**Terms of Reference**

**“Contract monitoring / Civil works Engineer”**

**For original HSIP and AF**

**Introduction**

Recently the Government of Albania has received a loan from IBRD under the project Health System Improvements Project to improve access and efficiency of health care services in Albania. The Project Development Objective (PDO) is to contribute to improving the efficiency of care in selected hospitals in Albania, improving the management of information in the health system, and increasing financial access to health services. The Albania Health System Improvements Project (AHSIP) will support:

1. reforming the hospital sector by creating a sound legal framework and management structure for efficient service provision, strengthening performance management and planning, overcoming operational constraints in service delivery, supporting rationalization of the hospital network, and strengthening the referral system;
2. improving monitoring and management of service quality and efficiency through the establishment of a health management information system and of a medical equipment management and maintenance system; and
3. reforming the health financing and provider payment systems, improving capacity of the HIF for strategic purchasing, strengthening systems for efficient purchasing/distribution of pharmaceuticals and medical supplies, and assessing options to expand insurance coverage within the available fiscal space.

The Project will be implemented over a period of five years.The MoH has overarching responsibility for the health sector and related policy oversight. The Health Insurance Fund (HIF) and the National Health Information Center (NHIC) will also be responsible for, or will contribute to, technical implementation of specific Project components or sub-components. The MoH will have fiduciary responsibility for the Project through a Project Coordination Unit (PCU) which will be established within MoH.

The Deputy Minister of Health, as Project Coordinator, will be responsible for the overall Project oversight and coordination within the MoH and across key institutions (e.g., HIF, NHIC) as has been the case in most other projects. Technical working groups may be established for each of the three main components to provide technical advice and coordination during implementation. The Project will require clear implementation oversight, regular consultation with key stakeholders as well as decision making mechanisms to prevent and address bottlenecks. The Deputy Minister will also be responsible for taking decisions on strategic issues that may arise during implementation, in consultation with the Minister of Health

A Project Coordination Unit (PCU) will be established within the MoH to support implementation of the Albania Health System Improvement project.

The Deputy Minister of MoH will be the overall Project Coordinator. The PCU, headed by the Project Manager, will include core staff responsible for fiduciary and safeguard management, and will include a limited number of technical staff (component and activity coordinators) who will coordinate activities planned under each of the components. The Project Manager will have a defined level of responsibility for operational issues. The PCU will monitor and evaluate the Project results framework and will include core staff responsible for technical and fiduciary management, such as a full-time Project Manager, and IT coordinator, a Civil engineer, a Procurement Expert, a Financial Management Expert and an Office Assistant.

**Objective of the assignment**

The Objective of this assignment is to hire a full-time “**Contract monitoring / Civil works Engineer ",** who will oversee and coordinate the civil works activities and other related activities, which are planned to be financed under the HSIP project.

**Scope of Work**

The selected Consultant shall assist PCU and MoH staff by providing a range of services that will ensure that the civil works for the physical closure and environmental remediation of the facilities are designed, carried out and monitored in line with good local practice and law, to the satisfaction of the main stakeholders.

The consulting engineer shall provide assistance for:

* Be responsible to oversee and confirm the work of the supervision company with regard to technical approval of interim payment certificates, measurements sheets and laboratory testing.
* Daily inspection of the works together with Supervision and beneficiary. Participate at meetings between contractor and supervisor and report to PCU Project Manager.
* Reviewing variation orders of works proposed by contractor and approved by the supervisor.
* Checking supervisory consultant performance and issuing official approval for their performance/ timesheets for the payment purpose.
* ensure that implementation of the works are in accordance with the specifications and design or any approved variation order
* Assist supervision and PCU on preparation of documentations and reports for any necessary permission during the implementation.
* Support the PCU staff and PCU director in the contract supervision and management for works, goods and services under the Project.
* Other technical activities necessary for the successfully implementation of the Project , as directed by the Project Manager.
* Assisting during the bidding process for civil works (Review of design, environmental and management plans, preparation of technical part of bidding documents for all CW of the Project, preparation of technical clarifications and technical addenda, where necessary, participation in Pre-bid clarification meetings, preparation of bid technical examination and bid technical report for civil works etc).

