

**REQUEST FOR CONSULTANCY
(INDIVIDUAL CONSULTANT)**

“Medical Laboratory Technology Degree Program at Tubman University”

Organisation: GIZ Liberia
Location: Monrovia with in-country travel
Contract Duration: 50 days between 23 July and 30 September 2018

DEADLINE TO SUBMIT BIDS: 13 July, 2018

Terms of Reference

Consultancy to Produce Feasibility Study to Establish a Medical Laboratory Technology Degree Program at Tubman University

1. Background

The Ministry of Health has identified workforce development and career progression of the medical laboratory cadre as a necessity to improve national diagnostic capacity. Various policy documents have highlighted the shortfall in qualified laboratory personnel with the requisite educational background to perform diagnostic tests of increasing complexity at health facilities. An assessment of the exact requirement of staff at the different levels of the system seems to be lacking.

A means to increase the availability of qualified laboratory personnel and allow avenues of career progression is to offer additional educational opportunities by expanding

- the number of spaces for the study of Associate Degrees offered in laboratory science,
- the number of spaces for the study of Bachelor of Science degrees in laboratory science,
- options for courses for bridging courses enabling holders of Associate degrees to study for a Bachelor of Science Degree.

Existing educational opportunities are limited and centralized in Monrovia. This has led to a migration of medical laboratory technicians to Montserrat as they aim to increase their capacity and has created a scarcity of qualified laboratory professionals in the outlying counties.

German Cooperation through GIZ as part of its contribution to Post Ebola Health Systems Strengthening (PEGGS) project, is committed to supporting the MOH in building the capacity of the medical laboratory cadre. The PEGGS project aims to increase career and educational opportunities for laboratory personnel in Liberia. The project’s focal area of implementation is South-East Liberia and Tubman University has been identified as a viable option for decentralizing educational opportunities for

medical laboratory technicians. To assess the viability of such a program, GIZ conducting a feasibility at Tubman University.

2. Objectives of the assignment

Against this background, GIZ and MOH seek to recruit a short-term consultant to

- a) Produce an assessment of the current picture of supply and demand for laboratory staff.
- b) Conduct a feasibility study to explore the options for the creation of a medical laboratory technology program at Tubman University designed to offer Associate Degrees, Bachelors Degrees and bridging courses, and addressing requirements such as curriculum, faculty, infrastructure and administration
- c) Develop a fully costed implementation framework and roadmap for establishing the a medical laboratory technology program at Tubman University

The study will be conducted in a systematic way, well documented and include the participation of key stakeholders. It should take into account the viability of the program at Tubman University and its impact on the development of the national laboratory workforce. MOH and GIZ will provide the consultant with a detailed briefing on the context, objectives and related supportive documents.

3. Key Activities and Associated Deliverables

The following key activities and deliverables (underlined) have been identified.

- a) Develop for agreement by GIZ a project initiation document for the assignment to set the scope of work, map key deliverables, and identify timelines to be delivered within 2 weeks of start of contract
- b) Produce assessment of supply and demand picture
- c) Carry out the feasibility study, using desk based research, key informant interviews, focus group discussions or other suitable methods (including field visits to various counties), and document the findings and recommendations in a report
- d) Organise a workshop (including agenda, presentations, minutes/report) with key stakeholders to discuss the findings of the assessment and feasibility study to take place in week beginning 27 August
- e) Develop a detailed implementation plan for the establishment of a the program at Tubman University
- f) Organise a workshop with key stakeholders to validate the implementation plan (including workshop agenda, presentations, minutes/report, revised implementation plan) to take place in week beginning 24 September

4. Person specification

A local consultant with the following key skills and experience is required:

- a) Degree in the laboratory sciences (essential),

- b) Additional qualifications in nursing or other life sciences, public health, health management or another relevant discipline from an accredited higher training institution are desirable
- c) At least 7- 10 years of relevant progressive professional experience, including practical experience, advisory and consultancy work and management.
- d) In-depth knowledge of higher education issues in Liberia, in particular in the medical laboratory technology field,
- e) Familiarity with the health sector in South-East Liberia is an asset
- f) Good analytical skills and experience in conducting needs assessments
- g) Good project design and management skills
- h) Permitted to work in Liberia
- i) Excellent spoken and written English, proven experience of report writing and presentation skills
- j) Excellent IT skills (Word, Powerpoint, Excel, Email)

5. Duration of consultancy, travel and costs

The contract will cover up to 50 working days. The selected consultant must be available from 23 July and the final report must be delivered by 30 September.

