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General information

a. Brief information on the project

The subject of these terms of reference (ToR) is Medical Scout Service for GIZ-Ethiopia staff with the working title Medical Scout in Ethiopia.

The core services anticipated are:

- Developing Standard Operating Procedure (SOP) for the handling of Medical Emergencies within Ethiopia.
- Acting as a "Medical Scout." Providing advice to staff on treatment options within Ethiopia.
- Provide written assessments of regional medical facilities/hospitals.

b. Context

Staff Security and Personal Safety are vital to GIZ. Therefore, the GIZ Office in Ethiopia and Djibouti constantly tries to improve its safety and security standards.

Due to the lack of a medical emergency system in Ethiopia (emergency numbers, ambulance system, first aid support, few medical institutions like hospitals, and the number of doctors) and the generally poor infrastructure (roads, transportation, communication), GIZ has to prepare for a possible medical emergency of a staff member or a family member of seconded staff. The objective is to be well prepared to use the available options best.

Given this background, handling a medical emergency has to be conceptualised and planned. In addition, handling a medical emergency should be done by a person knowledgeable of the medical possibilities in Addis Ababa, Ethiopia.

c. GIZ will hire the contractor for the anticipated contract term from 01.08.2023 to 31.07.2025.

d. The contractor shall provide the following work/service:

I. Developing Standard Operating Procedures (SOP) for the handling of Medical Emergencies in Ethiopia:

The contractor consults and supports GIZ in designing a procedure for handling a medical emergency within Ethiopia.

II. Acting as a "Medical Scout"

The contractor will be part of the SOP by taking the role of a "medical Scout".
The role of the Medical Scout is:

- To be the first point of call for GIZ staff in the event of a medical emergency.
- Gather relevant information about the nature and scope of the medical emergency.
- Give first advice to the caller on what to do, what to check and where to go for treatment.
- Coordinate with the hospital or clinic to ensure the staff member receives the appropriate support/treatment.
- Informs GIZ management members (RMO) of any issue involving staff.

- Where practical, meets the injured/sick person at a hospital/clinic to support and facilitate treatment.
- Relay information to GIZ HQ medical service.

III. Assessment of regional medical facilities/hospitals in Ethiopia

Conducts a comprehensive health facility survey once a year that assesses the availability of health facility services and the capacities of those facilities to provide services at required quality standards.

- routinely maps the medical services and resources available
- Analyses the capability of health workforce staff in health facilities
- Asses the health staff qualifications, training, and supervision
- Identifies the health facilities by region, facility type, and managing authority
- Preliminary report on list of medical facilities for the usage of expatriates

The medical scout will support, facilitate, and organise in a medical emergency to achieve the best medical treatment available.

The medical scout is not expected to treat patients or perform as a doctor and is not meant to replace a doctor.

Implementation:

a. Development will be done together with the GIZ Office Addis Ababa's Security Officer;
b. GIZ will provide the medical scout with a mobile phone. The number and the purpose will be communicated within GIZ Ethiopia. The medical scout will contact GIZ Office Addis Ababa's Security Officer closely.

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Tender requirements

1. Qualifications of proposed staff

1.1. Expert 1:

1.1.1. General qualifications

Education:	Advanced Degree (PhD, MD)
Professional experience:	5-10 years experience in the health system and health promotion sector

1.1.2. Experience in the region/knowledge of the country

At least five years of experience working within the medical system in Ethiopia.

1.1.3. Language skills

Business fluency in German and English (C1 level)

2. Appropriateness of the proposed concept

Please specify between one and five objective criteria for an objective evaluation of the concept within the 'Assessment grid for the technical evaluation of tenders' and enter these in the second section of the grid. (2.1 – 2.5).

3. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
Implementation	1	24	

Calculate your financial bid precisely *in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use the full days/travel, workshops, or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as* ***maximum amounts****. The regulations on pricing are contained in the price schedule.*

4. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The **concept** (if required) should be at most five pages. 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.