



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE #2020-04-GF

Date: 15 January 2020

Deadline for Submission	Please see more details on e-tendering: https://etendering.partneragencies.org/
Allowable Manner of Submitting Proposals	<p>e-Tendering Site address: https://etendering.partneragencies.org/</p> <p>Business Unit: KGZ10 Event ID: 2020-04</p> <p>Guide for Bidders is available on https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Information for electronic submission through eTendering	<p>No hard copy or email submissions will be accepted by UNDP/</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p> <p>Contact Details for submitting clarifications/questions: E-mail address: psm.kg@undp.org</p> <p>Please note that when uploading files, the following restrictions and specifications must be followed:</p> <ul style="list-style-type: none"> • File name can only contain 60 characters. • File name and description cannot contain special characters and letters from other alphabets. It should only contain letters from the English alphabet. • If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB. • Please read the solicitation documents of the event carefully to ensure that you are meeting the event requirements for document submission. There may be restrictions on the size and format of the uploaded files.
Documents to be included in proposal	<ul style="list-style-type: none"> • Proposal: Resume/CV (including past experience in similar projects) • Signed confirmation of interest and submission of financial proposal form (the form is attached), - Annex 3, Financial Proposal Form • Copy of ID (passport) • Copy of Diploma and required certificates • Two recommendation letters (valid only for 2 years from the date of issuance)

TERMS OF REFERENCE

for the National Expert/Coordinator of the system for transporting biological material and anti-TB drugs in the Kyrgyz Republic, tuberculosis component

Project name	Effective control of tuberculosis and HIV in the Kyrgyz Republic
Short name for the position:	National Expert/Coordinator of the system for transporting biological material and anti-TB drugs in the Kyrgyz Republic, tuberculosis component.
Place of work:	Bishkek city with visits to the regions of Kyrgyzstan (Batken, Osh, Jalalabad, Chui, Talas, Naryn and Issyk-Kul regions).
Type of contract:	Individual contract
Duration:	72 effective working days (January-December 2020)

JUSTIFICATION

The Kyrgyz Republic is a country with a high burden of tuberculosis. One of the priority tasks in the organization of anti-tuberculosis care is to strengthen primary health care to provide quality services to TB patients in outpatient settings. Since January 2011, by decision of the Country Coordinating Committee (CCC) and the Global Fund to Fight AIDS, Tuberculosis and Malaria (GF), the United Nations Development Programme (UNDP) in the Kyrgyz Republic (KR) has been the Principal Recipient (PR) of the GF grant on tuberculosis (TB).

Introduction of modern technologies for laboratory diagnostics of tuberculosis Xpert MTB/RIF, testing on Hain have created new challenges for the health care system and the need to ensure access and coverage. Accelerated methods provide an opportunity for early initiation of treatment and the establishment of an uninterrupted supply of medicines to the health care organization. The goal of the GF funding project is to reduce the burden of TB and HIV infections in the Kyrgyz Republic by ensuring universal access to timely and quality diagnosis and treatment of TB, implementing measures to prevent HIV among key populations based on evidence-based medicine, providing PLHIV with treatment, medical care and other types of assistance, creating an enabling environment and ensuring the sustainability of programs.

In July 2019, a transport system was introduced in Chui, Talas, Naryn, Issyk-Kul and Batken regions for the delivery of biological material from the district level to the regional and national level, as well as the delivery of anti-tuberculosis drugs from the regional level to the district level. For this purpose, a lot of work was done in the creation of the team, which included the National, regional and district levels, consultants/trainers were hired, laboratory service specialists, primary health care nurses were trained, and responsible persons were appointed and approved for the implementation of the transport system at all levels. In particular, UNDP included in the Agreement with RCTC regional coordinators responsible for organization and monitoring of transportation of biological materials and antituberculosis drugs at the RCTC level, hired a transport company and consultants/trainers. Training sessions were conducted with the PHC and RCTC officials, containers for biological material transportation were purchased and distributed, and basic analysis of TB patients was conducted. In Jalalabad and Osh regions, the transport system was not implemented for a number of technical reasons, but the activities described above were all implemented.

At present, a number of problems remain: establishment of interaction systems between the tuberculosis service, the primary link and the transport company, qualitative monitoring and evaluation, adjustment of the transport system and elimination of arising problems during transportation, as well as introduction of the transport system in Jalalabad and Osh regions, creation of mechanisms for transportation of biological materials by airlines.

In order to organize and operate the transport system efficiently, it is necessary to hire a Transport System Coordinator who will coordinate all involved parties (including consultants), provide technical assistance in capacity building of the involved specialists and coordinate the overall monitoring of the effective implementation of the transport system in the country and create conditions for close cooperation of all involved parties.

