

## Terms of Reference (ToR)

### Consultancy for Senior Advisor GOVT. Liaison,

RISE COVID-19 Response

Global Fund Technical Assistance

Jhpiego Bangladesh

---

### Basic Information

---

- **Title:** Senior Advisor GOVT. Liaison
- **Type of contract:** Short-term agreement (STA)
- **Duty Station:** Dhaka Based
- **Start Date:** Immediately
- **Duration of assignment:** Till 30<sup>th</sup> April 2023

### Introduction

---

RISE is a 5-year global project funded by the U.S. Agency for International Development (USAID) awarded globally to Jhpiego. RISE works with countries to achieve a shared vision of attaining and maintaining epidemic control, with stronger local partners capable of managing and achieving results through sustainable, self-reliant, and resilient health systems by 2024.

Known as C19RM, the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) COVID-19 Response Mechanism supports countries to mitigate the impact of COVID-19 on programs to fight HIV, TB, and malaria, and initiates urgent improvements in health and community systems. C19RM Global Fund Technical Assistance (GFTA) funds are meant to complement and support C19RM investments in a respective country; they are to be closely coordinated to satisfy identified needs to ensure a comprehensive approach and efficient use of resources. In Bangladesh GFATM has so far invested \$65 million, supporting the Bangladesh Government's COVID-19 response through different mechanisms. One of C19RM's supports involves installation of 29 Pressure Swing Adsorption (PSA) plants to support oxygen infrastructure in different levels of health facilities. This includes assessment of health facilities for readiness to accept these PSA plants, supporting the National Malaria Elimination Programme (NMEP) prepare for these donations, and eventually hand them over to the Hospital Services Delivery (HSD) Directorate of Directorate General of Health Services (DGHS) for operation and maintenance. This activity is supported by multiple stakeholders. United Nations Office for Project Services (UNOPS) is supporting the construction and facility support, Build Health International (BHI) is providing technical assistance in construction, USAID's the Medicines, Technologies and Pharmaceuticals Program (MTaPS) and USAID's Reaching Impact, Saturation and Epidemic Control (RISE) projects are supporting national level technical assistance to government counterparts, and different directorates of Ministry of Health and Family Welfare and other ministries would support specific needs of the activity.

### Purpose of Senior Advisor GOVT. Liaison

---

PSA plant will serve people with or without COVID 19. Ministry of Health and Family Welfare will directly work on this project. There is also a clear need to engage other ministries (Ministry of Housing

and Public Works for electrification, Ministry of Finance and Ministry of Public Administration for creation of HR positions, etc.) For coordination among these ministries Senior Advisor Govt. Liaison will be responsible.

### Duties and Responsibilities

---

- S/he will directly work with MOH&FW, specifically Directorate General of Health Services, and other related directorates to support them
- Ensure timely support for installation of these plants.
- Ensure a plan for extending the warranties for the PSA plants.
- Negotiate with PWD/PDB to install additional electrical sub-station for some of the health facilities.
- Advocate for additional fund allocation to meet operating expenditure requirements and administrative needs.
- Advocate for creation of additional posts to maintain these plants.
- Support the MOH&FW develop an appropriate Oxygen policy that harmonizes the different actors and mechanisms to provide medical
- Develop strong relationships with key external and internal stakeholders including government officials, affiliated institutes, and partners working in the oxygen ecosystem landscape in Bangladesh and beyond.
- Take on other work responsibilities from time to time as required for program implementation.
- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the program's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

### Reporting and line management

---

The consultant will work closely and under the guidance of the Country Lead, Jhpiego Bangladesh.

