

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI)**

**(CONSULTING SERVICES)**

**Individual Consultant**

**Tirana,09th of October 2023**

**Additional Financing of Albania Health System Improvement Project (HSIP)**

**Loan No: 93060**

**Project ID Number: P144688**

***Assignment Title:***  **Office Assistant**

***Reference No.*** AL-MH-330929-CS-INDV

The Government of Albania has received additional financing, in the amount of EUR 25 million for the Health System Improvement Project in Albania, a loan of International Bank for Reconstruction and Development (IBRD) to scale – up the activities of the parent project and ensure direct impact to the beneficiaries and further improvement of hospital care service provision in the country. The International Bank for Reconstruction and Development (“World Bank”) is acting as administrator of the amount provided. The Ministry of Health (MoHSP) herein after referred as “the Client” has overall responsibility for the Project, and the Project Coordination is responsible for the implementation of the Project through its Project Management Team (PMT). The objective of the Project is to contribute to the modernization of selected public hospital services and to support the reconstruction of selected medical facilities damaged by the 2019 earthquake. The Project consists of the following parts:

Part 1. Improving Hospitals Management and Infrastructure

Part 2. Improving Health Information Management / e-Health for Hospital Services:

Part 3: Monitoring, Evaluation and Project Management:

The additional financing will further support the hospital reform that derived by the Hospital Master Plan as a prerequisite for the rationalization of secondary level of health care in Albania and further improvement of efficiency and quality enhancement of hospitals. Under the Component 3 of the HSIP project, the MOHSP will hire an Office Assistant that will provide administrative and logistical support, help coordinate the information flow and track the project team task delivery schedule.

**The Ministry of Health and Social protection is seeking for an individual consultant to conduct this assignment which fulfill the following criteria:**

* Bachelor’s degree in economy (finance, economics, accounting).
* Work experience of 3 years, preferably in donor-supported projects;
* Excellent computer skills and knowledge of the MS Office suite (primarily Word, Excel, PowerPoint), and online document-sharing platforms;
* Proven communication and organizational skill;
* Ability to work in a team, handle multiple complex tasks concurrently, able to prioritize tasks and meet tight deadlines.
* Very good Command of Albanian and English language (spoken and written) is essential.

The consultant who will be selected (after fulfilling the minimum qualification/experience requirements above) as highest ranked based on the evaluation/shortlistign criteria below, will be invited for contract negotiations

The Ministry of Health and Social Protection, through Project Coordination Unit (PCU) now invites eligible individual local consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (as described above). The evaluation criteria are:

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| **No.** | **Evaluation Criterion** | **Points** |
| 1. | General Qualification of the consultant | 30 points |
| 2. | Relevant Specific Experience in the field of the assignment | 50 points |
| 3. | English language | 20 points |
| **TOTAL** | | **100 points** |

The selection method to be applied is Individual Consultant (IC) in accordance with the procedures set out the World Bank’sProcurement Regulations for IPF Borrowers (procurement in investment project financing Goods, Works, Non-Consulting and Consulting Services July 2016 Revised November 2017 and August 2018). The consultant shall be engaged until 31st of December 2024. The contract will be Time Based

Further information can be obtained at the address below during office hours 08:00 to 16:30 (Monday to Thursday) and 08:00 to 14:00 on Friday In the address below).Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by  **23 of October 2023.**

Ministry of Health and Social Protection

Adress: Rruga e Kavajes Tirana- Albania

Project Coordination Unit (PCU)

Health System Improvement Project (HSIP)

Att: Blerina Dudushi

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