



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE #2020-06

**Date: 17 January 2020**

Deadline for Submission	Please see more details on e-tendering: <a href="https://etendering.partneragencies.org/">https://etendering.partneragencies.org/</a>
Allowable Manner of Submitting Proposals	<p>e-Tendering Site address: <a href="https://etendering.partneragencies.org/">https://etendering.partneragencies.org/</a></p> <p>Business Unit: <b>KGZ10</b> Event ID: <b>2020-06</b></p> <p>Guide for Bidders is available on <a href="https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p> <p>Contact Details for submitting clarifications/questions: E-mail address: <a href="mailto:psm.kg@undp.org">psm.kg@undp.org</a></p> <p>Please note that when uploading files, the following restrictions and specifications must be followed:</p> <ul style="list-style-type: none"> <li>• File name can only contain 60 characters.</li> <li>• File name and description cannot contain special characters and letters from other alphabets. It should only contain letters from the English alphabet.</li> <li>• 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.</li> <li>• 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.</li> </ul>
Documents to be included in proposal	<ul style="list-style-type: none"> <li>• Proposal: Resume/CV (including past experience in similar projects)</li> <li>• Signed confirmation of interest and submission of financial proposal form (the form is attached), - Annex 3, Financial Proposal Form</li> <li>• Copy of ID (passport)</li> <li>• Copy of Diploma and required certificates</li> </ul>

**TERMS OF REFERENCE**

for a Consultant to monitor, evaluate and adjust the system of transportation of biological material and anti-tuberculosis drugs in the northern region of the Kyrgyz Republic (Talas, Naryn, Issyk-Kul and Chui oblasts), tuberculosis component.

<b>Project name</b>	Effective control of tuberculosis and HIV in the Kyrgyz Republic
<b>Short name for the position:</b>	Consultant on monitoring, evaluation and adjustment of the system of transportation of biological material and anti-tuberculosis drugs in the northern region of the Kyrgyz Republic (Talas, Naryn, Issyk-Kul and Chui oblasts), tuberculosis component.
<b>Place of work:</b>	Bishkek city with visits to the regions of Kyrgyzstan (Talas, Naryn, Issyk-Kul and Chui oblasts)
<b>Type of contract:</b>	Individual contract
<b>Duration:</b>	68 effective working days (January-December 2020)

**JUSTIFICATION**

The Kyrgyz Republic is a country with a high burden of tuberculosis. One of the priorities in organizing TB care is the strengthening of primary health care to provide quality services for outpatients with tuberculosis. Starting from the January 2011, upon the decision of Country Coordinating Mechanism (CCM) and Global Fund to Fight AIDs, Tuberculosis and Malaria (GF), United Nations Development Programme in Kyrgyzstan has become the Principle Recipient (PR) of TB grant from the Global Fund.

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 objective of the GF project is to reduce HIV and TB burden in Kyrgyzstan through ensuring universal access to timely and quality TB diagnosis and treatment, implementing evidence based HIV preventive activities focused primarily on key affected populations, providing treatment, care and support to PLHIV, creating enabling environment and ensuring programs sustainability.

In July 2019, a transport system was introduced in Chui, Talas, Naryn, Issyk-Kul and Batken oblasts for the transportation of biological material from the district level to the oblast and national level, as well as the delivery of anti-tuberculosis drugs from the oblast level to the district level. For this purpose, a lot of work was done in the creation of the team, which included the National, oblast 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 OTBC oblast coordinators responsible for organization and monitoring of transportation of biological materials and anti-tuberculosis drugs at the OTBC level, hired a transport company and consultants/trainers. Training sessions were conducted with the PHC and OTBC officials, containers for biological material transportation were purchased and distributed, and basic analysis of TB patients was conducted. However, 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.

In order to organize quality work of the transport system, it is necessary to hire consultants who will provide practical and technical assistance to the oblast TB centers in monitoring, evaluation and adjustment of the implemented system of transportation of biological materials from the district level to the oblast level and further, as well as delivery of anti-tuberculosis drugs from the oblast to the district level.

**GOAL**

Under the direct supervision of the Coordinator of the transportation system and UNDP/GF TB Programme Specialist, the Consultant will provide practical and technical assistance in monitoring, evaluation and adjustment of the implemented transport system (implementation period: July-December 2019), in order to improve access to quality diagnosis and treatment of TB in Talas, Naryn, Issyk-Kul and Chui oblasts of the Kyrgyz Republic.

