

Annex A

Terms of Reference (TOR)

for

Provision of services for conducting training in accordance with the programme of the premedical training course «First Person on the Accident Spot»

1. Who is the Danish Refugee Council?

The Danish Refugee Council (DRC) is a leading international humanitarian displacement organisation, supporting refugees and internally displaced persons during displacement, in exile, upon return, or when settling and integrating into a new place. DRC provides protection and life-saving humanitarian assistance, supports displaced persons in becoming self-reliant and included in hosting societies – and works with communities, civil society, and responsible authorities to promote the protection of rights and peaceful coexistence. A core sector which aims to protect conflict-affected communities by improving safety, strengthening community resilience, and building local capacities to reduce and remove weapons-related risks. The work of Humanitarian Disarmament and Peacebuilding (HDP) seeks to address the causes of insecurity through both a weapons-related and people-related approach. HDP works with conflict management, security governance, weapons and ammunition management, and Mine Action (MA). DRC currently has 9,000 staff and 7,500 volunteers with programs in more than 40 countries worldwide.

DRC has been present in Ukraine since the late 1990s with a continuous presence since 2014. Since the escalation of the conflict in 2022, DRC is undergoing a considerable scale-up, opening offices in Kyiv, Chernihiv, Sumy, Dnipro, Kharkiv, Mykolaiv, Kharkiv, Kherson, Sloviansk. In Ukraine, DRC currently implements Shelter, Protection (including Legal Assistance), Non-Food Items, Cash, Economic Recovery, as well as Humanitarian Disarmament and Peacebuilding sectors. DRC is the only organisation in Ukraine that implements four pillars of MA – clearance (including Non-Technical Survey), Explosive Ordnance Risk Education (EORE), Victim Assistance, Advocacy, as well as the cross-cutting activity of capacity building of national MA duty-bearers.

2. Purpose of the services

The Danish Refugee Council in Ukraine is looking for a service provider to deliver training on the First Responder course for humanitarian demining staff "First Person on an Accident Spot"

3. Background

The Representation of Danish Refugee Council in Ukraine being an accredited Mine Action operator in Ukraine in accordance with the Law of Ukraine "On Mine Action in Ukraine" as part of its certification obligations on a regular basis undergoes monitoring of the accredited processes by the Certification Body of Military Unit A2641. This monitoring is conducted at least once a year.

During the recent monitoring visit, representatives of the Certification Body of Military Unit A2641 has identified a number of non-conformities. In particular, it is mandatory for DRC HMA staff to complete the training First Responder course for humanitarian demining staff "First Person on an Accident Spot".

4. Objective

DRC HMA personnel (300 persons) must be trained on the First Responder course for humanitarian demining staff "First Person on an Accident Spot" duration of **40 hours** and receive **a state-issued training certificate in accordance with the Order of the Ministry of Health of Ukraine No. 1627 of 4 August 2021 and CMU Resolution No. 1115 of 21 November 2012 'On Approval of the Procedure for Training and Advanced Training of Persons Obligated to Provide First Aid'**. The purpose of the training for non-medical workers is to provide them with theoretical knowledge and practical skills in the basics of life support (basic care), which corresponds to certain provisions of the international BLS (basic life support) programmes, PBLS (pediatric basic life support) - basic resuscitation measures for children, Bcon (bleeding control) - first aid for massive bleeding, ITLS (international trauma life support)/PHTLS (prehospital trauma life support) - first aid for injured people at the pre-hospital stage. The course also covers the basic concepts of the human body and the functioning of organs and systems, as well as the basic principles and skills required to assess the victim's condition and provide first aid in extreme conditions until the arrival of an emergency medical team (hereinafter referred to as the EMT).

