

Terms of reference (ToRs) for the procurement of services below the EU threshold

Consultant for as a medical scout who will be serving as the first point of contact for medical related issues to GIZ LB	Project number/ cost centre: 18.9207.4-002.00
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

GIZ works in 12 distinct projects and implement a wide range of development cooperation activities throughout Lebanon in the sectors of sustainable economic development, social participation and conflict transformation, education, and water. GIZ Lebanon partners with various stakeholders, such as the Lebanese government, local authorities, civil society, and the private sector. Our offices are located in Beirut and Tripoli, and we implement activities in all governorates in Lebanon.

GIZ is in process of having a medical scout who will be serving as the first point of contact for Medical related issues to GIZ in Lebanon

GIZ shall hire the contractor for the anticipated contract term, from 01/08/2024 to 01/08/2026.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

1. Serve as the first point of contact for Medical related issues to GIZ in Lebanon:

- Assist and provide technical guidance in handling medical emergencies, and occupational health and safety issues in Lebanon.
- Provide a list of recommended hospitals with points of contact in Tripoli, Bekaa, Beirut, Saida and Tyre.
- In coordination with GIZ Beirut country office, assist and provide technical guidance for GIZ Lebanon in developing medical evacuation plans by liaising and establishing an open way of communication with GIZ HQ medical services.
- Take part and assist in the frame of GIZ Security Risk Management Systems and attend meetings upon request for medical related issues.

2. Support Medical Emergencies:

- Act as the first point of contact in the event of a medical emergency involving GIZ staff and their immediate family members / partners.
- Coordinate with medical emergency services as needed.
- Be reachable 24/7 in case of a medical emergency.
- Provide access to medication if required and available. *Costs of medication will be covered by the patient, not GIZ.*
- Gather relevant information about the nature and scope of medical emergency.
- Give first advice to the caller for instance what to do, want to check, and which medical facility to visit for respective treatment or medication.
- Coordinate access to a private hospital / clinic, support and facilitate treatment for the GIZ employee / family member.
- Be conscious about privacy related matters and inform GIZ Lebanon Security Risk Management Office (SRMO) when a GIZ colleague has a serious (life threatening or life altering) medical emergency.
- Liaise with GIZ HQ Medical Services based in Eschborn, Germany, if required.
- Assist GIZ HQ Medical Services in organising international medical evacuations. *(GIZ already has a contract with an international medical evacuation company – so the role will mainly require liaising with them).*

- Assist and work with the hospital regarding evacuation for GIZ international personnel, their partners and family members.
- Assist and work with the hospital regarding national and international personnel in need of relocation within Lebanon for medical treatment.

3. Medical equipment

- Assist upon request in specifications and evaluation of medical equipment to be purchased by GIZ in Lebanon.
- Once every 6 months inspect and finalize a report on medical equipment and first aid kits, if requested by GIZ.

4. Additional Provisions of Services upon request:

- Conduct health examinations for GIZ drivers upon request and against separate invoice to GIZ which includes eye test (proximity, distance, phoria, stereo, colour, night and twilight vision), hearing test, general examination with laboratory tests, exclusion of diabetes, high blood pressure and produce a medical report which concludes the driver is in good health and able to fill the position as a driver.
- Coordinate First Aid trainings upon request.

The below four points are not covered by GIZ and should not be included in the total cost. The cost is to be covered by the patient:

1. Provide appointments for consultation in Beirut within 48h maximum.
2. Conduct Medical Examinations for GIZ international personnel, their immediate family members / partners in cooperation with GIZ Medical Services in GIZ HQ.
3. Assist with storing medication that might require special conditions.
4. Assist with providing vaccinations to GIZ personnel.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones	Deadline
Medical scout acting as first point of contact	During the whole contract period

Period of assignment: from 01.08.2024 until 01.08.2026.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Further requirements (1.7)

After the bids submission deadline, GIZ will contact the doctors to schedule a meeting in their clinics during the technical assessment phase which will be graded as per annex 2 - Technical assessment grid.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (your own format), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Expert 1:

Tasks

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular reporting in accordance with deadlines

Qualifications

- Education/training (2.2.1): university degree in Medicine
- Language (2.2.2): B2-level language proficiency in English & Arabic
- General professional experience (2.2.3): 5 years of professional experience in the medical sector as a doctor
- Specific professional experience (2.2.4): 5 years in a hospital in Beirut

Minimum requirements:

In order to proceed for the technical assessment, the bidder should comply with the below minimum requirements and **failure to submit them will result in disqualification of the bidder:**

- Proof of registration in the Lebanese Order of Physicians.
- Provide a letter mentioning full address of having medical practice in a hospital within the city of Beirut in one of the below hospitals.
 - Saint George Hospital University Medical Center
 - Lebanese Geitaoui Hospital
 - AUBMC
 - Hôtel Dieu de France
 - Mount Lebanon Hospital University Medical Center

5. Costing requirements

Specification of inputs

Fee days	Number of experts	Number of years per expert	Total	Comments
Medical scout services	1	2	2	The expert will act as a focal person with the availability to answer calls and consultation after 48hrs from the call.

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 5 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 3 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

7. Option

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically:

Type and scope

The contractor is responsible for providing the following optional services:

- The contractual period can be extended one time. Option may be exercised after 24 months (2024-2026). The option does include an extension of the period of assignment by 24 months. Therefore, the maximum duration of this contract (in case option will be exercised) is four years.
- The options include the continuation of the tasks described in Section 2.

Requirements

Exercising the option will depend on positive overall result of the medical scout service. The decision on continuation is expected to be made in the period by the end of each contractual

period at the latest (after 24 months). If the option is exercised, it is anticipated that the contract term will be extended to 01 August 2028.

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered.

Quantitative requirements for the optional services

Fee days	Number of experts	Number of years per expert	Total	Comments
Medical scout services	1	2	2	The expert will act as a focal person with the availability to answer calls and consultation after 48hrs from the call

Requirements on the format of the tender for the option

Please complete Annex 1 - financial offer template attached with the terms of reference.

8. Annexes

- *Annex 1: Financial offer template*
- *Annex 2: Technical assessment grid*
- *Annex 3: Eligibility check grid*
- *Annex 4: General Terms and Conditions*
- *Annex 5: Self-declaration on EU Russia sanctions*