GIZ will provide a communication allowance and transport for official business in Monrovia. Travel expenses outside Monrovia will be reimbursed in line with GIZ regulations and, where necessary, a car with driver will be provided. Alternative arrangements are possible for consultants based outside Monrovia.

GIZ will separately cover the costs for any workshops/meetings that are agreed to be carried out as part of the assignment (venue, catering, transport for participants etc.).

6. Evaluation criteria

Please see the attached excel spreadsheet.

7. Documents to be submitted with the bid

<p>Technical proposal:</p> <ul style="list-style-type: none"> • Technical proposal: A short (maximum 7 pages) document which will explain your overall approach to the key tasks and deliverables. • Most recent CV and relevant supporting documents (e.g. certificates, qualifications etc). 	<p>PDF FORMAT for Electronic Bid ONLY</p>
<p>Financial proposal:</p> <ul style="list-style-type: none"> • Professional fees for up to 50 working days • Lump sum of up to USD 1200 for travel expenses (disbursed according to GIZ regulations and rates for approved travel actually performed) • Overall price • Name, Date and signature 	<p>PDF FORMAT for Electronic Bid ONLY</p>

8. Submission, Sealing and Marking of Bids Procedure

Bids should be submitted by latest 17:00 hours on 13 July 2018 either electronically to the following e-mail address: tender-liberia@giz.de or delivered in HARD COPY to address below:

**GIZ-COMB Office
86 UN Drive, Mamba Point
Adjacent Old Crystal View Hotel
Monrovia, Liberia
Cosoft N°: 83292735**

A. HARD COPY SUBMISSION

For Submission of hard original copy offer by hand delivery or courier. The tenderer shall seal the Technical Offer and the Price Quotation for the bid in separate envelopes and place both in an outer envelope, duly marking the inner envelopes as:

“TECHNICAL OFFER FOR BID REF”

Project title: GIZ/PEGSS Project

Project N°: 15.2174.9-001.00

Cosoft N°: 83292735

Project country: Liberia

Remark “**Not to be opened before bid opening session!**”

and “PRICE OFFER FOR BID REF”

Project title: GIZ/PEGSS Project

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Cosoft N°: 83292735

Project country: Liberia

Remark “**Not to be opened before bid opening session!**”

The inner envelope shall bear the address of the bidder. In addition to the identification required, the inner envelope shall indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

The outer envelope which must likewise be sealed shall contain both the sealed technical and price offers and is to be addressed as follows:

**GIZ-COMB Office
86 UN Drive, Mamba Point
Adjacent Old Crystal View Hotel
Monrovia, Liberia
Cosoft N°: 83292735**

B. ELECTRONIC SUBMISSION

Submission of electronic signed offer. A bidder may submit an electronic offer by sending a signed offer (PDF FORMAT) to tender-liberia@giz.de.

Please indicate in the subject line of the email: **“Medical Laboratory Technology Degree Program at Tubman University-83292735”**

The technical and price offers (**PDF FORMAT**) are to be attached as separate PDF files. The technical offer is to be saved as TECHNICAL OFFER FOR BID REF-83292735 and the price offer is to be saved as PRICE OFFER FOR BID REF-83292735.

Bids that are not properly marked will not be considered. Bids made by fax will not be considered.

The consultancy should be started in July 2018 (subject to confirmation). The contract should be awarded before 23 July 2018. Your bid is binding until that date. If you do not receive an order in writing within two weeks of expiry of the deadline for the award of contract, your bid has not been accepted. You shall not receive separate notice to this effect.