# **Terms of Reference**

# **Basic First Aid Training**

**INTRODUCTION:**

Plan International is an independent child rights and humanitarian organization committed to children living a life free of poverty, violence and injustice. We actively unite children, communities and other people who share our mission to make positive lasting changes in children’s and young people’s lives. We support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future. We place a specific focus on girls and women, who are most often left behind. We have been building powerful partnerships for children for more than 75 years, and are now active in more than 70 countries. In Sudan Plan International is operating in four Program Areas which are White Nile, Kordofan, Kassala and North Darfur.

**Background**

This ToR is developed for conducting basic first aid training for overall Plan International Sudan team as part of developing staff capacities and preparing them to respond appropriately in the event of incident and accidents while working for Plan International Sudan. And this capacity building program is part of staff safety and security awareness, well-being and feed into attaining the set management standard in staff safety and security.

**Scope**

This First Aid Basic Training program will be performed or conducted by a certified first aid trainer to be hired supported by the security focal points in all programme area and training will be applicable to all categories of Plan International staff and associates/partners. While intensified first aid training will be applicable to all drivers, security focal persons, fleet responsible persons and other selected staff 2 from each office (preferable medical/health background staff).

**Budget**

Every Plan Offices/Program Area will cover the training cost/fees, caterings, venue booking, light training requirements/stationary, transport cost of facilitator (travel to/from Khartoum), meals and accommodation.

**Objectives of Training**

* To strengthen staff capacities in basic first aid management and enabling them to better respond in the event of incidents and accidents that require first aid intervention and support.
* Increase basic staff awareness to the basic first aid components and use to improve well-being.
* Reduce the adverse impact of incident and accident to Plan International and associate staff at the workplace, during travel and in the course of working for Plan International.

**Areas of Focus for Review**

* Introduction to the basic first and general principles.
* Management of all types of bleedings and wounds
* First aid of burns
* Handling of food poisoning, scorpion and snake bites
* First aid of choking (Smoke, drowning, electric shock etc.)
* Cardio Pulmonary Resuscitation (CPR)
* Nerve system infection (Shock, Epilepsy, Uncounsiousness etc.)
* First aiding of fractures
* Methods of handling casualties and/or injured people
* Orientation on how to use first aid kit

**Time table for the basic First Aid training**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Programme Area/Office** | **Dates** | **# of Participants**  | **# of days** | **Remarks** |
| 1 | Country Office | TBC | 20 participants | Full One day |  |
| 2 | Country Office | TBC | 20 participants | Full One day |  |
| 3 | Darfur Programme Area | TBC | 20 participants | Full One day |  |
| 4 | Kassala Programme Area + River Atbra  | TBC | 20 participants | Full One day |  |
| 5 | EL Gadarif Sub-office | TBC | 7 participants | Full One day |  |
| 6 | Greater Kordofan Programme Area | TBC | 20 participants | Full One day |  |
| 7 | White Nile Programme Area | TBC | 20 participants | Full One day |  |
| 8 | El Dwaim Sub-Office | TBC | 13 participants | Full One day |  |

**Time table for the intensified basic training for focal persons**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Programme Area/Office** | **Dates** | **# of Participants**  | **# of days** | **Remarks** |
| 1 | Country Office | TBC | 7 staff |  |  |
| 2 | Darfur Programme  | TBC | 6 staff |  |  |
| 3 | Kassala Programme/River Atbra/Gadarif | TBC | 10 staff |  |  |
| 4 | Greater Kordofan  | TBC | 6 staff |  |  |
| 5 | White Nile/El Dwaim Office | TBC | 10 staff |  |  |

Note: South Kordofan Staff will be part of NK training as their number is few (2 staff) and River Atbra staff will join Kassala Office team due to their few numbers and the short distance.