

# Terms of Reference - Consultant for *Keep Moving* - Strengthening Diabetic Foot Disease services and GEDSI training in Kiribati

|   | Subject                            | Details   |
|---|------------------------------------|---|
| 1 | Start Date                         | August 2024   |
| 2 | End Date                           | June 2027   |
| 3 | Project                            | Keep Moving - Strengthening Diabetic Foot Disease services and GEDSI training in Kiribati |
| 4 | Jurisdiction                       | Kiribati  |
| 5 | Interplast Project Manager         | Jess Hill (Director – International Programs)   |
| 6 | Interplast Project Coordinator     | Dakota Warren (Program Coordinator)   |
| 7 | Interplast Monitoring & Evaluation | Cara Stephenson (MEL Coordinator)   |

## Background

Interplast Australia and New Zealand (Interplast) is a non-government organisation (NGO) which sends teams of volunteer plastic and reconstructive surgeons, anaesthetists, nurses and allied health professionals to provide life-changing surgery and medical training in 17 countries across the Asia Pacific region.

Interplast’s vision is: *Quality and accessible surgical care, for all*

and its mission is: *Enhancing quality of life through positive surgical and health outcomes*

Interplast does this through providing surgical services to those who could not otherwise afford or access these services; by building the capacity of local medical systems (including rehabilitation services) through training and mentoring programs, and through supporting the strengthening of hospitals and health systems.

Its work focuses on four key areas:

- *Provision of outstanding patient care*
- *Building a sustainable surgical workforce*
- *Strengthening hospitals and clinical institutions*
- *Delivery of systemic change.*

Interplast is accredited with Australia’s Department of Foreign Affairs and Trade, is registered by the Australian Charities and Not for Profit Commission and is a signatory to the Australian Council for International Development Code of Conduct. Interplast works in partnership with local organisations in partner countries; including hospitals, universities and local NGOs, and international and domestic organisations and partners.

## Project background

The high prevalence of diabetes in the Pacific is increasing the demand on social and health systems, making the prevention and treatment of diabetes complications a priority. In 2017, the International Diabetes Federation reported that the Pacific Island countries accounted for eleven of the top twelve countries in the world for diabetes prevalence. Foot wounds (ulcers) are among the most common complication of diabetes. In many Pacific countries, untreated, infected foot ulcers often lead to multiple amputations and sometimes death. Preventing amputations is beneficial for the patient, their family and their community. It reduces health care costs by decreasing hospital admissions and ongoing amputee management costs, including prosthetic devices.

*Interplast has been engaged by the Australian Government, through the Australian High Commission in Tarawa, Kiribati, to deliver Keep Moving - Strengthening diabetic foot disease services in Kiribati, as a part of the broader Australian Government's Kiribati Australia Health Sector Program (KAHSP II), which is supporting Kiribati to help develop and manage an effective, inclusive and resilient health system. More on the KAHSP II can be found [here](#).*

The Keep Moving – Strengthening Diabetic Foot Disease Services in Kiribati project will be delivered across 3 years, including delivery of Interplast's 'Keep Moving' training package <sup>1</sup>to a multi-disciplinary (MDT) team from across Kiribati.

The training package will include twice-yearly in-country workshops, train-the-trainer (ToT) components to build a local faculty, and establishment and mentoring of a local multi-disciplinary leadership team who will take on local leadership of this training.

The project will also support the local leadership team to develop and update service protocols, tools, and processes for effective delivery of diabetic foot disease services in Kiribati. This will include working with the Government of Kiribati (GoK), through the Ministry of Health and Medical Services (MHMS) and other local key stakeholders to develop and launch Kiribati's first national diabetic foot disease strategy and provide ongoing mentoring and support for local personnel to improve the assessment, identification, and treatment of diabetic foot wounds, to reduce lower limb amputations, preventable disability and death in Kiribati.

