



## TERMS OF REFERENCE

### International Expert on maintenance of laboratory equipment

Project's name:	Effective control for tuberculosis and HIV in the Kyrgyz Republic
Position:	International Expert on maintenance of laboratory equipment
Location:	Bishkek with travels to oblasts of the Kyrgyz Republic
Type of contract:	Individual contract
Duration of contract:	Up to 20 effective person-days (January-February, 2017)

## BACKGROUND

Starting from January 2011, upon the decision of Country Coordinating Committee (CCC) and the Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM), the United Nations Development Program (UNDP) in the Kyrgyz Republic has become Main Recipient (MR). As MR, the UNDP is responsible for financial and grant management program of the Global Fund, and for purchase of pharmaceutical medicines, medical goods and necessary services. During current year the UNDP should provide services on prevention measures and maintenance of laboratory equipment of TB laboratories in the Kyrgyz Republic.

## OBJECTIVE

Under an immediate supervision of the UNDP GF Programme Manager and Director of the National Reference Laboratory, an International Expert should conduct the check of biological safety cabinets installed in TB laboratories for effective protection. The check should be done for the equipment of the following type:

- ThermoSafe 2020 1.5
- ThermoSafe 2020 1.8
- ScanlafMarsPro 1500
- AHSR-01 laminar system – 1.8

In accordance with international standards DIN EN 12469 or NSF/ANSI 49 and further issuance of certification if the working parameters comply with the standards or provision of recommendations to remove the defects.

## SCOPE OF WORK

### 1) TECHNICAL MAINTENANCE OF BIOLOGICAL SAFETY CABINETS.

In particularly, the following works need to be done:

- Define general technical condition of biological safety cabinets;
- Check the boxes of biological safety cabinets for effective protection in accordance with DIN EN 12469 or NSF/ANSI 49 standards;
- Issue certificates of compliance;
- In case of failure to pass the certification, provide a detailed written report on error and describe the ways of solution;
- Submit a general report describing the condition of separate biological safety cabinets and recommendations on service maintenance.

Biological safety cabinets are located in Republican Reference Laboratory, Osh Interregional Reference Laboratory, TB laboratories at region TB centers in Naryn, Talas, Issyk-Kul, Jalalal-Abad, Chui, Batken

oblasts, BTBC in Bishkek, RTBH laboratory in Kara-Balta. It's the duty of the International Expert to observe safety rules and fire safety rules while conducting works and also to observe requirements of the Kyrgyz legislation including environmental protection and safety rules while carrying out the following works:

#### EXPECTED OUTCOMES

	Expected results	Timeline	Payment structure
1)	Technical maintenance services were done in compliance with Scope of work above.	Till end of February 2017	100%
2)	Report with the description of services performed in line with the Scope of works, submitted and approved.		
	Total:		100 %

#### REPORTING REQUIREMENTS

Upon completing task an International Expert should submit a report on conducted work for the approval of Director of the National Reference laboratory and UNDP GF Programme Manager. This report serves as basis for payment.

#### SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

**Contract is based on lump-sum.**

**Preferable currency of a financial proposal: US Dollar.**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Daily fee, transportation expenses and daily allowances will be split into separate sections in the financial proposal. Payment to a Consultant will be counted based on the amount of days worked.

The payment is done on a basis of submitted reports according to expected results, which are made by the Consultant subject to the approval of the Program Manager of the GF, which is considered to be a justification for payment.

#### QUALIFICATION REQUIREMENTS

##### Education:

- Bachelor engineer-technical or biological degree;

##### Experience:

- At least 1 year working experience in providing of services on maintenance and certification of biological safety cabinets;

##### Certificates:

- Availability of a valid certificate /license for conducting certification of biological safety cabinets in accordance with DIN EN 12469 or NSF/ANSI 49 (it should be valid for the period of UNDP IC contract duration, or to submit documents about its prolongation);

##### Tools/Equipment:

- Availability of related equipment with valid certifications on calibration.

##### Knowledge of languages:

- Proficiency in English and Russian languages

#### ADDITIONAL REQUIREMENTS FOR THE RECOMMENDED INDIVIDUAL CONTRACTOR

## Statement of Medical Fitness for Work

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN - approved doctor prior to taking up their assignment. However, this is not the requirement for RLA contract holders.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

### Inoculations/Vaccinations

Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

### SECURITY CLEARANCE

The Consultant will be requested to undertake the Basic Security in the Field II (BSIF) training and Advanced Security in the Field (ASIF). These requirements apply for all Consultants, attracted individually or through the Employer.

