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G H A N A

TERMS OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	Recruitment of Individual Consultant to develop technical specifications for CHPS medical equipment and Mobile Laboratories.
Consultant Level:	Senior Consultant
Duty Station:	Home-based
Expected Places of Travel:	Paga, Aflao, Elubo and Tema
Duration:	20 working days (within six months)
Expected Start Date:	1 June 2021

I. BACKGROUND

COVID-19 was declared a global pandemic by the World Health Organization (WHO) in March 2020. Since then, COVID-19 has affected practically all countries with very few exceptions. As at 3 May 2021, there were over 150 million cases and over 3 million deaths globally¹. The first confirmed COVID-19 case in Ghana, was reported in March 2020 and as at 3 May 2021, over 90,000 cases had been reported. COVID-19 has disrupted almost all aspects of life including, livelihoods, economies, public health system etc. A recent WHO survey revealed that COVID-19 has partially or completely disrupted health services in many countries.²

Disruption of health services affects all persons but especially the most vulnerable including women and children. COVID-19 has also exposed, and in some instances magnified already existing vulnerabilities for persons living with HIV and persons living with NCDs. The global COVID-19 pandemic has also revealed the need to strengthen national and local capacities to respond effectively to health emergencies. Although COVID-19 remains a threat, supporting the continuity of essential health services to tackle malaria, (AIDS, tuberculosis, and neglected tropical diseases (NTDs), will be critical if Ghana is to attain the SDG3 goals of ending these epidemics by 2030.

¹ [WHO Coronavirus Disease \(COVID-19\) Dashboard | WHO Coronavirus Disease \(COVID-19\) Dashboard](#)

² <https://www.who.int/news-room/detail/01-06-2020-covid-19-significantly-impacts-health-services-for-noncommunicable-diseases>

Recognizing the singular importance of supporting the country's effort towards the continuity of essential health services during this pandemic, UNDP Ghana with funding from the Government of Japan is implementing a project aimed at **'strengthening community health system to support the continuity of essential services for the vulnerable during and post COVID-19' pandemic.**

The project will focus on strengthening the capacities of communities and vulnerable groups such as women, children, persons living with HIV, persons living with NCDs and slum dwellers for the uptake of health services during and post COVID-19 pandemic, whilst strengthening the capacities of health facilities to continue essential service provision and management of COVID-19 and future pandemics.

Key objectives of this project include the provision of relevant medical equipment for five selected Urban CHPS/Health care facilities in Accra and Mobile laboratories for four points of entries (Paga, Aflao, Elubo and Tema).

UNDP Ghana is thus seeking an individual consultant to support the development of technical specifications for the procurement of medical equipment for the selected Urban CHPS and mobile laboratories for the identified points of entries.

II. SCOPE OF THE WORK

The consultant in consultation with UNDP and the Ghana Health Service (GHS) will perform the following tasks.

- Review the equipment needs of the selected Urban CHPS/healthcare facilities and in consultation with relevant staff of the GHS and UNDP provide advice on the best technical solutions to meet the identified needs.
- Draft the technical specifications for the medical equipment to be procured for the Urban CHPS, considering the needs and technical possibilities.
- Work with GHS and NMIMR to assess the laboratory needs at the selected points of entries (Paga, Elubo, Aflao and Tema) and develop the technical specifications for the mobile labs that fits the identified needs and quality including latest technology and price expectations.
- Carry out a market analysis in order to identify the potential suppliers (the leading producers /distributors) of the needed medical equipment and mobile laboratories.
- Assist in preparation of tender documentation and participate in evaluation of the bids.
- Produce a quality assurance report after procurement and installation of equipment; including information about reliability, quality, performance and maintenance requirements of the equipment supplied by the selected vendor.

III. EXPECTED OUTPUTS AND DELIVERABLES

Deliverables	Duration	Review and approval
Submission of Technical specification for the medical equipment and mobile laboratories (as part of the tender documents) and participation in technical evaluation of bids and procurement process by June 30, 2021	10 working days	HIV, Health and Development Programme Specialist-UNDP
Submission of a quality assurance report after procurement and installation of equipment; including information about reliability, quality, performance and maintenance requirements of the equipment supplied by the selected vendor by November 30, 2021.	10 working days	HIV, Health and Development Programme Specialist-UNDP

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will be supervised by the HIV, Health and Development Programme Specialist- at the UNDP Country Office; Payments will be made upon satisfactory delivery of outputs, certification of payment form, and acceptance and confirmation by UNDP, and GHS on outputs satisfactorily delivered.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment.
- The consultant will be responsible for providing her/his own working station (i.e. secretariat, laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection.
- The consultant is expected to be available for consultations and be in reliable email contact for a set number of hours that align with Government/UNDP business hours.

VI. DURATION OF THE WORK

This assignment is expected to last for 20 working days between 1 June -30 November 2021.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Education:

University Bachelors' degree in Science or in one of the related fields including Medical IT architecture, Digital Technology.

Experience:

- Experience in developing technical specifications for medical equipment including laboratory equipment.
- At least 5 years' experience in managing technical issues related to medical laboratory equipment.
- Experience and knowledge of international tenders' basic principles and procedures
- Previous relevant work experience with the UN or other international organizations is an asset.

Language:

- Excellent knowledge of English.
- Capacity to communicate fluently with different stakeholders

Core Competencies:

- **Professionalism:** Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively and demonstrates openness in sharing information and keeping people informed.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed work deliverables for the assignment; identifies priority activities and allocates appropriate amount of time and resources for completing work; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules.
- Excellent written and communication skills
- Must be a computer literate
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

As per the Invitation to Submit an offer, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence	70%	100
Educational qualifications		10
Experience in developing technical specifications for medical equipment including laboratory equipment		30
Experience and knowledge of international tenders` basic principles and procedures		20
Previous relevant work experience demonstrated with samples accomplished		10
Financial (Lower Offer/Offer*100)	30%	100
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Payment Schedules (Payment Trenches)	Deliverables	Approval should be obtained from	Percentage of Payment
First payment	Submission of Technical specification for the medical equipment and mobile laboratory and participation in technical evaluation of bids and procurement process by June 30, 2021	UNDP/GHS/	50 %
Final payment	Submission of a quality assurance report after procurement and installation of	UNDP/GHS/NMIMR	50%

	equipment; including information about reliability, quality, performance and maintenance requirements of the equipment supplied by the selected vendor by November 30, 2021.		
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X. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

This TOR is approved by:

Name: Jennifer Asuako

Designation: Actg. Head of Democratic Governance and Peace Building Cluster

Signature:

Jennifer Asuako

Date Signed:

07-May-2021

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