



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Three National Trainers to provide training sessions on cervical cancer prevention

Date: 11 October 2011

Country: Republic of Moldova

Description of the assignment: The objective of this assignment is to deliver training on cervical cancer prevention for obstetricians/gynecologists and cytologist in Tiraspol. The subscriber shall work under the close supervision of the UNFPA RH/Youth Coordinator

Project name: UNFPA Project MDA1R202 “Mechanisms strengthen for supervisory and monitoring systems, including for quality assurance in comprehensive reproductive health service delivery, and for reproductive health commodity security.”

Period of assignment/services (if applicable): 28 October – 15 November 2011

Proposal with the mark “*UNFPA Trainer in Tiraspol*” should be submitted to the following address: UNFPA Office, 131, 31 August 1989 Street, MD-2012, Chisinau, Moldova or by email to office@unfpa.md no later than **20 October 2011, 16:30 (local time)**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNFPA representatives will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The issue of the oncological morbidity is one of the basic problems in the public health system of the Republic of Moldova. Although the oncology today has modern and effective methods of diagnosis and treatment, an increase in the cancer incidence and mortality has been noticed in recent years in several countries, including the Republic of Moldova.

Considerable predominance of the advanced form of cervical cancer (detected on 3d and 4th stages) more than half of all the cases of cervical cancer (56,6%, 2010) are the alarming facts in Republic of Moldova during last years.

The prophylactic measures - the breast exam and the pap smears test (also called the Papanicolaou test) - aim the prevention and early detection for the further treatment of the

genital-mammary pathologies with high frequency among women and having a major impact, representing, therefore, a burden both for the population and for the health system.

At the same time, these tests cannot be attributed to the population screening actions, because there is neither a well-organized mechanism for the enrollment and testing of the target population which shows no clinical signs, nor a system for recording and keeping registry of women to be examined, the frequency of examinations and their results etc.

Based on the description of the existing problems, their magnitude and burden on the population and the health system, real actions are to be taken to resolve the situation. It is common knowledge that one of the most effective measures aimed at the early detection of breast and cervical cancer is the screening of the population. The screening allows the early detection and intervention in case of pre-cancer diseases, which shall contribute to the prevention and/or diagnosis of breast and cervical cancer at an early stage, which, consequently, leads to a more successful treatment and increases the patient longevity.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The subscriber shall be specifically responsible of:

- develop the agenda and all needed materials for 5 days Training on cervical cancer issues;
- prepare handouts and other materials to be disseminated to participants during the training;
- act as a trainer during the training and deliver information sessions between 31 October - 4 November 2011;
- develop and submit to the UNFPA RH/Youth Associate a Final Report .

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The applicants should meet the following qualifications:

1. University degree in medicine; preferably specialized in Obstetrics/ Gynecology or Cytology from recognized university.
2. Experience: minimum 5 years of professional experience, preferably in Obstetrics/ Gynecology or Cytology.
3. Previous experience in delivering similar assignments, in particular, experience in providing trainings for medical staff on onco-gynecology, onco-cytology.
4. Good facilitation and evaluation skills.
5. Excellent ability to write and communicate orally with accuracy and professionalism.
6. Knowledge of Romanian and Russian languages is a must; fluency in oral and written English will be an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. P11 Form including past experience in similar assignments and at least 3 references;
 2. Financial proposal in USD.
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5. FINANCIAL PROPOSAL

Lump Sum Contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

6. EVALUATION

Individual consultants will be evaluated based on the following “Cumulative analysis” methodology:

Minimum qualification requirements:

- § University degree in medicine; preferably specialized in Obstetrics/ Gynecology or Cytology from recognized university.
- § Experience: minimum 5 years of professional experience, preferably in Obstetrics/ Gynecology or Cytology.

Based on these minimum qualification requirements a short-list of candidates will be established, subject to the two-stage evaluation procedure:

- A) Technical evaluation (max 350 points) – 70%
- B) Financial evaluation (max 150 points) – 30%

Technical evaluation will be based on a thorough desk review of applications on the basis of its responsiveness to the Terms of Reference (ToR). Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

<i>Criteria</i>	Max. Point
Technical	
University degree in medicine; preferably specialized in Obstetrics/ Gynecology or Cytology from recognized university.	60
Experience: minimum 5 years of professional experience, preferably in Obstetrics/ Gynecology or Cytology.	80
Previous experience in delivering similar assignments, in particular, experience in providing trainings for medical staff on onco-gynecology, onco-cytology.	80
Good facilitation and evaluation skills.	60
Excellent ability to write and communicate orally with accuracy and professionalism.	30
Knowledge of Romanian and Russian languages is a must; fluency in oral and written English will be an asset.	40
Total technical scoring	350
Qualification over the 70% threshold (245 pts)	245
Points on financial proposal*	150
TOTAL OVERALL scoring	500

**The scoring for the financial proposal is calculated based on the following formula: $S = F_{min} / F * 150$, where S is the score awarded, F_{min} – minimal financial proposal (in USD) out of all the scored candidates, F is the financial proposal (in USD) of the scored candidate.*

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS