**TERMS OF REFERENCE**

**National Medical Equipment Specialist/Engineering Consultant**

**(TIME-BASED CONTRACT)**

**Ref: MN-MOH-288910-CS-INDV**

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| **Project** | COVID-19 Emergency Response and Health System Preparedness Project |
| **Financier** | World Bank, Loan no. 65940 |
| **Implementing Agency** | Ministry of Health of Mongolia |
| **Source**  | National  | **Category**  | Individual  |
| **A. OBJECTIVE OF THE ASSIGNMENT**The objective of the Project is to strengthen Mongolia's capacity to prevent and respond to the COVID-19 outbreak and strengthen national systems for public health preparedness. In this framework, the Objectives of the Assignment would be to:1. Provide support in the procurement of the medical equipment, tools and accessories, consumables, PPE and other under the Project.
2. Develop the technical specifications and requirements of the medical equipment.
3. Monitor the delivery of the medical equipment, commissioning, handover.

**B. TERMS OF REFERENCE (DETAILED TASKS/EXPECTED OUTPUT)**The Consultant, specifically will:1. Provide support in the procurement of the medical equipment, tools and accessories, consumables, PPE and other under the Project.
2. Provide support to the IPIU in the activities such as preparing and updating procurement plan; in meetings, training and workshops conducted with the stakeholders; preparing progress and ad hoc reporting; maintaining electronic platforms such as “Glass Window”, “Odamis”, ‘Tender.gov.mn”; assessing performance of already delivered and operated equipment at hospitals; archiving the procurement files; etc.
3. Prepare a consolidated list of the equipment and accessories to be supplied under the Project.
4. Conduct market research of the medical equipment, devices and suppliers.
5. Distribute the consolidated list of the equipment into the bidding packages.
6. Assist the IPIU during audits by auditing firms, the World Bank and the Government of Mongolia.
7. Carry out other tasks as reasonably requested.
8. Develop the technical specifications and requirements of the medical equipment.
9. Liaise with the Project Sites / Beneficiaries to collect feedback and for due diligence (output: preliminary list of equipment with general capacities and cost estimates, including the need and costing for upgrading of power supply, heating, ventilation and air conditioning, structural requirements of the premises).
10. Liaise with the Ministry of Health and World Bank for consensus on the list.
11. Prepare the detailed technical specifications and cost estimate, including the need for spare parts, consumables, applicable standards, installation, training, manuals, upgrading of power supply, heating, ventilation and air conditioning, structural requirements of the premises, and packaging into lots or slices. Work in close cooperation with the Project Beneficiaries.
12. Work with the World Bank to clear output from clause i) above.
13. Work with the Ministry of Health to clear the output from clause j) above.
14. Monitor the delivery of the medical equipment, commissioning, handover:
15. Support the IPIU in the administration and closing of contracts with the suppliers in terms of timeliness, costing, quality and the schedule of supply, including support in addressing defect liability provisions, if any.
16. Support the IPIU in case contract variation is needed, to prepare its justification.
17. Receive medical equipment, supplies and consumables, PPE delivered by the suppliers and coordinate with suppliers any pre-installation works
18. Support the IPIU in taking over the goods through the Center for Health Development.
19. Develop a draft resolution of the Minister of Health for the distribution of medical equipment, accessories, and devices, and have it approved.
20. Coordinate the delivery of the goods according to the medical institutions according to the approved schedule, commission, and resolve technical issues arisen during the commissioning.
21. Organize and coordinate the training amongst the medical doctors and staffs in cooperation with the vendors and suppliers.
22. Provide technical assistance to the IPIU and health professionals of the Project sites who received medical equipment.
23. Certify supplier invoices.
24. Provide effective support in meetings, trainings and workshops conducted with the stakeholders.
25. Collaborate with the project team on effective improvement of medical equipment supply, and hire the consultancy services, if needed.
26. Participate in the development of the project implementation plan, and provide support in review and approval of the plans by the relevant departments
27. Participate in the IPIU monitoring and internal control of the project implementation plan

**C. DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY**1. This Declaration shall be signed by the contracted individual. **D. CLIENT’S INPUT AND COUNTERPART PERSONNEL**1. Services, facilities and property to be made available to the Consultant by the Client: table, chair, internet, access to printing and copying at the Integrated Project Implementation Unit office.
2. Professional and support counterpart personnel to be assigned by the Client to the Consultant: Not applicable.
3. Client will provide the following inputs, project data and reports to facilitate the preparation of the reports: Not applicable.
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| Places of Assignment: | Months | (dd/mm/yyyy) |
| Ulaanbaatar | 8.0 months with some travels to the countryside | 16 May 2022 - 15 January 2023 |
| ***\**** The obligatory office work hours are 09:00-18:00 with a lunch break between 13:00-14:00 hours Monday through Friday. It is assumed that at least half of Saturdays in each month shall also be working days. The Mongolian Official Public National Holidays are respected. |

**MINIMUM QUALIFICATIONS REQUIREMENTS**

The National Medical Equipment Specialist/Engineering Consultant will at least have a Bachelor’s degree in medical equipment, engineering, or a related field. The specialist should possess at least 10 years of general professional experience, at least 5 years of experience working with medical equipment, and at least 2 years of experience in procuring medical equipment. Written and oral English and Mongolian proficiency and computer skills are required. The person should have strong analytical skills and familiar with internet search engines and trade sites.

The selection will be in accordance with the World Bank’s Procurement Regulations for IPF Borrowers (Nov 2020).

**HOW TO APPLY**

**Interested individuals are requested to prepare the following documents and submit the application to below email address no later than 16:00 hours of 12 May 2022:**

- Cover letter expressing your interest in the position with a statement of your skills and abilities.

- Curriculum vitae (CV) in the English language highlighting relevant skills/experience.

- Copies of diploma and certificates to prove education, specialization and knowledge.

- 2 reference letters from the previous last two employers.

Integrated Project Implementation Unit, COVID-19 Emergency

 Response and Health System Preparedness Project, E-Health Project

Room 1103, Ayud tower, Olympic street, 1st Khoroo, Sukhbaatar District

Phone: 77077793, E-mail: **munkh@ehp.mn**

Submitted documents shall not be returned. Only shortlisted individuals will be contacted.