

**Expression of Interest (EOI)****Ref-EOI/FJI/02/2019****Medical Services to United Nations Pacific Office****Purpose of the EOI**

Applications are invited for medical service providers (including medical centres, clinics, hospitals and pharmacies which are not owned or operated by Government of Fiji through the Ministry of Health and Medical Services) to register their interest with the United Nations Resident Coordinators office in Fiji to be included as an Examining Physician to service its insured staff members. This invitation extends to United Nations Examining Physicians who have been previously approved by United Nations Medical Service in New York and are currently providing the services.

**Background**

The United Nations Medical Service in New York is responsible for appointing United Nations Examining Physicians worldwide based on the recommendations made by UN Resident Coordinators and WHO Representatives and for issuing an updated list on an annual basis.

United Nations Examining Physicians are not given any formal contract.

**Scope of Works****a. Perform pre-employment medical examinations**

In general, when candidates are considered for initial appointments for six months or more with the Organization, they are requested to undergo a full medical examination. Regardless of appointment duration, full medical examinations are also required for candidates recruited for functions in the security service, or as a manual worker or driver or for service in the regional commissions and field duty stations, including peacekeeping, humanitarian and political missions. The results of the physical examination and requested investigations are to be recorded by the United Nations Examining Physician on the Entry Medical Examination Form (MS-2 Form) provided by the candidate. This form includes a questionnaire, to be completed by the applicant.

United Nations Examining Physicians are requested to:

- i. Ensure that the questionnaire in regard to the medical history of the applicant and his/her family has been completed. Special attention should be paid to replies concerning a psychiatric or chronic condition. Any residual effects of major illnesses, details of treatment, and long absences from work should be mentioned and documented, if necessary.
- ii. Record findings of the applicant's physical examination.
- iii. Provide the results of the following mandatory investigations:
  - Report of a full size chest x-ray
  - Electrocardiogram tracing for applicants who are 40 and above, and/or if medically indicated
  - Urinalysis and microscopic examinations
  - Blood analysis for:
    - Haemoglobin, haematocrit, leucocyte count, erythrocyte count, platelet count, erythrocyte sedimentation rate
    - Fasting sugar, total cholesterol, uric acid and creatinine
- iv. Evaluate and comment on any positive history or abnormal finding.

- v. Assess the candidate's physical and psychological suitability for the post proposed. Any reservation in regard to the candidate's suitability for employment in certain parts of the world or in particular types of function should be clearly stated.
- vi. Ensure that the Entry Medical Examination Form (MS-2 Form) is fully completed and that the report of the full chest x-ray, the laboratory tests results and the electrocardiogram tracing, if performed, are attached to the MS-2 Form. The whole documentation is to be airmailed and faxed to the appropriate Medical Service. The list of the Medical Services of the United Nations and its Specialized Agencies, along with their address, fax and phone numbers, is provided in paragraph II below.

The results of the full medical examination are used to determine the medical fitness of the applicant. The final decision on the fitness of the candidate rests with the Medical Director or a duly authorized Medical Officer of the appropriate organization and is based on established UN medical standards.

b. To perform periodic medical examinations

A periodic medical examination which is done on an MS-6 Form is recommended every two years, irrespective of age, to determine medical fitness of staff member for reassignment and/or travel. Annual medical examinations including eye examinations are recommended for certain occupational groups such as security officers, manual workers, and drivers.

c. To perform exit medical examinations

The purpose of this full examination which is also recorded on the MS-6 Form is to establish the health status of the departing staff member.

d. To provide assistance with regard to medical evacuations

- i. If there is an indication that a staff member or an eligible dependant needs to be medically evacuated, the United Nations Examining Physician is required to make his/her recommendation to the Head of the Fund/Program/Agency the staff member belongs to in compliance to the medical evacuation guidelines.
- ii. Medical evacuations shall normally be authorized to the nearest regional medical centre, as identified by the United Nations Medical Service. A list of these centres, worldwide, is provided in annex to this document.
- iii. The United Nations Examining Physician is also requested to prepare a detailed medical report, including the tentative diagnosis, results of the tests performed and the purpose of the evacuation to be hand-carried by the patient. A copy of this report shall be kept in the patient's medical file.

**EOI Format and submittals**

Interested service providers must provide information indicating that they are qualified and experienced to perform the services., licensed to provide such services, availability of appropriate skills among staff, etc.

Qualifications

Essential: Advanced university degree in Medicine from a recognized medical institution

Desirable: Training in Occupational Medicine; training in primary health care such as family medicine or internal medicine

Experience:

Essential: At least seven years' experience in health services in a national or multi-national organization in either private or public sectors.

Desirable: Experience in occupational health; Professional experience in a multicultural environment

**Location**

Suva, Nasinu, Nausori and Nadi

**Fees**

The fees that United Nations Examining Physicians charge for their services are expected to be customary and reasonable. Fees, which are considered excessive compared with the standard established by the United Nations, will be queried prior to any reimbursement by the United Nations or one of its Specialized agencies.

In summary the minimum information should be submitted:

**A. Physicians**

1. Cover letter explaining the suitability: applicants are encourage to address experience and qualifications listed in the requirement
2. Curriculum Vitae (CV) including references
3. Copies of certified academic certifications
4. Copy of License to practice in Fiji
5. Copy of Foreign Employment Card (for non-local applicant)
6. List of professional fees
7. List of professional affiliations
8. Terms of payment including acceptance of CIGNA and other health insurance cards

**B. Pharmacies, Medical Centres, Clinics and Hospitals**

9. Cover Letter
10. Business profile including list of specialists, professionals, staff
11. Curriculum Vitae of officers and specialists
12. Copy of License to operate
13. List of prices for room accommodation and services/procedure
14. Terms of payment including acceptance of CIGNA and other health insurance cards

There will not be any reimbursement for any costs incurred by the organizations in the preparation or submission of their respective EOI documents. Submission and development costs are expected to be borne by the respective organizations

**Submission details**

All EOI documents and queries in response to this Expression of Interest shall be submitted to the following address by 9<sup>th</sup> October 2019.

**Re-EOI/FJI/02/2019**

Mr. Vimal Pillay  
Procurement Associate  
UNDP Pacific Office in Fiji  
Email: [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org)  
Contact: 679-3227716

EOI from suppliers failing to provide the requested information will be disregarded. Invitations to bid and any subsequent purchase order will be issued in accordance with the rule and procedures of UNDP

This EOI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds. Submission of the EOI does not constitute an obligation by UNDP to include your company in this specific procurement exercise, neither does it assure that a respective tender exercise will be undertaken in due course.