**DUTIES**

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

- First level - the district level (from groups of family doctors (GFD), Obstetric Points to the district Family Medicine Center)
- Second level - the oblast level (from the district Family Medicine Center (FMC) to the FMC with GeneXpert and to the oblast structures)
- Third level- the republican level (from the district FMC and oblast structures to the National and Interregional reference laboratories, where tests for drug sensitivity (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 terms of reference are the following:

- Transport company;
- Healthcare organizations at the national level: NCP, NRL, contact persons - republican coordinators for the implementation of the transport system from RCIE of NCP and NRL;
- Healthcare organizations of the oblast level: 4 oblast TB centers, contact persons - oblast coordinators on implementation of transport system from M&E department and OTBC laboratory;
- Health organizations at the district level: 25 FMC of districts and cities, contact persons - managers, TB doctors, family practitioners, nurse and laboratory specialists of FMC.

As part of this ToR, the Consultant will perform the following tasks:

1. Carry out quarterly monitoring visits (4 monitoring visits to each oblast) according to the list, key stakeholders and workday allocation tables with visits to Talas, Naryn, Issyk-Kul and Chui oblasts of the Kyrgyz Republic (Table 2). Selection of sites will be determined by the Consultant in accordance with the preliminary assessment of the biological material transportation system, at least 3 districts and the oblast center within one visit;
2. Collect data and analyze the functioning and efficiency of the transport system and provide information on the following items:
  - execution of orders of the OTBC, FMC on the implementation of the transport system (availability of responsible persons and performance of duties), conduct the first level of transportation of biological material in accordance with the Concept of the mechanism of the transport system of the Ministry of Health of the Kyrgyz Republic (payment of transport costs at the level of the FMC at the expense of the state budget);
  - performance of the terms of reference by oblast coordinators on implementation of the transport system of M&E departments and laboratory of OTBC and assessment of their role and influence on the efficiency of the biological material transportation system;
  - completeness and quality of the completed supporting reporting forms at all levels of transportation;
  - performance of the terms of reference by the transport company, including coverage of the above health care organizations (HCO), frequency of collection of biological material, timeliness of delivery of biological material to the laboratory and delivery of the results to HCO, provision of necessary conditions for transportation of the biomaterial, availability of suitable personnel, timely submission of invoices for payment, etc;
  - timely transfer of laboratory results from laboratories to the district level (FMC/GFD/OP);
  - implementation of a diagnostic algorithm and monitoring of treatment efficacy at the primary health care level, including the number of diagnostic samples and chemotherapy control samples, the number and training of personnel involved in the work, and the provision of conditions for sputum collection, packaging and transportation.
3. Conduct a follow-up assessment<sup>1</sup> of the TB diagnostic situation, including the collection of data on indicators (Table 1) in all districts of Talas, Naryn, Issyk-Kul and Chui oblasts.
4. Prepare 4 progress reports, including an analytical report on the functioning and efficiency of the transport system, information on the achievement of target indicators, results and risks, as well as recommendations for further transportation of biological material with a gradual transition to government financing.

**Table 1**  
**Indicators to assess the implementation of the pathological material transport system**

	Indicator	Targets: 2019-2020				
		4Q 2019	1Q 2020	2Q 2020	3Q 2020	4Q 2020
1	Percentage/ proportion of bacteriologically confirmed cases (any of the laboratory methods; microscopy, Xpert, seeding, Hein, DST) among pulmonary TB	70%	80%	80%	80%	80%
2	% of pulmonary TB cases which have DST result	70%	75%	75%	75%	75%

<sup>1</sup> The baseline assessment was conducted in 2019 within the framework of the UNDP project "Effective HIV and Tuberculosis control project 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.

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
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#### EXPECTED RESULTS

No	Result	Period of execution	Payment structure (%)
1	<p>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/ manager of the UNDP/GF project includes:</p> <p>1. Analysis of the functioning and efficiency of the transport system, providing information on the following items:</p> <ul style="list-style-type: none"> <li>• execution of orders of OTBC, FMC for the implementation of the transport system;</li> <li>• evaluation of the role of oblast coordinators for the implementation of the transport system of M&amp;E department and OTBC laboratory;</li> <li>• completeness and quality of completed accompanying accounting and reporting forms at all levels of transportation;</li> <li>• performance of the terms of reference by the transport company;</li> <li>• timely transfer of laboratory research results from laboratories to the district level (FMC/GFD/OP);</li> <li>• implementation of the diagnostic algorithm and monitoring of treatment efficiency at the primary health care level</li> </ul> <p>2. Follow-up assessment of TB diagnosis, including data collection and indicator analysis (Table 1) in all districts of Talas, Naryn, Issyk-Kul and Chui oblasts.</p> <p>3. Recommendations for further implementation of biological material transportation with gradual transition to government financing.</p>	<p>17 working days.</p> <p>Not later than April 15, 2020</p>	25 %
2	<p>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/ manager of the UNDP/GF project includes:</p> <p>1. Analysis of the functioning and efficiency of the transport system, providing information on the following items:</p> <ul style="list-style-type: none"> <li>• execution of orders of OTBC, FMC for the implementation of the transport system;</li> <li>• evaluation of the role of oblast coordinators for the implementation of the transport system of M&amp;E department and OTBC laboratory;</li> <li>• completeness and quality of completed accompanying accounting and reporting forms at all levels of transportation;</li> <li>• performance of the terms of reference by the transport company;</li> <li>• timely transfer of laboratory research results from laboratories to the district level (FMC/GFD/OP);</li> <li>• implementation of the diagnostic algorithm and monitoring of treatment efficiency at the primary health care level.</li> </ul> <p>2. Follow-up assessment of TB diagnosis, including data collection and indicator analysis (Table 1) in all districts of Talas, Naryn, Issyk-Kul and Chui oblasts.</p> <p>3. Recommendations for further implementation of biological material transportation with gradual transition to government financing.</p>	<p>17 working days.</p> <p>Not later than July 15, 2020</p>	25%
3	<p>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/ manager of the UNDP/GF project includes:</p> <p>1. Analysis of the functioning and efficiency of the transport system, providing information on the following items:</p>	<p>17 working days.</p> <p>Not later than</p>	25 %

	<ul style="list-style-type: none"> <li>• execution of orders of OTBC, FMC for the implementation of the transport system;</li> <li>• evaluation of the role of oblast coordinators for the implementation of the transport system of M&amp;E department and OTBC laboratory;</li> <li>• completeness and quality of completed accompanying accounting and reporting forms at all levels of transportation;</li> <li>• performance of the terms of reference by the transport company;</li> <li>• timely transfer of laboratory research results from laboratories to the district level (FMC/GFD/OP);</li> <li>• implementation of the diagnostic algorithm and monitoring of treatment efficiency at the primary health care level.</li> </ul> <p>2. Follow-up assessment of TB diagnosis, including data collection and indicator analysis (Table 1) in all districts of Talas, Naryn, Issyk-Kul and Chui oblasts.</p> <p>3. Recommendations for further implementation of biological material transportation with gradual transition to government financing.</p>	October 15, 2020	
4	<p>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/ manager of the UNDP/GF project includes:</p> <p>1. Analysis of the functioning and efficiency of the transport system, providing information on the following items:</p> <ul style="list-style-type: none"> <li>• execution of orders of OTBC, FMC for the implementation of the transport system;</li> <li>• evaluation of the role of oblast coordinators for the implementation of the transport system of M&amp;E department and OTBC laboratory;</li> <li>• completeness and quality of completed accompanying accounting and reporting forms at all levels of transportation;</li> <li>• performance of the terms of reference by the transport company;</li> <li>• timely transfer of laboratory research results from laboratories to the district level (FMC/GFD/OP);</li> <li>• implementation of the diagnostic algorithm and monitoring of treatment efficiency at the primary health care level.</li> </ul> <p>2. Follow-up assessment of TB diagnosis, including data collection and indicator analysis (Table 1) in all districts of Talas, Naryn, Issyk-Kul and Chui oblasts.</p> <p>3. Recommendations for further implementation of biological material transportation with gradual transition to government financing.</p>	17 working days.  Not later than December 10, 2020	25%
	Total:	68 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 deputy manager/ manager of the UNDP/GF project.

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 for December before 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, UNDP shall in turn consult and, if necessary, terminate the contract. In the event of termination of the contract, the UNDP shall reimburse 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's degree in medicine;
- Experience in the field of implementation of systems of transportation of biomaterials and anti-tuberculosis drugs;
- Experience in training of medical workers, monitoring and analysis within the transport system;
- Fluency in Russian and Kyrgyz languages 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 Talas, Naryn, Issyk-Kul and Chui oblasts.

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:
<b>Bishkek</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>16</b>
<b>Talas</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>
<b>Naryn</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>
<b>Karakol</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>
<b>Chui</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>16</b>
<b>Total:</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>68</b>

#### 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**

**1<sup>st</sup> 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's degree in medicine

**2<sup>nd</sup> stage: Technical Evaluation** of technical proposals – desk review.

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

Criteria	Weight	Max. Point
<b>Technical evaluation</b>	<b>70%</b>	<b>700</b>
Experience in the field of implementation of systems of transportation of biomaterials and anti-tuberculosis drugs; <i>100 points for each year, but no more than 300 points</i>		300
Experience in training of medical workers, monitoring and analysis within the transport system; <i>100 points for each year, but no more than 300 points</i>		300
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		
<b>Financial</b>	<b>30%</b>	<b>300</b>

**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**

UNDP Project Manager	Signature
Ms. Inga Babicheva on behalf of Programme Manager	<i>Inga Babicheva</i>