



Support to Ukraine's Reforms for Governance. Funded by Global Affairs Canada. Implemented by Alinea.

## TERMS OF REFERENCE

**COMPANY:** Alinea International (Ukraine Office)

**PROJECT:** Support to Ukraine's Reforms for Governance (SURGe)

**SURGe Initiatives Portfolio:** SURGe Crisis Governance Initiatives (short-term)

**Partner Ministry:** Ministry of Healthcare (MinHealth)

**Position:** Emergency Preparedness Expert (Engineer), Assessment of Hospital Emergency Response Capacity

ToR Date of Issuance:	February 15, 2022
Due Date for Applications:	March 01, 2022

*Alinea International is committed to provide equal employment opportunities for all employees and applicants on the basis of merit.*

### **About Alinea International:**

Alinea International is one of Canada's leading international development firms, providing management and technical expertise to developing and transitional country partners on projects that promote sustainable growth and meaningful opportunities for people to improve their lives. Over the past 30 years, we have implemented over 370 projects in more than 65 countries.

Alinea International has two offices in Canada and 11 offices around the world, including an office in Ukraine. Over the almost thirteen-year of Alinea International presence in Ukraine, the team successfully implemented five international technical assistance projects.

### **About the project:**

Alinea International implements a number of projects in Ukraine, including a five-year project **Support to Ukraine's Reforms for Governance (SURGe)**. SURGe is funded by Global Affairs Canada. SURGe's Ultimate Outcome is to help the Government of Ukraine (GoU) to design and deliver governance and economic reforms that better respond to the needs of its citizens.

### **Reform initiative and position summary:**

In addition to its existing portfolio reform initiatives, SURGe has launched the *Crisis Governance Initiatives* portfolio, which is comprised of short-term initiatives to support to the Government of Ukraine in resolving immediate needs related to emergency preparedness.

The Hospital Emergency Response Capacity Initiative falls under the *Crisis Governance Initiatives* Portfolio. It is envisaged that SURGe will support the Ministry of Healthcare of Ukraine (MinHealth) on assessing capabilities/capacity of emergency departments in hospitals across the country to develop recommendations for both the assessed hospitals and generally, to improve adherence to emergency standards.

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SURGe Project is looking for an **Emergency Preparedness Expert (Engineer)** who will work within a team of 4 experts in cooperation with MinHealth and under SURGe supervision and will provide expertise for the following:

1. Improved understanding of emergency room capacities in various types of hospitals, as well as gaps in implementation of the governmental standards for emergency departments, and identification of obstacles;
2. Recommendations on enhancing capabilities of emergency departments for hospitals developed.

**Level of effort:** Full time, Monday-Friday. The expert will be based in Kyiv, with travel to pilot hospitals across the country for performing the assessment and communicating the findings.

**This is a short-term contract till 15 May 2022. The candidate shall be available to start the job no later than 15 March 2022.**

For contracting (after the job offer is made), the selected candidate is expected to be registered as a Private Entrepreneur of the 3d group (consultancy services).

**Indicative duties and responsibilities (scope of work):**

- In coordination with MinHealth, SURGe and other experts in the team, develop the methodology for the assessment of emergency departments capacities (in parts related to technical capacity, such as electricity, water, connections etc for operating in usual mode and in emergency mode), and criteria for selecting the pilot hospitals.

*Note:*

*It is expected that the assessment will include approximately 10 hospitals of varying types (e.g. rural areas, urban centers, close to the border areas, economically distressed areas and close to the current conflict line).*

*Indicative scope of the assessment shall include design of emergency departments and related workflow, any required changes to standard operating procedures, availability of equipment, capacities of medical personnel on emergency procedures, patient triage, and capacity to manage mass casualty events.*

*The technical part where the expertise of the Emergency Preparedness Expert (Engineer) is required includes assessment of technical capacity, such as electricity, water, connections, space for sorting/prioritizing patients, space for operating etc, for three scenarios: usual operations; mass casualties in undisrupted mode; mass casualties in disrupted mode (electricity blackouts, hampered water supply; bombing/shelling/similar security threat)*

- Perform the assessment through field visits to the hospitals.
- Analyze the assessment data, provide recommendations to each pilot hospital and local governance bodies to facilitate rapid solutions where possible.

**Preferred qualifications and skills:**

- Minimum 5 years of experience in healthcare (or related services) sector related to technical/engineering;
- Knowledge of standards for hospitals (construction/engineering, operations; supplies etc)
- Experience in organisation of emergency response plans;
- Knowledge of international standards/practices for emergency departments;
- Strong ethics, well-balanced and mature personality, positive attitude to the job;



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- Strong organizational skills, ability to work under tight deadlines;
- Excellent knowledge of Ukrainian, ability to speak and write clearly and correctly;
- Fluent English, excellent writing skills.
- Citizen of Ukraine.

**To apply:**

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on March 01, 2022** to the following address: [valerijas@alineainternational.com](mailto:valerijas@alineainternational.com).

**All submissions must include:** Applicant's CV in English (max. 2 pages).

Please ensure to state Emergency Preparedness Expert (Engineer), Assessment of Hospital Emergency Response Capacity (MinHealth) in the e-mail subject line.

Applications received after the indicated deadline and/or without a letter of interest will not be reviewed and considered.

*Please note, only short-listed candidates will be contacted for follow-up. We do not welcome unsolicited phone calls.*