incurred by the bidder in the preparation and submission of the tender will be reimbursed. All such costs shall be borne solely by the bidder.

By submitting a tender, the bidder accepts to receive notification of the outcome of the procedure by electronic means. Should you decide not to submit a tender after expressing your interest, we would be grateful if you could inform us in writing, indicating the reasons for your decision.