REQUEST FOR EXPRESSION OF INTEREST

Background for the course:

1. The Ministry of Health of the Republic of Liberia through its Office of Financial Management (OFM) received budgetary support from the Global Fund to finance financial management training on Medium Term Expenditure Framework (MTEF) Budgeting and Health Financing with emphasis on National Health Account.

2. In order to make the best use of these resources, the Ministry is soliciting expression of interest from interested firms with the required expertise and experience to conduct Two weeks training course on MTEF Budgeting and Health Financing with emphasis on National Health Account.

3. Currently the OFM is charged with the responsibility for assuming the financial management and reporting functions for Government and development cooperation partner resources, with complex requirements from partners on the detailed breakdown of expenditures on disease burden covered by each funding source. At the moment it is difficult to get expenditure reports from the MOH financial management system as well as the health financing management system that will readily comply with such multiple requirements, notably in terms of how much has been expended for a particular disease component; how much is government contribution to expenditure on particular disease burden; how much is donors’ contributions to funding activities in the management of a particular disease area, etc. The selected firm is expected to identify solutions that will adequately address these reporting challenges or gaps.

4. Target Audience for the course
Key information on the prospective trainees:
- **Expected numbers:** 60 persons to include Accountants, Administrators and health financing officers at central and county levels.
- **Prerequisite Knowledge of trainees:** Knowledge on accounting and financial management.
- **Required Credentials:** Associate degree or above.

5. Overall Aim of the Training:
The main training objective is to help trainees to acquire knowledge and skills in Medium Term Expenditure Framework (MTEF) Budgeting and Health Financing reporting and complex analysis.
6. Activities:
The scope of work for the assignment will further include, but not necessarily be limited to, the following tasks:

- Recommendations on practical steps in MTEF budgeting and Health Financing information gathering. Preparing training materials, i.e. development of training materials and training programmes;
- Implementation of the course guides;
- Evaluation of the course;
- Awarding of certificates to participants.

7. Staffing / Team Members / Trainer / Facilitator skills

The trainers are expected to have proven experience in organizing and delivering tailored training courses on workshop/conferences, team work and effective communication skills under the context of MTEF Budgeting and Health Financing/National Health Account; and have advanced background in Finance/Economic and Accounting. Moreover, trainers must have a track record of delivering similar courses for participants who are leaders and staff from public administration units/agencies.

8. Timing

It is intended that the training course will be organized and completed in February 2017. The bidding firms are expected to design and propose the most feasible and effective training implementation schedule and completion timeline.

9. Training evaluation and reporting by the consultant

Within 5 days after completion of the assignment, consultants (trainers) must send a draft report to Ministry of Health for review and comments. Upon receiving the draft report, Ministry of Health must provide feedbacks to the consultants within 1 week afterward.

One (1) week after receiving written feedbacks from Ministry of Health, consultants will submit the final performance report in hard and electronic copies (Microsoft Word and Excel where applicable) to Ministry of Health.

All materials and data collected and/or produced during the training periods are the properties of The Ministry of Health Liberia and can only be copied and reproduced with The Ministry’s written authorization.

The report and deliverables should include the following items:

- Final Participant list for course
- Detailed Training Program Agenda provided to The Ministry of Health before the course
- TOR for the course
- Evaluation on training objectives;
- Comments on training materials requirements;
- Recommendations and proposals for improved training in the future (if any).
- Post-completion client satisfaction assessment. The form will be designed by the Consultants outlining key training objectives with corresponding achievement levels provided by the client. Inputs from trainees shall be gathered for integration into the form.
10. Training Venue
The course will be conducted in Liberia, Nimba County Ganta City (170 miles away from capital Monrovia).

11. Responsibilities and other constraints that need to be taken into account by the trainers

During this training contract period the trainer(s):

- Is/are responsible for taking out professional liability, and health, accident and travel insurance policies covering the entire assignment period;

During the actual training period, the Ministry of Health Liberia Office of Financial Management will provide a convenient training venue, equipment as well as ensure full and active participation from participants.

12. Qualifications Criteria

- Company Profile

- Qualification in Field of Assignment(records of similar assignment)

- Experience in Similar Conditions; (Experience of having conducted similar trainings)

- Technical and managerial organization of the firm(organic gram)

- General qualifications and number of proposed key staff(appropriate skills and Staff-CVs required)

Interested firm may obtain further information from the address below and deliver their Expression of Interest (EOI) written in English, enclosed in an envelope clearly marked: “Expression of Interest for the Automation of the Community Based Health Information System “Ref: IFB No: MOH/M&E/REOI/001/16/17 and drop in the tender box situated on the ground floor or electronically transmitted by the deadline specified below to: proumohsw@gmail.com no later than Thursday, 9\textsuperscript{th}February2017 @ 2:00 PM/ 14: 00 GMT.

Proposal must be clearly marked “Consulting Services: MTEF Budgeting Training:”

The address is stated below:

Jacob L.N Wapoe
Director of Procurement
Ministry of Health
Congo Town, Room#140 or via email: proumohsw@gmail.com

This Expression of Interest can also be found on:

i. www.emansion.gov.lr

Signed by: ____________________________ Approved by: ____________________________
Director of Procurement Deputy Minister for Admin.