

Terms of Reference

Short Term Consultant

Unit: UN clinic Yangon

Post Title Medical Administrator

Duration: Initially for 3 months with provision of extension based on

COVID situation review and necessity of assessment.

Planned timelines

Start date 1 October 2021

End date 31 December 2021

This consultancy is requested by:

Unit: UN Clinic Yangon

I. Background

Considering a significant rise of COVID cases among UN personnel & dependents in current Covid-19 3rd spikes in Myanmar, it is important to strengthen UN Clinic Yangon capacity to maintain the current level of health service provisions and to cope with increasing workloads.

In addition, the capacity of public & private health facilities for Covid-19 case management is seriously curtailed. While there is an extremely limited access to medical facilities including referral & oxygen supply as well as the overwhelmed private health facilities, UN Clinic has been managing Covid-19 related cases as per UN model of care and facilitating severe Covid-19 cases in coordination with UN Medevac cell for Covid-19 medevac.

Moreover, the UN Clinic in Myanmar is part of the leading task force to carry out Covid-19 preparation activities such as UN Covid-19 Call Center, oxygen concentrator allocation and utilization. Last but not least, routine UN Clinic's services (Primary clinical care, Occupational health services are continuously being provided to UN personnel & eligible dependents.

To strengthen the critical tasks of UN Clinic during such health crisis and critical period, an additional medical administrator with requisite public health experiences is being considered. This will ensure continuity of health services for UN staffs as well as their eligible dependents and responsiveness of growing demand for services, support and information related to COVID-19 outbreak.

The proposed medical administrator position will be recruited through prevailing procedures of UNDP, e.g., individual consultancy contract or any other appropriate mechanism. The medical administrator will perform the functions under close supervision and day-to-day technical and administrative guidance of UN Clinic Physician & UN Clinic Medical Officer, Myanmar.

II. Functions/Key results expected

Within delegated authority, the medical administrator shall perform following duties under the direct supervision and day-to-day technical guidance of UN Clinic Physician & UN Clinic Medical Officer.

- Attends UN Clinic duty on a full-time basis

- Assists the UN Clinic Physician and UN Clinic Medical Officer in the performance of his/her Covid-19 related duties
- Responds to emergency calls during outside office hours as necessary and assists Medical Doctors in providing adequate health care
- Supports UN clinic in strengthening of appropriate Covid-19 preparedness and activities,
 - o Maintains liaison with Ministry of Health & Sport, UN Medical HQ and WHO for updated information on Covid-19, designated health facilities for case management and referral of Covid-19 related cases
 - o Advises on Covid-19 related preventive measures, self-isolation guidelines and self-monitoring measures for Covid-19 related cases
 - o Assists UN Clinic Physician and UN Clinic Medical Officer in Covid-19 preparedness activities (UN Covid-19 call center, oxygen concentrator allocation and utilization, etc)
 - o Supports UN Clinic Physician and UN Clinic Medical Officer in management of Covid-19 related case as per UN Model of Care
 - o Tracks the Covid-19 related cases and reports to UN Clinic Physician and UN Clinic Medical Officer on daily basis and as required
 - o Maintains coordination with Covid-19 focal points of all UN agencies and ensures updated and standardized information related to Covid-19 prevention, management including any psychological support
 - o Supports the development of guidance document for Covid-19 related medevac appropriate for Myanmar context (keeping HQ document as reference)
 - o Strengthens health education and health promotion programs incorporated with Covid-19 related health messages
 - o Maintains a data base for Covid-19 cases among UN personnel and eligible dependents
 - o Ensures effective liaison between patient and private doctor, and reports UN Clinic doctors as appropriated
 - o Facilitates referral to designated government health facilities or an appropriate physician/specialist, designated private health facilities as required
- Supports UN Clinic Physician and UN Clinic Medical Officer on COVID-19 Medevac cases and coordinates with Headquarter/Medevac Cell upon their requests
- Performs any other duties as considered necessary by the United Nations Clinic Physician

III. Specific requirements:

Qualification required:

- University Degree in Medicine, from an accredited University (20 points)
- Valid license to practice within home country/or another national jurisdiction (20 points)

Experience required:

- Experience in computer usage/office software (such as Email, Internet, MS Word, Excel, PowerPoint, Data Base entry, etc.) (20 points)
- Minimum 3 years of relevant experience in managing communicable diseases, preferably technical supervision and administration (10 points)
- Advanced clinical knowledge and skills (10 points)

-Relevant experience in communicating and dealing with diverse population (10 points)

Language required:

-Fluency in the working language – English, both written and spoken (10 points)

Medical clearance

The selected Consultant will be expected to provide a medical certificate of fitness for work.

Place of assignment- UN Clinic Yangon, Myanmar

Scope of Price Proposal and Schedule of Payments

Payment will be made based on actual number of working days/hours (Maximum 8 hours a day for services) as certified by the supervisor.

DELIVERABLES	DUE DATE	Payment (%)
Upon satisfactory completion of <ul style="list-style-type: none">▪ Support COVID-19 cases follow up, advice and reporting of UN Clinic▪ Submit weekly Coordination Reports (4 reports) for UN COVID-19 Call Center▪ Submit weekly reports (4 reports) for utilization of Oxygen Concentrator▪ Prepare weekly report for UN COVID-19 Isolation Ward after establishment▪ Summary narrative report on regular updated information on private health facilities, COVID-19 related services	31 October 2021	33%
Upon satisfactory completion of <ul style="list-style-type: none">▪ Support COVID-19 cases follow up, advice and reporting of UN Clinic▪ Submit weekly Coordination Reports (4 reports) for UN COVID-19 Call Center▪ Submit weekly reports (4 reports) for utilization of Oxygen Concentrator▪ Prepare weekly report for UN COVID-19 Isolation Ward after establishment▪ Summary narrative report on regular updated information on private health facilities, COVID-19 related services	30 November 2021	33%
Upon satisfactory completion of <ul style="list-style-type: none">▪ Support COVID-19 cases follow up, advice and reporting of UN Clinic▪ Submit weekly Coordination Reports (4 reports) for UN COVID-19 Call Center▪ Submit weekly reports (4 reports) for utilization of Oxygen Concentrator▪ Prepare weekly report for UN COVID-19 Isolation Ward after establishment	31 December 2021	34%

▪ Summary narrative report on regular updated information on private health facilities, COVID-19 related services		
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