5. Deliverables

It is expected that Supplier will submit the following deliverables and shall cover the following key areas as mentioned below:

1. Supplier will develop together with DRC a Schedule of qualification confirmation process;
2. After successful completion of the theoretical test and practical examination, DRC HMA personnel receive a certificate of completion of the training course. The certificate should be a state-issued training certificate in accordance with the Order of the Ministry of Health of Ukraine No. 1627 of 4 August 2021 and CMU Resolution No. 1115 of 21 November 2012 'On Approval of the Procedure for Training and Advanced Training of Persons Obligated to Provide First Aid'.
3. After completing the course, which lasts 40 hours, the trainee acquires the following skills:
 - Determine and assess breathing in a victim with suspected sudden
 - circulatory arrest (triple technique);
 - restore airway patency using manual methods;
 - restore airway patency by extending the lower jaw;
 - apply pressure to the chest during cardiopulmonary resuscitation in adults;
 - perform artificial lung ventilation in adults;
 - restore the patency of the upper airway due to compression in adults;

- use an external automated defibrillator during cardiopulmonary resuscitation;
- provide the victim with a stable position.
- Determine and assess breathing in children with suspected sudden cardiac arrest (triple technique);
- restore airway patency by manual method in children of different age groups;
- restore airway patency by extending the lower jaw;
- apply pressure to the chest during cardiopulmonary resuscitation of children of different age groups;
- perform artificial lung ventilation in children of different age groups;
- restore the patency of the upper respiratory tract due to compression in children of different age groups;
- use an external automatic defibrillator during cardiopulmonary resuscitation;
- provide children of different age groups with a stable position;
- identify signs of massive external bleeding;
- Identify signs of internal bleeding;
- stop bleeding with a pressure bandage;
- stop bleeding with a tourniquet of the CAT type;
- stopping bleeding with a SWAT tourniquet;
- stopping bleeding by tamping the wound;
- applying a bandage to the extremities;
- apply a neck collar in case of cervical spine injuries;
- immobilise the victim on a long transport board;
- Evacuate the victim from the vehicle;
- perform mechanical ventilation using an Ambu bag.

6. Duration, timeline, and payment

The programme lasts 40 hours. The programme includes theoretical and practical training. The main components of the training programme are: curriculum; programme content with the definition of sections, topics and elements of each topic; a list of practical skills acquired by persons who do not have a medical education but whose duties require them to provide first aid.

The training should be conducted during the autumn-winter period (2025).

The theoretical course programme covers: the concept of human anatomy and physiology; the regulatory and legal framework for the functioning of the emergency medical care system in Ukraine; the concept of an emergency; the concept of the mechanism of trauma; identification of signs of circulatory arrest in different age groups and the procedure for providing cardiopulmonary resuscitation; identification of signs of massive external bleeding, identification of signs of internal bleeding, procedures for providing first aid in these conditions; identification of injuries of certain anatomical areas, procedures for providing first aid.

The objective of the practical training is to master and consolidate the knowledge gained in the theoretical course, master the practical skills of cardiopulmonary resuscitation in victims of different age groups, including using an automated external defibrillator; restoration and maintenance of airway patency; initial examination and recognition of critical condition in patients / victims; recognition of signs and stopping external massive bleeding; introductory triage in case of mass casualties; procedure for providing first aid.

The following types of classes are used to implement the programme: lectures, practical classes, seminars. Practical classes are held in groups of no more than 6 people. Before the start of the training, the Supplier shall provide the trainees with the necessary teaching materials and the minimum required equipment.

7. Eligibility, qualification, and experience required

Training and advanced training are carried out on the basis of higher medical and pharmaceutical educational institutions of I-IV accreditation levels, regardless of ownership and subordination, training departments of emergency medical care and disaster medicine centres, other training units operating in accordance with the legislation on education under programmes approved by the Ministry of Health and agreed with the Ministry of Education and Science, for the implementation of the Order of the Ministry of Health dated August 4, 2021, No. 1627, and the Resolution of the Cabinet of Ministers of Ukraine dated November 21, 2012, No. 1115 "On approval of the procedure for training and advanced training of persons obliged to provide pre-medical care," with the purpose of conducting training under the "First Responder" pre-medical training course and obtaining a standard certificate of training completion

8. Location and support

The Supplier's facilities in Ukraine, which include classrooms of the qualification centre and training and production sites, the minimum necessary equipment for theoretical and practical training.

The training will be conducted at the supplier's training centres in Ukraine, which must be equipped for both theoretical and practical classes. DRC will be responsible for organizing accommodation and travel for its employees to the training venue.

9. Submission process

Please refer to RFQ-UKR-00361008

10. Evaluation of bids

Please refer to RFQ-UKR-00361008