

Strengthening Nursing in Bosnia and Herzegovina Project Phase 2: 01 December 2017 – 30 November 2021

Annex to the Contract of Engagement

TERMS OF REFERENCE For Nurses Advisory Board

1. Context

1.1 Project Context

Bosnia and Herzegovina is faced by manifold challenges witnessed globally: aging population, a rise in non-communicable diseases, noticeable increase in mental health problems, severe pollution, increased inequality and others. These trends, combined with others such as shifting care from hospitals towards communities and homes; greater emphasis on health promotion and disease prevention; and greater involvement of patients in the improvement of health outcomes, have led to a need for adequately skilled health workforce, notably nurses. Well-educated and competent nurses can contribute significantly to achieving higher quality of life for individuals and communities. Their role is instrumental in promoting healthy behaviours, preventing diseases, providing curative services and long term care for those in need.

The Strengthening Nursing in BiH Project (ProSes) is therefore designed to assist the entity ministries of health and education as key stakeholders, and other relevant authorities and institutions to achieve this goal. ProSes is funded and supported by the Swiss Government, while the mandate for the implementation of the project has been awarded to the Consortium of Fami Foundation (*Fondacija fami*) and the University Hospitals Geneva (HUG). Operating in the whole of Bosnia and Herzegovina, the project is planned as a long-term intervention. Phase 1 from 01 October 2012 to 30 November 2017, is followed by Phase 2 from 01 December 2017 to 30 November 2021.

1.2 Project goal and Phase 2 purpose

The project's purpose is to enable nurses to provide high-quality services, accessible to all, in particular to vulnerable and socially excluded population groups, with the goal of improving health outcomes in BiH. The project purpose of improved quality and access is to be achieved by the combined interventions in three project areas (pillars):

Pillar 1: Nurses professional environment;

Pillar 2: Access to community nursing;

Pillar 3: Public education in nursing.

1.3 Project intervention strategy

The project will primarily play a facilitation role, providing technical advice and quality control to local institutions and partners in implementing needed changes and improvements. However, a range of implementation tasks will also have to be assumed in areas where there is insufficient local knowledge and/or where a transfer of international knowledge appears particularly beneficial. In terms of geographical coverage, the project intervenes across Bosnia and Herzegovina: the Federation of BiH, the Republika Srpska and Brcko District.

1.4 Purpose and tasks of the NAB

The purpose of the Nurses Advisory Board (NAB) is to support project interventions with expertise from the nursing profession. The NAB will provide recommendations, opinions and advice to the project.

The role of the NAB is to:

- Actively seek and analyse information about practices, priorities, issues and challenges of the nursing profession in BiH related to the project intervention areas and generate ideas for addressing these issues and effectively supporting development of nursing in BiH.
- Propose approaches and instruments for improving the recognition of the nursing profession and position of nurses in the health systems in BiH.
- Provide opinion and support the project team in identifying and analysing alternative approaches in the project implementation.
- Provide opinion and recommendations to the project Steering Committee and decision-makers related to the project implementation strategy and priorities.

The advice and recommendations of the NAB will be provided to the project team and used in (i) fine-tuning the project interventions at the operational level; (ii) informing annual operational planning; and (iii) supporting the Steering Committee's decision making process at the strategic level.

In order to keep close to the field and hear from the profession, the NAB will create and use communication channels for nurses.

The international nursing expert - "back-stopper" - hired by SDC will support the work of the NAB, by providing advice and access to international trends, best practices and knowledge base related to the topics discussed by the NAB.

2. Composition and functioning of the NAB

2.1 Size and requirements

The NAB shall comprise three to five nurses from across BiH. Good balance of knowledge and experience in nursing education, quality assurance, primary healthcare, second/tertiary healthcare and public health shall be ensured among the NAB members.

The applications of applicant members will be considered according to the following criteria:

- Experience in the nursing profession/links with the nursing practice
- Level of education
- Proven previous contributions to the nursing profession
- Links with nursing organisations

- Ability to work in a team
- Writing and presentation skills
- Knowledge of the English language

In addition, a motivation letter is expected to show willingness and availability to represent the nursing profession and to contribute to the project's endeavour.

In case of vacancy, the open position(s) can be filled through a renewed application process.

2.2 Selection and mandate duration

The nurses to serve on the Nurses Advisory Board shall be recruited based on an open application process. The selection process shall be conducted by ProSes. The selected candidates will be proposed to the SC for appointment. Once appointed, the NAB members shall hold the function for the duration of the phase.

2.3 NAB organisation, reporting and relation to the project

The NAB will organize itself in order to (i) call for meetings, (ii) set the agenda, (iii) work on questions and issues from the project or developments related to the nursing profession, (iv) submit consolidated advice to the project. Upon request, the NAB will receive secretarial support from the project.

Assignments for the NAB may be initiated either by the project requirements or Steering Committee requests - through the Project Manager - or on the NAB's own initiative. The questions or requests for advice shall be conveyed in writing to the NAB. The NAB shall submit their consolidated answers/advice through the Project Manager in the same manner.

The members of NAB will provide brief quarterly team reports on activities taken by the NAB, conclusions and recommendation related to their topics of the discussion, as well as brief notes from each of their meeting. Responsibility for the note preparation is with the NAB members.

The members of the NAB agree to allocate necessary time and effort to the tasks at hand. Assignments beyond a reasonable effort (20 days per NAB member per year) will be subject to a separate and specific agreement.

2.4 ProSes Team support

In addition to their regular contribution, the Nurses Advisory Board members shall meet regularly on a quarterly basis, with an option of additional *ad-hoc* meetings upon request. The project (ProSes) will cover the following costs:

- Financial compensation for the NAB members;
- Travel and accommodation for the quarterly meetings;
- Meeting space;
- Translation when needed.

2.5 Compensation and payment

The compensation for members of the NAB corresponds to a flat fee payable in quarterly instalments.

2.6 Code of conduct

The members of the NAB agree to conduct in such a manner as that will:

- Put the interest of the nursing profession first;
- Protect the integrity and reputation of the project;
- Promote the values of the project;
- Protect the confidentiality of the information shared by the project;
- Avoid a conflict of interest.

2.7 Termination of engagement

Members of the NAB may be released from their position upon written request submitted to ProSes Project Manager and copied to all members of the NAB at least one month in advance.