### TRAVEL REQUIREMENTS

Duty station: Bishkek, with business trips to oblasts of the Kyrgyz Republic.

Laboratory	Location	Equipment, amount	Number of days
RRL( Republican Reference laboratory)	Bishkek	ThermoSafe 2020 1.5; ThermoSafe 2020 1.8;	1 day
OIRL (OshInter Oblast Reference Laboratory)	Osh	ScanlafMarsPro 1500;	1 trip (2 days, 1 night)
BOTBC (Batken Oblast TB Center)	Batken	AHSR-01 laminar system – 1.8;	1 trip (2 days, 1 night)
COTBC (Chui Oblast TB Center)	Bishkek	AHSR-01 laminar system – 1.8;	1 day
NOTBC (Naryn Oblast TB Center)	Naryn	AHSR-01 laminar system – 1.8;	1 trip (3 days, 2 nights)
TOTBC (Talas Oblast TB Center)	Talas	AHSR-01 laminar system – 1.8;	1 trip (3 days, 2 nights)
IOTBC (Issyk-Kul Oblast TB Center)	Kara-Kol	AHSR-01 laminar system – 1.8;	1 trip (3 days, 2 nights)
JOTBC ( Jalal- Abad Oblast TB Center)	Jalal-Abad	AHSR-01 laminar system – 1.8;	1 trip (3 days, 2 nights)
RTBH (Republican TB Hospital)	Kara-Balta	AHSR-01 laminar system – 1.8;	1 trip (1 day)
MCFTB ( Municipal Center to fight TB)	Bishkek	AHSR-01 laminar system – 1.8;	1 day

### UNDP INPUT

- No UNDP input is envisaged.

- Please note: Individual Contractor isn't granted access to UNDP/project premises and is working from home (IC security charges not expected).

Terms of Reference prepared by:

Ms. Altyn Iskakova

Laboratory Specialist of RRL





Empowered lives.  
Resilient nations.

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

UNDP GF IC 2016-014

Date: 5 December 2016

**Country:** Kyrgyzstan, Bishkek

**Description of the assignment:** International Expert on maintenance of laboratory equipment for Republican Reference Laboratory of the National Phthisiology Center (NTP).

**Project name:** Effective control for tuberculosis and HIV in the Kyrgyz Republic.

**Period of assignment/services (if applicable):** up to 20 effective-person days (January- February 2017), at the duty station Bishkek, Kyrgyzstan with business trips to regions:

**3 effective-person days:** Bishkek, Kyrgyz Republic.

**17 effective-person days:** travels to the regions of the Kyrgyz Republic.

<b>Proposal Submission Address</b>	UN House, 160, Chui Ave., Bishkek, Kyrgyz Republic
<b>Deadline of Submission</b>	Date and Time: <b>13 December 2016, 15:00 pm (+6 GMT, Bishkek time)</b>
<b>Allowable Manner of Submitting Proposals</b>	<ul style="list-style-type: none"><li>✓ Courier/Hand Delivery</li><li>✓ Electronic submission of Bid<sup>[1]</sup></li></ul>
<b>Conditions and Procedures for electronic submission and opening</b>	<ul style="list-style-type: none"><li>✓ Official Address for e-submission: <a href="mailto:procurement@undp.kg">procurement@undp.kg</a></li><li>✓ Free from virus and corrupted files</li><li>✓ Format: PDF files only. The Proposal should be protected with separate password (please see instructions on <a href="http://www.images.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf">http://www.images.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf</a>)</li></ul>