Success for the overall **Keep Moving – Strengthening Diabetic Foot Disease Services in Kiribati Project** will include:

- 30 i-Kiribati health care professionals representing a range of clinical areas are trained in diabetic foot disease screening, identification, assessment, treatment to prevent amputation and rehabilitation pre and post limb amputation.
- A cohort of 6 of these professionals are provided with further training and mentoring (ToT) to become the local faculty to continue delivering this training to other personnel.
- A locally driven MDT leadership team is established and supported to lead the development and delivery of diabetic foot disease services in Kiribati.
- The Tungaru Central Hospital has a functioning and effective diabetic foot clinic, including required equipment and supplies (sourced through national procurement systems), required trained personnel and appropriate space, services guided by a diabetic foot disease service protocol and associated service forms, the ability to collect, analyse and manage data on people receiving diabetic foot disease services, and the ability to provide supported outreach services to the outer islands. This includes an improvement in referrals to and from the DFD Clinic to and from other diabetes and

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<sup>1</sup> See Appendix A for more details

NCD health professionals and clinics, to address the risk of treatment being done in isolation from the broader health system – reinforcing a one system approach.

- The MHMS has a range of public health material that can be used to promote prevention of diabetic foot disease and access to diabetic foot disease services.
- The outer islands of Kiribati with substantial population base have a locally based diabetic foot care trained nurse, with plans in place to train and support a nurse specialising in delivery of diabetic foot disease services in all population centres.
- Clinicians and clinical leadership involved in the prevention, screening and care of diabetic retinopathy and other diabetes-related complications will be engaged in training opportunities and in broader multi-disciplinary team discussions where possible, to reduce the risk of siloing of screening and treatment. This will include particular focus on the importance of cross-screening and referral for diabetes-related complications, and building of referral pathways where needed, as well as providing some basic training for those involved in DFD screening and care of diabetic retinopathy, and for those in screening and care of diabetic retinopathy in the screening and care of DFD.

The second component of the project: Addressing GEDSI within the healthcare sector in Kiribati – will build on a successful pilot delivered by Interplast in 2023 to develop and deliver, in close partnership with local disability organisations, a training workshop designed for healthcare workers at all levels to better understand disability inclusion, and its relevance to access to healthcare. The training is tailored to focus on practical measures that can be taken by individuals in all different healthcare roles (clinical and administrative) to improve the experience of people with disabilities in accessing the healthcare they require. This component of the project will build on the pilot to also incorporate gender equality and social inclusion considerations, working with local women’s and gender organisations. Training will be delivered to a cohort of 100 clinicians and clinical administrators from across Kiribati in year 1, with the same cohort undertaking additional training in each subsequent year. Training will be led and delivered by facilitators with lived experience – women, gender diverse people and people with disabilities.

Success for the ***GEDSI Training for Healthcare Workers project*** would include:

- 100 healthcare workers (representing a range of clinical and non-clinical professions, levels of seniority and geographical base) in Kiribati have been supported to become GEDSI healthcare champions in Kiribati – trained and supported to improve access to appropriate and quality healthcare for women, girls, gender diverse people and people with disabilities in Kiribati, and to champion this to their colleagues
- Local disability and gender focused CSOs in Kiribati are supported and empowered to deliver training for healthcare workers, building their own organisational capacity, and improving relationships with and access to the health sector for the communities whom they represent
- MHMS and more broadly, the GoK has a trained cohort of local personnel with an improved understanding of GEDSI issues as they relate to healthcare, creating the foundation for a locally led and sustainable strategy to improve healthcare access for women, girls, gender diverse people and people with disabilities in Kiribati.

