



Scope of Work



Country:	Tanzania – Mbeya
Host site:	Southwest Highlands Zonal Training Center
Partner organization:	International Training and Education Center on HIV
Assignment title:	In-Service Training Officer
Length of assignment:	12 months

OVERVIEW OF VOLUNTEER ASSIGNMENT

The International Training and Education Center on HIV (I-TECH) is supporting the Tanzania Ministry of Health and Social Welfare to strengthen training and support for healthcare workers in the care and treatment of people living with HIV or AIDS. I-TECH's activities in Tanzania focus on building the necessary human resources and training infrastructure for training healthcare professionals, and for building capacity to provide antiretroviral (ARV) services. I-TECH's work plan addresses five key areas, one of which is strengthening the Zonal Training Centre (ZTC) system's capacity to roll out decentralized HIV/AIDS training throughout Tanzania.

The Ministry of Health and Social Welfare has established eight ZTCs in the country. The ZTCs form an important link between the Ministry, Regions, and Districts in translating and implementing national policies. Of the eight ZTCs, two are quite strong and are able to carry out their mandate, while the other six are relatively weak.

I-TECH will use its extensive training network experience and the services of expert volunteers recruited through the HIV/AIDS Twinning Center's Volunteer Healthcare Corps (VHC) to strengthen the capacity of the existing ZTCs to carry out their roles and responsibilities, with particular emphasis on the decentralization of HIV trainings.

In-country Placement Site: Southwest Highlands Zonal Training Center, Mbeya

Officially inaugurated on May 26, 2006, Tanzania's Southwest Highlands Training Zone is comprised of two Regions: Mbeya and Rukwa. The ZTC is currently located at Mbeya Referral Hospital in the Assistant Medical Officers Training Center in the town of Mbeya, Mbeya Region, but will soon be moving to a new Centre for Infectious Diseases on the hospital grounds.

Functions of the Zonal Training Center:

The Southwest Highlands Training Zone is obliged to undertake the following duties:

- Form a link between the Ministry of Health and Social Welfare with regions and districts
- Provide and coordinate continuing education, including training needs assessment in Mbeya and Rukwa regions

- Strengthen district and regional capacity through training regional health management and council health management teams focusing on health planning and management of health resources
- Conduct training in research, as well as strengthening research for decision-making
- Provide consultancy services to regions, districts, and training institutions
- Supervise health training institutes in the zone
- Prepare a “Human Resources for Health” database within the zone

Human Resource Capacity and Training:

The Centre has five full-time staff, namely, the Principal and Deputy Principal, a Health Secretary, plus two tutors. The Principal is a specialist MD, while the Vice Principal is a Medical Officer, who is also a Medical Educator. The clinical training of students in the Assistant Medical Officers (AMO) course is mostly done by the hospital service providers.

Courses:

The ZTC offers only one long course for Clinical Officers to upgrade to AMO status. The course is two years duration, for 40 – 45 participants and the award provided is Advanced Diploma in Clinical Medicine. The Centre does not provide short courses.

Length of the assignment: 12 months, full time
(8 hours per day; 5 days per week)

Name and title of supervisor: Dr. Fredric Mongi, ZTC Coordinator

Volunteer qualifications:

Required:

- B.A. with at least five years of experience, or Masters Degree level with 3 years of experience
- Specialist/Training in Public Health or Medical Education
- Health related qualifications will be of added advantage
- Strong working knowledge of adult learning principles and their application to the development of training for healthcare professionals.
- Experience in curriculum development and instructional design
- Program management experience
- Knowledge and skills in monitoring and evaluation of training activities
- Thorough knowledge of HIV/AIDS prevention, care, and treatment, specifically ART and treatment adherence
- Good written and oral communication skills and fluency in English
- Excellent interpersonal skills and demonstrated ability to develop cooperative working relationships with diverse professionals
- Ability to collaborate and work effectively with various program/project implementation partners and officials of governmental and nongovernmental organizations

Preferred:

- Knowledge of the host country's health system and culture
- Ability to work independently with strong leadership skills
- Previous experience working in a low-resource setting
- Working knowledge of Kiswahili

OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

Objective: The objective of the In-Service Training Officer is to assist I-TECH in developing the capacity of the Mbeya ZTC to roll out effective, decentralized training throughout the region for which the Mbeya ZTC is responsible.

Specifically, the volunteer will work with I-TECH and its partners to:

- Increase ZTC faculty capacity to strengthen HIV/AIDS training
- Build ZTC capacity for coordination of in-service training
- Strengthen quality assurance/quality improvement systems for HIV/AIDS trainings
- Increase HIV/AIDS resources available to ZTCs and affiliated training centers
- Enhance provider knowledge and skills through innovative clinical training practices

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

Volunteer activities:

Coordination Duties:

- Assist the ZTC Coordinator to convene a stakeholders meeting and establish a Forum on HIV/AIDS Training in the zone
- Coordinate regular meetings of the HIV/AIDS Forum
- Monitor and coordinate HIV/AIDS training requests from MoHSW, healthcare facilities, pre-service programs, and from partner organizations in the Zone
- Maintain a calendar of all trainings in the Zone and regularly disseminate to all stakeholders
- Assist MoHSW and its partners to carry out in-service trainings in the Zone by managing all logistics of training activities
- Assist with the coordination and delivery of training of trainers to build a group of expert trainers in the Zone

Information & Resource Collection:

- Conduct visits to the training institutions and health facilities in the zone to build linkages, market the ZTC, promote I-TECH activities, and assess facilities for training needs and training resources
- Coordinate with facilities in the Zone to identify experts (resource persons) to carry out the trainings; maintain database of training resource persons
- Collect materials for the ZTC Resource Centre

Training Duties:

- Co-facilitate with identified resource persons (experts) to provide training, as qualifications permit
- Provide training to faculty and students at the ZTC, as qualifications permit

Monitoring & Evaluation:

- Collect data on training activities in the zone
- Maintain a training database and document all training activities carried out in the Zone
- Coordinate and participate in post-training site visits to assess transfer of learning and to provide on-site training
- Prepare training and site visit reports and submit to ZTC, MOHSW, and I-TECH

EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

Deliverables:

- Organizational assessment of the placement site
- Monthly reports to host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- Inventory of trainers in the Zone
- Reports from Stakeholders Meeting and Training Forum
- Training reports and site visit reports
- Regular reports documenting progress toward objectives in action plan, and documentation of training, consultation, and mentorship provided
- Final report

RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete organizational assessment within the first two weeks of assignment
- Complete monthly monitoring and evaluation reports
- Submit a post-assignment final report and participate in an exit interview
- Interact with clients, community members and local staff in a manner that is consistent with social, cultural, and traditional norms and values
- Adhere to the AIHA Volunteer Code of Conduct

Partner organization/host site:

- Provide resources necessary for the volunteer to carry out assignment successfully
- Identify a placement site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to the Twinning Center

AIHA Twinning Center:

- Conduct pre-assignment orientation and training for volunteer and placement site staff
- Provide volunteer with safe housing, monthly allowances, medical evacuation coverage, and travel-related costs to and from placement site
- Provide ongoing support of volunteer as needed