<sup>[1]</sup> Security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

	<ul style="list-style-type: none"> <li>✓ Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated in Section "Instruction for Electronic Submission" below</li> <li>✓ Max. File Size per transmission: 10 MB;</li> <li>✓ Max. No. of transmission: unlimited</li> <li>✓ Mandatory subject of email for the Technical proposal: "Short Term International Legal Consultant for the Constitutional Chamber of the Supreme Court of the Kyrgyz Republic".</li> <li>✓ Virus Scanning Software to be Used prior to transmission;</li> <li>✓ Time Zone to be Recognized: Kyrgyzstan (GMT+6);</li> </ul> <p><b><u>Instruction for Electronic Submission</u></b></p> <p>The Proposer may choose to submit the proposal by e-mail to <a href="mailto:procurement@undp.kg">procurement@undp.kg</a>. Having prepared the Proposal in paper format the entire Technical Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s). Please set-up a <b>password</b> to secure your Technical Proposal which the Proposer should provide via e-mail <b>on 13 December 2016, from 15:00 pm to 15:30 pm local time (GMT+6).</b></p>
Date, time and venue for opening of Proposals	<p>Date and Time: <b>13 December 2016, 15:35 pm local time (GMT+6)</b></p> <p>Venue : UN House, 160, Chui Ave., Bishkek, Kyrgyz Republic</p>

Any request for clarification must be sent in writing to the address indicated above or by e-mail: [psm.kg@undp.org](mailto:psm.kg@undp.org). UNDP PMU will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

## 1. BACKGROUND

Starting from January 2011, upon the decision of Country Coordinating Committee (CCC) and the Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM), the United Nations Development Program (UNDP) in the Kyrgyz Republic has become Main Recipient (MR). As MR, the UNDP is responsible for financial and grant management program of the Global Fund, and for purchase of pharmaceutical medicines, medical goods and necessary services. During current year the UNDP should provide services on prevention measures and maintenance of laboratory equipment of TB laboratories in the Kyrgyz Republic.

**International Expert on maintenance of laboratory equipment** is contracted to provide input into the UNDP/GF activities on TB prevention measures.

Under an immediate supervision of the UNDP GF Programme Manager and Director of the National Reference Laboratory, an International Expert should conduct the check of biological safety cabinets installed in TB laboratories for effective protection. The check should be done for the equipment of the following type:

- ThermoSafe 2020 1.5
- ThermoSafe 2020 1.8
- ScanlafMarsPro 1500



- AHSR-01 laminar system – 1.8

In accordance with international standards DIN EN 12469 or NSF/ANSI 49 and further issuance of certification if the working parameters comply with the standards or provision of recommendations to remove the defects.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

### 1) TECHNICAL MAINTENANCE OF BIOLOGICAL SAFETY CABINETS.

In particularly, the following works need to be done:

- Define general technical condition of biological safety cabinets;
- Check the boxes of biological safety cabinets for effective protection in accordance with DIN EN 12469 or NSF/ANSI 49 standards;
- Issue certificates of compliance;
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Biological safety cabinets are located in Republican Reference Laboratory, Osh Interregional Reference Laboratory, TB laboratories at region TB centers in Naryn, Talas, Issyk-Kul, Jalalal-Abad, Chui, Batken oblasts, BTBC in Bishkek, RTBH laboratory in Kara-Balta. It's the duty of the International Expert to observe safety rules and fire safety rules while conducting works and also to observe requirements of the Kyrgyz legislation including environmental protection and safety rules while carrying out the following works.

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### Education:

- Bachelor engineer-technical or biological degree;

### Experience:

- At least 1 year working experience in providing of services on maintenance and certification of biological safety cabinets;

### Certificates:

- Availability of a valid certificate /license for conducting certification of biological safety cabinets in accordance with DIN EN 12469 or NSF/ANSI 49 (it should be valid for the period of UNDP IC contract duration, or to submit documents about its prolongation);

### Tools/Equipment:

- Availability of related equipment with valid certifications on calibration.

### Knowledge of languages:

- Proficiency in English and Russian languages

## 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

The following documents should be submitted:

- Current, complete and signed P.11 form in English;
- Signed confirmation of interest and submission of financial proposal form (the form is attached), Financial Proposal Form
- Copy of diplomas
- Copy of ID card (passport)

- Copy of a certificate /license for conducting certification of biological safety cabinets in accordance with DIN EN 12469 or NSF/ANSI 49 (it should be valid for the period of UNDP IC contract duration, or to submit documents about its prolongation);
- Valid certifications on calibration.

## 5. FINANCIAL PROPOSAL

- **Lump sum contracts**
- **Preferred Currency of Offer: United States Dollars (US\$)**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Daily fee, transportation expenses and daily allowances will be split into separate sections in the financial proposal. Payment to a Consultant will be counted based on the amount of days worked.