## **Project outcomes**

Expected end of program outcomes are:

- a. People with diabetes in Kiribati have improved access to quality diabetic foot disease services
- b. Women, girls, gender diverse people and people with disabilities in Kiribati have an improved experience accessing required healthcare

The intermediate program outcomes are:

- c. Multidisciplinary teams of clinicians are equipped and confident to screen, identify, assess and treat DFD
- d. The Keep Moving training program is being rolled out to other clinicians by local trainers
- e. Kiribati has a national DFD action plan in place to support DFD services nationally
- f. Healthcare workers in Kiribati have improved skills, knowledge and confidence to provide appropriate and accessible healthcare services for women, girls, gender diverse people and people with disabilities in Kiribati
- g. Kiribati is locally-equipped to continue delivering GEDSI training for healthcare workers, and has a cohort of "healthcare GEDSI champions" to promote this work within the sector
- h. Local disability & gender-focused CSOs in Kiribati have improved communication and partnerships with healthcare providers in Kiribati, enabling them to better advocate for and support their constituents.

## Duties

The duties of the consultant are to:

- Support the in-country coordination of activities – including preparation for workshops, liaison between Interplast, delivery partners and participants
- Organise training logistics, including venue and resource support
- Provide ongoing support to the program, to ensure the deliverables are met
- Collect data, including feedback and surveys from participants and hospital level data
- Support the planning & delivery of in-country visits
- Other duties as required, to meet the objectives of the project

## Person Specification

Essential:

- Experience in coordination/communications and managing logistics
- Existing relationships with hospitals and the Ministry of Health personnel
- Demonstrated understanding of health workforce and health system in Kiribati
- Ability to work the hours as detailed in this ToR (which may require ad hoc hours, not full days of work)
- Experience in consulting
- Fluency in Gilbertese and English
- Based in Tarawa, with the ability to travel to outer islands as needed

Highly desirable:

- Relationships with local GEDSI organisations
- Experience partnering or working with Australian INGOs

The successful applicant for this position must be able to meet Interplast’s due diligence requirements, including a national criminal history check, and counter-terrorism checks. They must also agree to comply with Interplast’s policies and procedures in relation to delivery of Interplast activities overseas.

The successful applicant must also cover their own insurances – including public liability and indemnity (where these are obtainable/relevant and required by law in Kiribati, with a reputable insurance company). Evidence of this insurance must be provided to Interplast.

## Remuneration

- Interplast will pay up to AUD\$29,500 inclusive of GST, to cover the duration of the project (a minimum of 59 days total across 3 years), upon submission of detailed invoice with timesheet. This amount will include daily rate + funding for telecommunication and internet data required for deliverables<sup>2</sup>.
- Applicant should include in their proposal suggested terms of payment, but should include a payment on sign of contract, a mid-project payment and a payment upon completion of all deliverables.
- Travel may be required to fulfil this contract to outer islands (as detailed below), and Interplast will cover the cost of economy flights, accommodation, and daily per diem in line with process & rates provided to Interplast’s volunteer clinical workforce.

## Activity plan

### Year 1: July 2024 – Jun 2025 (25 days work)

| Timeframe              | Activity                                     | Days | Comment   |
|------------------------|--|------|---|
| Sept/Oct 2024          | Baseline data collection and inception visit | 5    | Support Interplast to meet partners, collect baseline data, prepare for program implementation                                  |
| November 2024          | Keep Moving training 1                       | 5    | Support the Keep Moving Consultant to prepare for the training, including participant and venue preparation and data collection |
| November/December 2024 | GEDSI workshop support                       | 4    | Support the GEDSI training, including participant and venue preparation and data collection                                     |
| Jan/Feb 2025           | GEDSI group check ins                        | 2    | Organise venue and participants to gather to have a remote check in with Interplast   |
| February 2025          | Keep Moving training 2                       | 3    | Support the Keep Moving Consultant to prepare for the training, including participant   |

<sup>2</sup> Interplast will consider reimbursement of reasonable additional costs related to project delivery, provided they are discussed and agreed to ahead of incurring costs & submission of reimbursement claim.

|                  |                  |           |   |
|------------------|------------------|-----------|---|
|                  |                  |           | and venue preparation and data collection   |
| <b>June 2025</b> | Yearly reporting | 1         | Collating all data that has been collected (surveys, feedback, hospital data) to ensure all is together                       |
| <b>Ongoing</b>   | Support          | 5         | Preparation and other support ahead of trainings, including meeting with OPDs and gender organisations, hospital and partners |
| <b>Total</b>     |                  | <b>25</b> |   |