### List of Deliverables and tentative frequency

---

| <b>Deliverables</b>                                      | <b>Frequency</b> | <b>Total # of Unit to deliver</b> |
|--|------------------|-----------------------------------|
| Ensure installation of PSA plants                        | Facilities       | 29                                |
| Advocacy for extending the warranties for the PSA plants | Once             | By the end of project             |
| Advocacy for additional posts to maintain these plants   | Once             | By the end of project             |

|   |         |             |
|---|---------|-------------|
| Meetings between external and internal key stakeholders for ensuring coordination among everyone who works for oxygen ecosystem landscape in Bangladesh and beyond. | Monthly | By January  |
| Review guideline to incorporate policies regarding the plants   | Monthly | By February |
| Design Oxygen policy that harmonizes the different actors and mechanisms to provide medical grade oxygen  | Monthly | By April    |

### Essential Requirements and Skills

- 8-10 years professional experience in public sector, preferably Ministry of Health and Family Welfare.
- Extensive knowledge of Bangladesh public sector administration, financing and human resource planning.
- Familiarity with Health sector wide approach (SWAP) and operational plans preferred.
- Knowledge of oxygen delivery systems, methods for diagnosis, treatment guidelines and practices in Bangladesh would be preferable Good oral and written communication skills in both English & Bengali.
- Ability to work collaboratively with a multidisciplinary and multicultural group of colleagues and external stakeholders.
- Self-motivated and able to work well with minimal supervision and under pressure.
- Creative, flexible, and resourceful and able to cope with logistical challenges.
- Ability to travel anywhere within Bangladesh at a short notice.

### Qualifications

#### Education:

- Master of Science (MSc)
- Masters in Social Sciences, Business Administration, Public Health or any relevant discipline preferred.

#### Experience:

- At least 8 to 10 year(s)

### Payment & Other terms

- The aforesaid duties and responsibilities to be performed during particular dates on a regular basis every month (maximum work days 132 days). The payment will be made based on completion of monthly deliverables upon submission of monthly time-sheet and monthly activity report. All payment by Jhpiego will subject to deduction of appropriate taxes/ VATs as per prevailing Government rules. The payments will be made through cheque/EFT.
- Jhpiego will not provide any hardware/equipment/device/any kind of allowance to the consultant. Therefore, s/he must have own arrangement to carry out all assignments.

## Application requirement

---

Interested individual consultants must submit the following documents/information:

- A technical proposal (max 3-page) including work plan and short CV (max 3 page) addressing the essential competencies and skills. The technical proposal must indicate the appropriate tools/ software/ platform and approaches to be used for performing the each of the duties and responsibilities.
- Financial proposal.

## Evaluation of proposal and selection process

---

All proposals will be screened against the essential competencies and skills and qualifications stated above. The candidates fully meeting the requirements will be further evaluated based on the selection criteria below:

| Selection Criteria  | Weighted Score |
|---|----------------|
| <b>Financial Proposal</b><br>[Financial Proposal will be evaluated on inverse proportion method which means the lowest price offer will get the highest score]  | 20%            |
| <b>Technical Criteria</b><br>[Technical Criteria will be evaluated on the reverse proportion method which means the lowest experience will get the lowest score]<br><br>Technical Criteria will be evaluated based on the following experiences/ documents- <ul style="list-style-type: none"><li>✓ Technical proposal – not more than 7 pages- <b>20 Points</b></li><li>✓ Relevant Competencies and technical skills- <b>10 Points</b></li><li>✓ Relevant education <b>05 Points</b></li><li>✓ Relevant previous experience of similar assignment <b>05 Points</b></li></ul> | 40%            |
| <b>Presentation/Interview</b><br>Based on the combined score by financial (20%) and technical (40%) criteria, top three (3) scores will be shortlisted for the interview session. Technical personnel will evaluate the competency/performance of shorted bidders and giving them the marks based on that.  | 40%            |
| Based on the cumulative analysis approach [weighted scoring method] a final decision will be made.  |                |
| <b>Total</b>  | 100%           |

## Submission process

---

Please submit your proposal application in English no later than **6 August 2022** to [HTImam.Chowdhury@jhpiego.org](mailto:HTImam.Chowdhury@jhpiego.org). Please mention the subject as **“Proposal for Consultancy for Senior Advisor, Govt. Liaison”**. Only short-listed candidates will be notified and contacted for an interview. Application(s) received after the deadline or incomplete applications will not be considered.