The payment is done on a basis of submitted reports according to expected results, which are made by the Consultant subject to the approval of the Head of the GF, which is considered to be a justification for payment.

**Duty Station: Bishkek and regions of the Kyrgyz Republic.**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using their own resources.

Please be guided by the following information when preparing your financial proposal:

Transport expenses to/from/within Bishkek and regions will be covered by International Expert's financial proposal.

Laboratory	Location	Equipment, amount	Number of days
RRL( Republican Reference laboratory)	Bishkek	ThermoSafe 2020 1.5; ThermoSafe 2020 1.8;	1 day
OIRL (OshInter Oblast Reference Laboratory)	Osh	ScanlafMarsPro 1500;	1 trip (2 days, 1 night)
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RTBH (Republican TB Hospital)	Kara- Balta	AHSR-01 laminar system – 1.8;	1 trip (1 day)
MCFTB ( Municipal Center to fight TB)	Bishkek	AHSR-01 laminar system – 1.8;	1 day

**Please include all travel-related costs while preparing your financial proposal.**

**Please fill in the Annex 3, Financial Proposal Form.**

## 6. EVALUATION

### Selection process:

#### Cumulative analysis

When using this weighted scoring method, the award of the contract should 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:

Total score=Technical Score + Financial Score  
 Technical Criteria weight - 70%, 700 scores maximum  
 Financial Criteria weight - 30%. 300 scores maximum

*Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation*

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$ , where

*P=points for the financial proposal being evaluated*

*Y=maximum number of points for the financial proposal*

*L= price of the lowest price proposal*

*Z=price of the proposal being evaluated*

#### The selection of candidates will be done in 3 stages:

**1st stage:** Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the TOR (see Annex 1) in order to determine whether they are compliant/non-compliant.

Eligibility Criteria	
1	Bachelor engineer-technical or biological degree;
2	At least 1 year working experience in providing of services on maintenance and certification of biological safety cabinets;

**2nd stage: Evaluation of technical proposals**

Short-listed candidates will be evaluated based on the following criteria. Only candidates obtaining a minimum of 490 points (70%) at the Technical Evaluation would be considered for the Financial Evaluation.

Technical Evaluation Criteria (Desk review)	Maximum obtainable points – 700; Threshold – 490 points
<p><b><u>Minimum requirement</u></b></p> <p>At least 1 year working experience in providing of services on maintenance and certification of biological safety cabinets;</p> <p><i>Additional scores (to be granted only if a candidate meets minimum requirement)</i></p> <p><i>For every additional year above minimum 1 year – 10 points but no more than 50 points in total</i></p>	<p>250</p> <p>50</p>
<p><b><u>Minimum requirement</u></b></p> <p>Availability of a certificate /license for conducting certification of biological safety cabinets in accordance with DIN EN 12469 or NSF/ANSI 49 (it should be valid for the period of UNDP IC contract duration, or to submit documents about its prolongation)</p>	<p>200</p>
<p><b><u>Minimum requirement</u></b></p> <p>Availability of related equipment with valid certifications on calibration.</p>	<p>100</p>
<p><b><u>Minimum requirement</u></b></p> <p>Language skills: Proficiency in English language.</p> <p><i>45-50 points- proficient</i>  <i>30-35 points– good</i>  <i>10-25 points– satisfactory</i>  <i>00-10 points - poor</i></p>	<p>50</p>
<p><b><u>Minimum requirement</u></b></p> <p>Language skills: Proficiency in Russian language.</p> <p><i>45-50 points- proficient</i>  <i>30-35 points– good</i>  <i>10-25 points– satisfactory</i>  <i>00-10 points - poor</i></p>	<p>50</p>
<b>Financial Evaluation Criteria</b>	<b>Maximum obtainable points – 300 (30%)</b>

**3rd stage: Financial evaluation**

Cumulative analysis will be used based on the following methodology: All the offers of individual consultants who scored 490 (70% from 700) and more points during the desk review are acceptable for financial evaluation. The lowest financial qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

Formula applied	$P=y(\mu/z)$
P=points for the financial proposal being evaluated	
y=maximum number of points for the financial proposal equal to 300	
$\mu$ =the lowest priced proposal	
z=price of the proposal being evaluated	

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.

#### **ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3- CONFIRMATION OF INTEREST AND FINANCIAL PROPOSAL FORM**