



Annex 2 - TERMS OF REFERENCE

FOR THE CONSULTANCY CONTRACT OF: _____ *(Full Name of Consultant)*

1. **Duty Station of the Consultancy:** Bishkek, Kyrgyzstan
2. **Duration of Consultancy:** 16 January – 14 April 2023
3. **Nature of the consultancy:** Hire a national consultant to assist in conducting full-scale simulation exercises (SIMEX) on how to effectively respond to risks related to COVID-19 and other infection diseases at the Points of Entry
4. **Project Context and Scope:**

The control of communicable diseases is at the foundation of the well-established public health measures in border management. While migration and mobility are increasingly recognized as determinants of ill health and risk exposure, the volume, rapidity and ease of today's travel pose new challenges to cross-border disease control and underline the need to adopt innovative, systemic and multisectoral responses.

Recently, a needs assessment has been conducted at six Points of Entry (POEs) to assess the soft and hard capacities of the national border health-related entities. The assessment revealed the urgent need for capacity building for 98 medical staff working at PoEs, in particular, implementing procedural algorithms which regulate the work of frontline workers at PoEs in line with the International Health Regulations (IHR) and WHO recommendations. Other potential areas for capacity building are: identification, detection and prevention of disease spread (not limited to COVID-19), assessing testing results and conducting rapid testing (in case rapid testing is introduced), risk communication with travellers about COVID-19 and preventive measures, conducting proper and comprehensive inspection services and management of medical waste, implementing national communication lines and direct operational communication with different health authorities, including cross-border communication, and preparing in-time reports and assessing facts in terms of epidemiological risks.

Within this project, the hired consultant will conduct two full-scale simulation exercises to improve the capacity of health and non-health staff at the targeted PoEs on how to effectively respond to risks related to COVID-19 and other infection diseases at the Points of Entry.

The hired consultant will **assist an international consultant to develop a training package for a full-scale simulation exercises (SIMEX)¹** based on developed SOPs, the Public Health Emergency Response and

¹ Here we use the definition of full-scale simulation exercise provided in [UNDRR's Design and Conduct of Sumlation Exercises – SIMEX](#), pg.20-21: A feld exercise is a smaller version of a full-scale exercise. It focuses on more specifc capacities or series of capacities, such as procedures for Rapid Response Teams (RRT), laboratory analysis or other sample collection and transport. A full-scale exercise simulates a real event as closely as possible and is designed to evaluate the operational capability of emergency management systems in a highly

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Preparedness Plan (PHERP), and algorithms of actions preventing bringing in and spreading COVID-19 to persons approved within government orders and other health-related regulations by providing the Kyrgyz context. The hired consultant will **assist to conduct two full-scale simulation exercises (SIMEX)** (one in the north and another one in the south) by providing coordination assistance in preparation for the two SIMEX and assisting in facilitating discussions and simulation exercises. The national consultant will also **assist the international consultant in providing technical assistance to participants to update the Public Health Emergency Response and Preparedness Plan (PHERP)** with translation and by providing contextual and technical inputs. The hired consultant will work with a national consultant who will be assisting with coordination with local stakeholders.

5. Organizational Department / Unit to which the Consultant is contributing:

Programme department, in the framework of the project: KG10P0529

6. Objective: To assist in conducting full-scale simulation exercises (SIMEX) on how to effectively respond to risks related to COVID-19 and other infection diseases at the Points of Entry

7. Category B Consultants: Tangible and measurable outputs of the work assignment

The consultant is hired to deliver the following tasks on a final payment basis:

7.1 Tasks to be performed under this contract:

The tasks will likely include, but are not limited to the following:

Preparation for SIMEX:

- a. Assist the international consultant in developing a training package based on desk research, developed SOPs, the Public Health Emergency Response and Preparedness Plan (PHERP), and algorithms of actions preventing bringing in and spreading COVID-19 to persons approved within government orders and other health-related regulations. The training package must include:
 - Fit for purpose exercise scenarios that would allow testing of emergency preparedness and response
 - A set of well-thought through scenarios and injects that outline generic roles and responsibilities of relevant authorities
 - A short and easy to follow handbook/guide to run the exercise. This will contain brief information on methodology (highlighting benefits of further deployment), short introduction to scenario, objectives, annexes with necessary reference/resource materials (maps/ geo-referenced materials), template(s) for reflection and to evaluate the full-scale SIMEX, and post-exercise reporting
- b. Provide coordination support to IOM and the international consultant to prepare for two full-scale SIMEX

Conducting SIMEX:

- c. Provide assistance to the international consultant on facilitating discussions and exercises during two full-scale SIMEX and post SIMEX discussions (including updating the Public Health Emergency Response and Preparedness Plan (PHERP) by providing translations and addressing questions from

stressful environment, simulating actual response conditions. This includes the mobilization and movement of emergency personnel, equipment and resources. Ideally, the full-scale exercise should test and evaluate most functions of the emergency management plan or operational plan. Differing from the Functional Exercise, a full-scale exercise typically involves multiple agencies and participants physically deployed in an exercise field location. The full-scale SIMEX requires a large amount of resources and coordination in all phases of the SIMEX process. It can take a few hours or several days, and its preparation requires a year or longer. The evaluation of the outcomes can significantly improve the system. (ECDC, 2014; WHO, 2017).

the participants.

7.2 Tangible and measurable outputs of the work assignment and delivery dates:

- First meeting with IOM Kyrgyzstan project team and international consultant by 16 January 2023
- Development of the first draft SIMEX training package, including needed materials by 17 February 2023
- Finalization of a full-scale SIMEX training package by 13 March 2023
- Two full-scale SIMEX conducted by 14 April 2023 (exact SIMEX dates are to be finalized)

8. Technical and behavioral requirements:

- Creates a respectful office environment, free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).
- Effectively applies knowledge of labour migration and recruitment processes.
- Correctly frames the factors contributing to financial inclusion among returned and prospective labour migrants in Kyrgyzstan.
- Plans work, anticipates risks, and sets goals within area of responsibility.
- Interact with interviewees in a respectful and appropriate manner.
- Involvement in similar and/or relevant consulting or professional services

9. Education, Experience and/or skills required

- Bachelor's or higher degree in public health, health and border management, public health emergency preparedness and related field from a recognized institution;
- Extensive knowledge of public health and health border management at emergency context in Kyrgyzstan;
- At least 5 years of working experience in public health, health and border management, public health emergency preparedness;
- Prior experience of developing a training package for full-scale SIMEX;
- Prior experience in developing public health emergency response and preparedness plans;
- Extensive experience in facilitating a hands-on training to a large group of participants
- Experience in translation (written and oral) from English to Russian/Kyrgyz and from Russian/Kyrgyz to English
- Fluent English, Russian and Kyrgyz.

10. Travel required

- Travel within Kyrgyzstan to conduct two full-scale SIMEX in April 2022 (exact dates and locations are to be confirmed)

11. Competencies

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and

exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.