GOAL

Under the direct supervision of the UNDP/GF Tuberculosis Component Project Programme Specialist, the National Expert/Coordinator of the Biological Material and Anti-Tuberculosis Drug Transportation System in the Kyrgyz Republic will coordinate all involved parties (MoH, NCF, heads of the FPC, international and non-governmental organizations, transport company, including consultants), provide technical assistance in capacity building of the involved specialists and coordinate the overall monitoring of the effective implementation of the transport system. Assist the consultant and regional tuberculosis control centres to Jalalabad and Osh cities to introduce the transportation of biological material from rayon to regional levels, delivery of TB medicines from regional to rayon level and delivery of biological material by airlines to the national level, in order to improve access to quality TB diagnostics and treatment in all regions of the

Kyrgyz Republic.

DUTIES

Programme activities related to monitoring, evaluation and adjustment of the biological material transport system will be implemented at three levels of health care:

- First - the district level (from groups of family doctors (GFDs), feldsher-obstetric centers (FOCs) to the district Center for Family Medicine)
- Second - the regional level (from the district Family Medicine Center (FMC) to the FMC with GeneXpert and to regional structures)
- Third is the republican level (from the district FMC and regional structures to the National and Interregional reference laboratories where drug sensitivity tests (DST) and molecular genetic tests such as Xpert MTB / RIF, GenoType MTB DR plus, GenoType MTBDR sl) are conducted.

The key stakeholders for the implementation of this statement of work are the following:

- Transport company;
- Healthcare organizations of the national level: NCP, NRL, transport company, contact persons - republican coordinators on implementation of the transport system from NCIE of NCP and NRL of NCP, head of the transport company;
- Healthcare organizations of the regions: 7 regional TB control centers, contact persons - heads of RCTC, regional coordinators of transport system implementation from M&E department and RCTC laboratory;
- Healthcare organizations at the district level: 51 district and city FMCs, contact persons - FMC leaders.

Within the framework of this Terms of Reference, the coordinator of the transportation system in the Kyrgyz Republic will perform the following tasks:

1. Coordinates the implementation of the transport system throughout the country:
 - 1.1. Together with consultants, monthly develops quarterly monitoring work plans with identification of problem areas to strengthen their potential;
 - 1.2. Receives and approves reports from 2 consultants on the implementation of the transport system;
 - 1.3. Conducts reconciliation and approves the documents of the transport company for payment to UNDP on a monthly basis no later than the 7th day of the following month;
 - 1.4. Accepts and approves quarterly reports of all TSBC specialists involved in the transport system and sends them to UNDP no later than the 10th day of the next quarter.
2. **Evaluate** the work of the national, regional and district levels **related to the implementation and efficient operation of the transport system:**
 - 2.1. Hold four meetings with stakeholders (NCF, UNDP, etc.) to provide information on the transport system, identify problems and address deficiencies. Provide analysis of weaknesses and strengths of RCTC, FMC, transport company when implementing the transport system. Provide information on the implementation of the Concept of implementation of the transport system at the first level (ensuring the transportation of biological material from FMS/FDG to the district level at the expense of the state budget);
 - 2.2. To coordinate the activities between the entities involved in the transportation of pathological material and the transfer of test results: NRL, FMC, laboratories and transport company;
 - 2.3. Analyse the implementation of the MoH order on the introduction of transportation of biological material and anti-tuberculosis drugs, and provide a delivery mechanism at the primary health care level.
3. Carry out **monitoring visits in accordance with the schedule to Talas, Naryn, Issyk-Kul, Batken, Osh, Jalalabad and Chui regions** in order to assess the implementation of the system of transportation of pathological material: monitoring includes the collection of follow-up data on indicators, assessment of the work of all parties involved and, if necessary, adjustment of procedures and processes.
4. Carry out a subsequent assessment¹ of the TB diagnostic situation, including the collection of data on indicators (Table 1) in the context of all regions of the Kyrgyz Republic.
5. Prepare **four reports on the work done**, the implementation process, results achieved, risks, and recommendations for improvement and risk reduction.

Table 1

Indicators to assess the implementation of the pathological material transportation system

¹ The baseline assessment was conducted in 2019 within the framework of the UNDP project "Effective Control of HIV Infection and Tuberculosis in the Kyrgyz Republic" and implementation of the individual contract Consultant/trainer on implementation of the transport system in the northern region of the Kyrgyz Republic from July 18 to December 31, 2019.

