



TERMS OF REFERENCE

Reference No.	PN/FJI/064/21
Location	RCO Suva Office
Application deadline	13 th Aug 2021
Consultancy Title	Senior Medical Advisor
Type of Contract	Individual Contractor
Post Level	National Consultant
Languages required:	English
Duration of Initial Contract:	1 Sep – 31 December, 2021

BACKGROUND

The Designated Officer (DO), who is also the UN Resident Coordinator, is overall responsible for security of all UN staff and property at duty station and ensures internationally and locally-recruited staff security measures are in place, provides staff with appropriate security instructions in emergency crisis, and provides leadership to the Security Management Team (SMT), which is composed of heads of entities and serves as an advisory group to the Designated Officer. Collectively they ensure that an effective security plan and contingency plan are in place, ensure provision of resources for approved security measures. Given the ongoing COVID-19 pandemics in Fiji and noting the needs of staff in the country, Designated Officer, together with SMT, identified the need for a medical expertise for the team and its staff to ensure most appropriate response and support.

DUTIES AND RESPONSIBILITIES

Scope of Work

The consultant will support the UN's Multi-Country Office (MCO) based in Fiji to strengthen 'first line of defence' planning' and implementation in terms of COVID-19 preparations for staff and dependents. This support will be focused on the following:

- Regularly update SOPs on risk mitigation of COVID-19 for the Fiji MCO;
- Draw up, regularly update and support implementation of a care matrix on how staff/dependents and their agency should respond in the case of various COVID-19 infection scenarios (from precautionary self-isolation to dealing with serious illness) and monitor its implementation;
- Map and regularly update risk mitigation supplies available to Fiji MCO and identify significant gaps; propose solutions to SMT to address these gaps;

- Map isolation capacity, access to COVID-19 testing & access to HDU & ICU beds in Suva and identify potential issues and mitigation measures in the event of a wide outbreak;
- Facilitate engagement between SMT entities and their staff in isolation facilities;
- Further update and monitor implementation of SOPs on patient transfer from care facility to airport in the case of a COVID-19 MEDEVAC;
- Provide regular guidance and advice on strengthening risk mitigation in response to changing circumstances;
- Support liaison with national authorities on various medical-related issues in terms of duty of care for SMT entities, their staff and deliverables;
- Support SMT entities Staff and Dependents in prevention and response to COVID-19;
- Support SMT entities in provision of medical aspects of Duty of Care; facilitate individual advise to staff and facilitate medical advice to staff with chronic illnesses;
- Work closely with MEDEVAC Coordinator in implementation of MEDEVAC SOPs;
- Other tasks related to FLOD and Duty of Care implementation.

Expected Outputs and Deliverables

- Weekly update 'dashboard-type' report flagging main issues to DO/UNRC;
- Fortnightly verbal report to UN CMT;
- Monthly update to SMT Members;
- Updated draft SOPs on risk mitigation of COVID-19 for the Fiji MCO
- Care matrix on how staff/ dependents and their agency should respond in the case of various COVID-19 infection scenarios (from precautionary self-isolation to dealing with serious illness);
- Risk mitigation available to Fiji MCO mapped and significant gaps identified;
- Isolation capacity, access to Covid-19 testing, & access to HDU & ICU beds in Suva mapped and potential issues and mitigation measures identified in the event of a wide outbreak;
- SOPs on patient transfer from care facility to airport in the case of a COVID-19 MEDEVAC finalized and implemented;
- Regular guidance and advice on strengthening risk mitigation in response to changing circumstances provided on an ongoing basis;
- Liaison supported with national authorities on various medical-related issues in terms of duty of care for UN staff and deliverables;

Institutional Arrangement

- The consultant will report to the Resident Coordinator (RC)/Designated Officer (DO) through the Team Leader of RCO, in close coordination and collaboration with COVID19 Coordinator and Medevac Coordinator
- The consultant is expected to present a report detailing achievements across key areas of work.

Duration of the Work

The consultant will be engaged up to 15 days per month from 1 September until 31 December

Urgency - First Line of Defense (FLOD) for COVID response – UN Staff and Dependents

Duty Station

Consultant is expected to be based in Suva, Fiji during the duration of this assignment.

COMPETENCIES

1. Strong interpersonal and communication skills;
2. Strong analytical, reporting and writing abilities skills;
3. Openness to change and ability to receive/integrate feedback;
4. Ability to plan, organize, implement and report on work;
5. Ability to work under pressure and tight deadlines;
6. Comprehensive knowledge of First Line of Defense (FLOD) for COVID response
7. Proficiency in the use of office IT applications and internet in conducting research;
8. Excellent presentation and facilitation skills.
9. Demonstrates integrity and ethical standards;
10. Positive, constructive attitude to work;
11. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Qualifications:

- Advanced University Degree in Medicine, from an accredited University and currently licensed to practice within home country/or other national jurisdiction

- Experience required:

- A minimum of 15 years of relevant experience in medicine with special focus on communicable diseases
- Relevant experience in diverse population
- Demonstrate capacity of training and workshops
- Advanced communication and clinical skills
- Experience providing medical support to UN and its staff considered an advantage.

Individual consultants will be evaluated based on the cumulative analysis methodology. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation: Technical Criteria 70% (as indicated above in Experience and Qualifications section) and Financial Criteria 30%.
- c) Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Language requirements

Fluency of English language is required;

Price Proposal and Schedule of Payments

Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

(Consultant must send a financial proposal – Offer Confirmation Template)

Travel

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

Evaluation Method and Criteria

Technical Criteria – Maximum 70 points

- Criteria 1 - progressively responsible medical experience in areas relevant to First Line of Defense (FLOD) for COVID response or related area is required - 35%
- Criteria 2 – proven familiarity with Fiji healthcare system and with Medevac – 15%
- Criteria 3 - Excellent writing, planning, research, communication and reporting skills and demonstrated ability to perform well in a multi-cultural environment- 15%

- Criteria 3 - Fluency in English, excellent oral and written communication skills and outstanding interpersonal skills- 5%

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment. **[Only request b) If applicable. A methodology is recommended for intellectual services, but may be omitted for more support services]**
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to Mr. Dale Kacivi
procurement.fj@undp.org or dale.kacivi@undp.org

All applications must be clearly marked with the title of consultancy and submitted by 5:00pm, 13th August 2021 (Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or etenderbox.pacific@undp.org