

Ref no: MRC-AD/MIS/2024/443

Consultant – First Aid & Support Services

Type of Contract:	Local Consultancy
Duration:	3 Months

Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world’s largest humanitarian movement – the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation’s leading humanitarian organization, with Units spanned all over the Maldives. It recruits members and volunteers, implements Programmes, and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

Objective

The primary role of the consultant will be to support the strengthening and development of MRC’s First Aid Programme and Support Services, which includes review and update of the training manuals, trainer development Programme, relevant technical documents including SOP’s, guidance documents. The consultant will also work closely with the Programmes and Services department, MRC Units and coordinate alongside IFRC Global First Aid Reference center and local stakeholders.

Deliverables of the Consultancy

#	Deliverable
1	Review and update existing Trainings offered by MRC and relevant supporting technical documents as required (i.e., Training Content, Training Manuals etc.)
2	Support the implementation of Trainer Development Programme (including refreshers) within the consultancy period in coordination with MRCs Programmes & Services department at HQ
3	Support in the development of MRC’s First Aid Policy and supporting SOP’s and guidance documents (First Aid Trainings, First Aid Service Delivery, First Aid Trainer Pathway and additional requirements as identified by MRC) in consultation with MRC Programmes & Services department, MRC Units and its volunteers as required in coordination with IFRC Global First Aid Reference Center.
4	Support the inventory stock taking and maintenance of First Aid Training and Service-related Equipment’s
5	Development of First Aid Awareness module for different age groups and demographics to enhance First Aid outreach initiatives of MRC in consultation with MRC Programmes & Services department, MRC Units and its volunteers as required in coordination with IFRC Global First Aid Reference Center
6	Carryout orientation sessions for staff, volunteers and First Aid Trainers of necessary revisions as required by MRC

7	Development of communication materials related to First Aid in coordination with MRC's Communication & Advocacy Team
8	Support and provide technical assistance for the attestation process of MRC's First Aid Trainings.
9	Provide technical Assistance in the strengthening of MRC's Support Service Programmes including the development of relevant SOP's, guidance documents and mechanism
10	Support the revision of monitoring and evaluation of MRC's First Aid Programme (First Aid Trainings, First Aid Service delivery and Support Services.
11	Where required, provide support in executing of on-going First Aid Trainings related activities in coordination with MRC Programmes & Services Department and MRC Units.
12	Participate in meetings, workshops within the context of First Aid implementation and broader humanitarian work of MRC and its Strategic Plan 2019-2030

**Selected Consultant will be expected to develop a workplan and timeline of delivery based on the requirements of MRC*

Reporting Line and working modality

The consultant will report to the Manager, Programmes and Services. The consultancy will be a deliverable hybrid working modality with consultants expected to report to MRC's premise based on requirement and agreed workplan.

Qualification & Experience

- Minimum 3 years of experience delivering First Aid Trainings in the Maldives.
- Completed First Aid Training of Trainer Course of MRC or First Aid Training of Trainer Course organized by Red Cross Red Crescent Movement will be an added advantage.
- Prior experience working with MRC's First Aid Programme and support service delivery will be an added advantage
- Previous work with MRC or NGO experience in a similar role is highly desirable.

Fees and payments

Consultant will be paid a monthly fee of 6,000 MVR [Based on delivery of agreed workplan]

Code of Conduct

During the term of consultancy: -

- Actively work towards the achievement of the MRC's goals and objectives.
- The MRC Code of Conduct must be signed and thoroughly followed by the consultant.
- Abide by and work in accordance with the Red Cross and Red Crescent 7 Fundamental Principles.

Application

1. Expression of Interest (Eoi)
2. Application must include a National ID, CV and supporting certifications and documentation
3. Past work and recommendation letters

Application submission, with all required documents, to be made by 03rd December 2024, Tuesday, 14:00 pm to: vacancies@redcrescent.org.mv