	Indicator	Targets: 2019-2020				
		4 q 2019	1 q 2020	2 q 2020	3 q 2020	4 q 2020
1	Percentage/ proportion of bacteriologically confirmed cases (any of the laboratory methods; microscopy, Xpert, sowing, Hein, DST) among pulmonary TB	70%	80%	80%	80%	80%
2	% of pulmonary TB cases resulting in DST	70%	75%	75%	75%	75%
3	Number of sputum samples sent to Genexpert for examination	>15% of the baseline	>20% of the baseline	>25% of the baseline	>30% of the baseline	>35% of the baseline

EXPECTED RESULTS

No	Result	Period of execution	Payment structure (%)
1	Report on the results of the work for the 1st quarter of 2020, agreed with the UNDP/GF program specialist, confirmed by the coordinator of the transportation system, and approved by the deputy manager/project manager of UNDP/GF includes: 1. Quarterly work plans for monitoring and identification of problem areas to strengthen their capacity; 2. Approved reports of 2 consultants on the implementation of the transport system; 3. Copies of documents of the transport company for payment to UNDP (not less than 2 for the reporting period and not later than on the 7th day of the next month); 4. Approved reports of all RCTC specialists involved in the transport system operation (not later than on the 10th day of the next quarter); 5. Minutes of meetings with stakeholders (NCF, UNDP, etc.); 6. Assessment of TB diagnostics situation, including collection of data on indicators (Table 1) in the context of all regions of the Kyrgyz Republic.	18 working days. Not later than April 15, 2020	25 %
2	Report on the results of the work for the 2nd quarter of 2020, agreed with the UNDP/GF program specialist, confirmed by the coordinator of the transportation system, and approved by the deputy manager/project manager of UNDP/GF includes: 7. Quarterly work plans for monitoring and identification of problem areas to strengthen their capacity; 8. Approved reports of 2 consultants on the implementation of the transport system; 9. Copies of documents of the transport company for payment to UNDP (not less than 2 for the reporting period and not later than on the 7th day of the next month); 10. Approved reports of all RCTC specialists involved in the transport system operation (not later than on the 10th day of the next quarter); 11. Minutes of meetings with stakeholders (NCF, UNDP, etc.); 12. Assessment of TB diagnostics situation, including collection of data on indicators (Table 1) in the context of all regions of the Kyrgyz Republic.	18 working days. Not later than July 15, 2020	25%
3	Report on the results of the work for the 3rd quarter of 2020, agreed with the UNDP/GF program specialist, confirmed by the coordinator of the transportation system, and approved by the deputy manager/project manager of UNDP/GF includes: 13. Quarterly work plans for monitoring and identification of problem areas to strengthen their capacity; 14. Approved reports of 2 consultants on the implementation of the transport system; 15. Copies of documents of the transport company for payment to UNDP (not less than 2 for the reporting period and not later than on the 7th day of the next month);	18 working days. Not later than October 15, 2020	25 %

	16. Approved reports of all RCTC specialists involved in the transport system operation (not later than on the 10th day of the next quarter); 17. Minutes of meetings with stakeholders (NCF, UNDP, etc.); 18. Assessment of TB diagnostics situation, including collection of data on indicators (Table 1) in the context of all regions of the Kyrgyz Republic.		
4	Report on the results of the work for the 4th quarter of 2020, agreed with the UNDP/GF program specialist, confirmed by the coordinator of the transportation system, and approved by the deputy manager/project manager of UNDP/GF includes: 19. Quarterly work plans for monitoring and identification of problem areas to strengthen their capacity; 20. Approved reports of 2 consultants on the implementation of the transport system; 21. Copies of documents of the transport company for payment to UNDP (not less than 2 for the reporting period and not later than on the 7th day of the next month); 22. Approved reports of all RCTC specialists involved in the transport system operation (not later than on the 10th day of the next quarter); 23. Minutes of meetings with stakeholders (NCF, UNDP, etc.); 24. Assessment of TB diagnostics situation, including collection of data on indicators (Table 1) in the context of all regions of the Kyrgyz Republic.	18 working days. Not later than December 10, 2020	25%
	Total:	72 working days	100%

REPORTING REQUIREMENTS

Payment to the consultant will be made upon submission of quarterly reports (no later than the 15th day of the next month) in an agreed format, based on the results achieved, as well as reflecting all actions taken to implement the terms of reference. The reports will be submitted according to the established schedule agreed upon by the UNDP/GF programme specialist, confirmed by the coordinator of the transport system monitoring, evaluation and adjustment consultants, and approved by the UNDP/GF Deputy Project Manager/Project Manager.

In the event of a delay in the execution of the terms of reference, the tasks are to be completed in the next quarter, and payment for the current quarter will also be carried forward to the next quarter.

The Consultant shall submit a report to the UNDP in the form and content acceptable to the UNDP within fifteen (15) days after the end of each of the periods (except December to 10th) specified in the Terms of Reference.

