

TERMS OF REFERENCE
Provision of Mobile Health Clinic Services (Medical Testing and Health Check,
Awareness and Provision of Supplies) for Market Vendors at Fugalei, Taufusi and
Salelologa Markets.
RFQ2022/WSM/118

A. Project Title
Project Title: Markets for Change Project Project ID: #00131629
B. Project Description
<p>The Markets for Change (M4C) is a UN Women project in partnership with the UNDP and the governments of Fiji, Samoa, Solomon Islands and Vanuatu. Funded by the Governments of New Zealand, Australia, and Canada, it is a 5-year initiative aimed at ensuring that marketplaces in rural and urban areas in the four countries are safe, inclusive, and non-discriminatory environments, promoting gender equality and women's socio-economic empowerment.</p> <p>The Markets for Change Project focuses on four main project objectives of: Outcome 1: Inclusive, effective and representative marketplace groups are created and grow, further enabled and recognized; Outcome 2: The socioeconomic security of women market vendors is improved; Outcome 3: Local governments, market management and other decisionmakers are gender-responsive, effective and accountable to women market vendors; and Outcome 4: Physical infrastructure and operating systems are improved to make markets more gender-responsive, safer, more accessible and resilient to disaster risks and climate change. Results and lessons from the implementation of Phase I in Fiji, Solomons and Vanuatu helped to shape Phase II in those countries and Phase I in Samoa.</p> <p>The UNDP Samoa MCO is the responsible partner for the implementation and delivery of Project Outcome 2 of the Markets for Change, which focuses on the socio-economic security and rights of women market vendors.</p> <p>Under Output 2.2, increased access to financial services including access to credit, micro insurance and livelihood protection of market vendors, activity 2.2.3 aims to work in partnership with Ministry of Health, NGOs, CBOs & FBOs advocate and raise awareness on NCDs and reproductive health rights.</p> <p>This proposed activity is to implement a mobile health clinic service for the Fugalei and Taufusi markets in Upolu and Salelologa Market in Savaii. This is to provide an accessible and safe platform for market vendors to access health services that include i) testing for Non Communicable Diseases (NCDs), Sexually Transmitted Diseases (STDs) free family planning, and other health tests that could be provided for market vendors ii) access to a qualified medical nurse for provision of testing etc. ii) provision of awareness materials iii) provision of basic health supplies. This activity also aims to gauge information and data on market vendors' current access to health services and existing needs to inform better strategies and good practices to support market vendors under the Markets for Change Project.</p>
C. Scope of Work

The scope of services for this activity is;

- i. To provide and carry out a mobile health clinic service for Fugalei, Taufusi and Salelologa Markets targeting 300 market vendors in total.

The Mobile Health Clinic should provide the following services:

- i. Free health consultation (NCDs, Sexual and Reproductive Health) and testing (for NCDs, STIs, Family Planning, Covid-19 - (the clinic is to provide all testing kits for the consultations and testing)
- ii. Free health packages (hand sanitizer, box of mask, awareness materials, sanitary pads) for every market vendor who completes a consultation and/or testing.
- iii. Registered Nurse (1 minimum) and Administration Officer (1 minimum)
- iv. Booth for Testing to be Set Up for Testing and Consultation - (the clinic is to provide a set-up station (i.e., tent/vehicle) for market vendors to undergo consultation and testing in privacy).
- v. Record keeping of all market vendors who received consultation, testing and care-free packages listing demographic information such as age, gender, marital status, etc. These details will be confirmed once the procurement is awarded.

D. Expected Outputs and Deliverables

In line with the primary tasks and scope of work outlined above, the Company will be working under the direct supervision of the UNDP Assistant Resident Representative (ARR) Governance & Poverty Reduction Unit (GPRU), and work closely with the Markets for Change Project Coordinator to undertake the following outputs and deliverables effectively and efficiently within the specified timelines:

- i. To provide and carry out a mobile health clinic service for Fugalei, Taufusi and Salelologa Markets targeting 300 market vendors in total.
- ii. Submit report of services implemented and carried out, as well as confirmation of market vendors tested and consulted (with demographic information to be confirmed, names may not be required).
- iii. The activity is to be carried out in 5 days.

E. Institutional Arrangement

The organization will administratively be under the overall supervision of the Governance and Poverty Reduction (GPRU) Assistant Resident Representative (ARR) but will report directly to Project Coordinator for Markets for Change.

The company is expected to provide all the required equipment and supplies as mentioned for the health services that will be provided.

F. Duration of Work

The full scope of works for this assignment is to be completed by not exceeding 5 working days, and tentatively to be completed by the end of October, 2022.

G. Location

The organization will be based at the designated locations (Fugalei, Taufusi, Salelologa) to carry out health services to market vendors.

H. Qualifications and Experience of the Successful Organization							
<ul style="list-style-type: none"> • The Organization should have minimum 5 years' experience in delivering health-care services. • The Organization should be legally registered for operation. • The Organization should be qualified and with relevant experience to implement health care services. • The team should comprise of 1 (minimum) registered and qualified nurse for consultation and health testing having at least 5 years' experience in the field. • The team should also comprise of 1(minimum) administration officer with at least 1 year experience in administration work, finance, reporting and customer service with proficiency in Microsoft Word and Excel to provide required support implementation of this activity. • Knowledge and experience in administrative tasks, report writing and computing desired. • Excellent communication skills desired. • Proficiency in Samoan and English is required 							
I. Scope of Price Proposal and Schedule of Payment							
<p>The payment will be made in lump sum amount after the deliverables have been completed and endorsed.</p> <p>The organization is to provide a financial proposal in lump sum covering personnel, supplies and equipment costs as mentioned above in local currency only (Samoan tala - WST) and costs broken down as per the Financial Proposal template.</p>							
J.							
K. Recommended Proposal Submission							
<p>Proposals must include:</p> <ul style="list-style-type: none"> i. Annex 2 - Submission Form ii. Annex 3 - Financial form iii. Supporting documentation where applicable requested in the requirements. <p>The proposal must be submitted by 13 October 2022, 11:59pm Samoa time, to registry.ws@undp.org</p>							
L. Evaluation Criteria							
<p>The organization with the technically compliant lowest price will be awarded the contract.</p> <p>The technical compliance will be evaluated on pass/fail method meeting following minimum criteria::</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Pass/Fail</th> </tr> </thead> <tbody> <tr> <td>Does organization have minimum 5 years' experience in delivering health-care services?</td> <td></td> </tr> <tr> <td>Is the Organization legally registered for operation?</td> <td></td> </tr> </tbody> </table>		Criteria	Pass/Fail	Does organization have minimum 5 years' experience in delivering health-care services?		Is the Organization legally registered for operation?	
Criteria	Pass/Fail						
Does organization have minimum 5 years' experience in delivering health-care services?							
Is the Organization legally registered for operation?							

	Is the nurse registered and qualified for consultation and health testing having at least 5 years' experience in the field?	
	Does the team include Admin Officer with at least 1 year experience in administration work, finance, reporting and customer service with proficiency in Microsoft Word and Excel?	
	Does the organization understand the scope of work and included all the supplies and equipment in the offer?	
M. Remarks		
<p>For any queries regarding this consultancy, please send an email to</p> <p>The applicant receiving the Highest Combined Score will be awarded the contract upon acceptance of UNDP's General Terms and Conditions for Individual Contractors.</p>		
N. TOR Approval		
<p>This TOR has been approved by:</p> <p>Christina Mualia-Lima</p> <p>ARR, GPRU UNDP</p>		