### Year 2: July 2025 – Jun 2026 (18 days work)

| <b>Timeframe</b>             | <b>Activity</b>        | <b>Days</b> | <b>Comment</b>  |
|------------------------------|------------------------|-------------|---|
| <b>August 2025</b>           | Keep Moving training 3 | 3           | Support the Keep Moving Consultant to prepare for the training, including participant and venue preparation and data collection |
| <b>October/November 2025</b> | GEDSI workshop support | 4           | Support the GEDSI training, including participant and venue preparation and data collection                                     |
| <b>February 2026</b>         | Keep Moving training 4 | 3           | Support the Keep Moving Consultant to prepare for the training, including participant and venue preparation and data collection |
| <b>February 2026</b>         | GEDSI group check ins  | 2           | Organise venue and participants to gather to have a remote check in with Interplast   |
| <b>Ongoing</b>               | Support                | 6           | Preparation and other support ahead of trainings, including meeting with OPDs and gender organisations, hospital and partners   |
| <b>Total</b>                 |                        | <b>18</b>   |   |

### Year 3: July 2026 – Jun 2027 (16 days work)

| <b>Timeframe</b>             | <b>Activity</b>        | <b>Days</b> | <b>Comment</b>  |
|------------------------------|------------------------|-------------|---|
| <b>August 2026</b>           | Keep Moving training 5 | 3           | Support the Keep Moving Consultant to prepare for the training, including participant and venue preparation and data collection |
| <b>October/November 2026</b> | GEDSI workshop support | 4           | Support the GEDSI training, including participant and venue preparation and data collection                                     |

|                              |  |           |   |
|------------------------------|--|-----------|---|
| <b>December/January 2027</b> | GEDSI group check ins  | 2         | Organise venue and participants to gather to have a remote check in with Interplast   |
| <b>March 2027</b>            | Keep Moving training 6   | 3         | Support the Keep Moving Consultant to prepare for the training, including participant and venue preparation and data collection   |
| <b>Ongoing</b>               | Final reporting, ongoing support and participating in final evaluation (we expect this will be a 1–2-hour interview) | 4         | Preparation and other support ahead of trainings, including meeting with OPDs and gender organisations, hospital and partners. Collating all data that has been collected (surveys, feedback, hospital data) to ensure all is together and participating in final interview |
| <b>Total</b>                 |  | <b>16</b> |   |

## Deliverables

| <b>Deliverable</b>  | <b>Date/s*</b> |
|---|----------------|
| <b>Support inception visit and baseline data collection</b> | Sept/Oct 2024  |
| <b>Support Keep Moving training 1 + data collection</b>     | October 2024   |
| <b>Data collection for GEDSI training</b>                   | November 2024  |
| <b>Support Keep Moving training 2 + data collection</b>     | February 2025  |
| <b>Support Keep Moving training 3 + data collection</b>     | August 2025    |
| <b>Data collection for GEDSI training</b>                   | November 2025  |
| <b>Support Keep Moving training 4 + data collection</b>     | February 2026  |
| <b>Support Keep Moving training 5 + data collection</b>     | August 2026    |
| <b>Data collection for GEDSI training</b>                   | November 2026  |
| <b>Support Keep Moving training 6 + data collection</b>     | March 2027     |
| <b>Contribute to final report</b>                           | June 2027      |

\*Approximate – based on current workplan with DFAT but subject to change

Outside of these deliverables, there will be ongoing support to Interplast and the ToTs/partners, as per the activity plan.

## To Apply

To apply for this consultancy, please provide a CV and a brief (no more than 3 pages) proposal to Interplast, outlining your suitability for this role, including a proposed budget and payment terms.

This application can be sent to [jess.hill@interplast.org.au](mailto:jess.hill@interplast.org.au) and must be received by 5pm, AEST, 26<sup>th</sup> July 2024.

