International First Aid Attestation (IFAA)

IFAA Monitoring & Evaluation field visit

Terms of Reference (ToRs)

1. Background

The IFAA, International First Aid Attestation, is a recognition (as well as a continuous quality improvement process) that a first aid training programme provided by a RCRC NS is consistent with the latest IFRC *International first aid, resuscitation, and education guidelines*, updated every five years.

The Global First Aid Reference Centre (GFARC) coordinates the IFAA project and process.

The [name of NS] applied for their [name of FA training] to be awarded IFAA.

The steps of the IFAA process for the [name of FA training] are summarised below:

* Self-assessment from the [name of NS] on their [name of FA training];
* Feedbacks from the GFARC on the self-assessment;
* Forthcoming M&E field visit from an IFAA Representative.

1. Objectives of the IFAA M&E field visit

During the IFAA M&E field visit, the IFAA Representative will:

* + Assess whether the observed training workshops sessions related to the [name of FA training] are in line with the IFRC *International first aid, resuscitation, and education guidelines*;
  + Review and evaluate whether the recommendations communicated through the GFARC self-assessment feedbacks were taken into consideration;
  + Identify good practices and areas of improvements;
  + If needed, support the [name of NS] to draft an action plan for continuous improvements in first aid education;
  + Report their recommendations concerning the IFAA approval of the [name of FA training] to GFARC.

The main reference document for the IFAA Representative is the IFAA self-assessment, including feedbacks.

1. Role of the IFAA Representative

The **IFAA Representative** is appointed by and represents GFARC. They are an expert in first aid education. They have a sound knowledge of the IFRC *International first aid, resuscitation, and education guidelines*, as well as of the IFAA frame of reference. They have a detailed understanding of the IFAA process.

[Name of IFAA Representative] is the IFAA Representative during this field visit.

1. Role of the National Society IFAA Focal Person

An Focal Person is appointed by the [name of NS] in order to follow-up on the entire IFAA process, including completing the self-assessment (stage 1) and facilitating the IFAA M&E field visit (stage 2). During the IFAA M&E field visit, the **National Society IFAA Focal Person** acts as an observer and a facilitator. To perform their role, the National Society IFAA Focal Person should have experience in first aid education within their National Society, as well as a detailed knowledge of the IFAA process. They assist the IFAA Representative for any verification needed during the M&E field visit. In addition, they act as an observer in order to ensure a transparent and learning process. As an observer, they are not allowed to formally contribute to the M&E field visit report.

[Name of the NS IFAA Focal Person] is the [name of NS] IFAA Focal Person during this field visit.

1. M&E field visit tasks

During the IFAA field visit, the following will be undertaken:

|  |  |  |
| --- | --- | --- |
| **Field visit tasks** | **Attendance** | **Time needed** |
| Briefing meeting with the [name of NS] first aid education senior staff |  | 1 hour  *(indicative)* |
| Feedbacks from the [name of NS] on the IFAA checklist related to the [name of FA training] |  | Around 1-2 hour(s)  *(indicative)* |
| First Aid Training Observation:  The IFAA Representative attends part of two [name of FA training] – especially training sections directly linked with the IFAA requirements – in two different contexts (i.e. two different type of audience or two different branches; note that the two trainings must be led by two different trainers).  Each [name of FA training] workshop observation will include theoretical and practical sessions. |  | 2 training workshops observed, 3 hours per training + 1-hour debriefing with the trainer  *(indicative)* |
| Final IFAA working meeting:  - The IFAA Representative shares their last questions and feedbacks on the field visit  - If requested by the National Society, an action plan for continuous improvements in first aid education is drafted with the support if the IFAA Representative if required  - Lessons learned on the whole IFAA field test are gathered  - Additional observations |  | Half-a-day to one day  *(indicative)* |

1. M&E field visit schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Time** | **Field visit tasks** | **Attendance** | **Location** |
| XX |  |  |  |
| … |  |  |  |

1. Supporting documents and reporting

Before and during their field visit, the IFAA Representative will rely on the following supporting documents:

* The hereby IFAA Representative field visit ToRs
* The IFAA self-assessment and feedbacks
* Other relevant documents and sources of verification provided by the [name of NS]

The IFAA Representative is expected to provide a full filled field visit report as deliverable, based on the provided reporting form template.

1. M&E field visit support/budget

[Copy/paste relevant budget lines agreed on between the NS and GFARC at the beginning of the IFAA process]