In the event of force majeure circumstances, the Consultant is thus unable to fulfil all or part of its obligations and fulfil its obligations under this Terms of Reference, the Consultant shall notify the UNDP in writing of the circumstances, the UNDP shall in turn consult and, if necessary, terminate the contract. In the event of termination of the contract, the UNDP shall indemnify the Consultant only for expenses incurred to carry out the Activities in accordance with the terms and conditions of this ToR.

THE CONTENT OF THE PRICE OFFER AND THE STRUCTURE OF THE PAYMENT

The contract is based on the lump sum paid

The financial proposal should contain the total amount to be paid in a lump sum and the terms of payment for specific and comparable (quantitative and qualitative) results. Payments should be based on the result, i.e. the provision of services specified in the ToR. In order to assist the requested entity in comparing the financial proposals, the financial proposal will include a breakdown of the lump sum payable (daily fee, transport costs, daily subsistence allowance).

For local contractors in Kyrgyzstan, UNDP will pay in Kyrgyz Soms based on the UN operational rate of exchange. The UN operational rate of exchange is publicly available at the following link: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

Preferred supply currency: Kyrgyz Som (KGS).

QUALIFICATION REQUIREMENTS

- At least Bachelor degree in medicine;
- Experience in the field of organization and implementation of systems of transportation of biomaterials and anti-tuberculosis drugs;
- Experience in the development and approval of regulatory legal acts within the transport system at different levels of health care;
- Experience in conducting training/training within the transport system or restructuring of the TB service;
- Fluency in Russian and Kyrgyz is mandatory.

SAFETY REQUIREMENTS

The Consultant must complete a BSAFE safety course before traveling.

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONSULTANTS

Conclusion on health/ fitness for work

Consultants whose work involves official travel and who are over 65 years of age must undergo a full medical examination, including X-rays, at their own expense and obtain a medical certificate from a UN-approved physician before commencing work. However, this is not a requirement for RLA contract holders.

Where there is no UN office or UN-approved doctor, the consultant may select the doctor to obtain a health certificate prior to going to the place of work or returning home, or to travel on business

TRAVEL REQUIREMENTS

Place of work: Bishkek city with visits to Batken, Jalalabad, Osh, Issyk-Kul, Naryn, Talas and Chui regions.

All travel related costs should be included in the financial proposal. In the case of unforeseen expenses, these should be agreed before they are incurred, only then can they be reimbursed.

Table 2

Distribution of working days with departure from Bishkek

	1 quarter	2 quarter	3 quarter	4 quarter	Total:
Bishkek	4	4	4	4	16
Batken	2	2	2	2	8
Jalalabad	3	3	3	3	12
Osh	3	3	3	3	12
Naryn	2	2	2	2	8
Issyk-Kul	2	2	2	2	8
Talas	2	2	2	2	8
Total:	18	18	18	18	72

UNDP CONTRIBUTION

- ✓ Not provided.
- ✓ No security fee is charged.

EVALUATION

Offerors will be evaluated based on the methodology of cumulative analysis

The award of the contract of individual consultant should be made to the person 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 present TOR in order to determine whether they are compliant/non-compliant.

Eligibility Criteria

1	At least bachelor degree in medicine
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2nd stage: Technical Evaluation of technical proposals – desk review.

Short-listed candidates will be evaluated based on the following criteria:

Criteria	Weight	Max. Point
Technical evaluation	70%	700
Experience in the field of organization and implementation of systems of transportation of biomaterials and anti-tuberculosis drugs <i>50 points for each year, but no more than 200 points</i>		200
Experience in the development and approval of regulatory legal acts within the transport system at different levels of health care <i>50 points for each year, but no more than 200 points</i>		200
Experience in conducting training/training within the transport system or restructuring of the TB service <i>50 points for each year, but no more than 200 points</i>		200
Language skills Fluency in Russian (required) <i>41 - 50points - excellent</i> <i>31 – 40 points - very good</i> <i>21 - 30 points – good</i> <i>11 - 20 points – satisfactory</i> <i>0 – 10 points – poor</i>		50
Language skills Fluency in Kyrgyz (required) <i>41 - 50points - excellent</i> <i>31 – 40 points - very good</i> <i>21 - 30 points – good</i> <i>11 - 20 points – satisfactory</i> <i>0 – 10 points – poor</i>		50
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation		
Financial	30%	300

3rd stage: Financial evaluation (according to the method described above)

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

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

Approved by

Project Manager UNDP\GF	Signature	Date
Inga Babicheva on behalf of Programme Manager	<i>Inga Babicheva</i>	15 January 2020