**Reporting Requirements**

The Consultant will monitor the works contracts and ensure that contractual clauses whether related to quality or quantities of work, are respected. It will make the necessary measurements and control the quality of works and supervisor performance. He/she will official report as below:

1. Issuing the official orders to commence the works;
2. Issuing the official letters of works completion, handover and letters of acceptance.
3. Administering the civil works contracts in accordance with the contract specifications, Bill of quantities and designs, through preparation and submission monthly progress reports.
4. Checking the Contractors’ work programmes and the sources of materials;
5. Approving monthly interim certificates for the payments purpose, and certify completion of parts or the totality of the works;
6. Advising the PCU and MoH in ordering the Contractor or Supervisor to carry site testing and procedures where required;
7. Ensure that all site activities follow the requirements of the MoH in all matters related to the Environmental Management Plan (EMP) and Maintenance Programme;
8. other deliverable related to the scope of work.

**Reporting Requirements**

The Supervisor/Civil works Engineershall work under the general supervision of the PCU Project Manager, who will facilitate the Consultant’s access to the necessary documentary materials as well as access to the key stakeholders to the assignment. He/She will be responsible for preparation of biweekly, quarterly and annual report and submit to PCU Project Manager.

**Qualifications**

The Consulting Engineer shall have a minimum relevant experience of ten (10) years as civil engineer/ works supervisor. Also, it is expected that the consulting engineer shall be proficient in English language and computer literate.

* University degree in civil works, architecture or equivalent related fields,
* General experience on the Construction field not less than 10 years.
* Experience in supervision, construction and maintenance of public and administrative buildings. Experience in civil works contract monitoring of health services and/or hospital buildings is an advantage;
* Previous experience in analyses, inspections and monitoring of civil works contract management as per the Albania law requirement ;
* Working experience in the WB financed project or other international organization it is preferable.
* Experience or knowledge as material engineer is preferable
* Sound and good knowledge of Government rules and legal requirements in Albania in related to development permit, design standards and supervision.
* Very good Command of Albanian and English language (spoken and written) is essential.
* Excellent computer skills and knowledge of the MS Office suite (primarily Word, Excel, PowerPoint, Auto Cad), and online document-sharing platforms;

**Restrictions**

In addition to the standard conflict of interest restrictions specified in the consulting contract, all materials created under this Contract will remain the sole property of the Ministry of Health, HSIP Project Coordination Unit. Re-use of the materials will require the formal, written approval of the, HSIP Project Coordination, Ministry of Health. The Consultant shall have no material interest in any of the outputs of this assignment.

On the commencement of the assignment, the Civil engineer will jointly prepare with the HSIP Project Coordination Unit, Ministry of Health, a statement of confidentiality that will bind the Consultant to non-disclosure of any sensitive information that he/she may become knowledgeable of in the course of the assignment.

The terms of this agreement shall be made consistent with the relevant privacy laws of the Republic of Albania.

**Time-frame for the assignment**

The Supervisor/Civil works Engineer should be an **Individual Local Consultant**. The selection method to be applied is **Individual Consultant Consultants (IC),** in accordance with the procedures set out the World Bank’s *Guidelines Selection and Employment of Consultants Under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*” (January 2011, revised July 2014). The assignment is expected **to last 6 months (until project completion date)**, with 3 months trial period, from contract signing with option of renewal, based on satisfactory performance. The contract shall be time based.

**Albania: Health System Improvement Project (AHSIP)**

**TERMS OF REFERENCE**

**Finance Management Expert for HSIP**

**For original HSIP and AF**

**BACKGROUND**

Recently the Government of Albania has received a loan from IBRD under the project Health System Improvements Project to improve access and efficiency of health care services in Albania. The Project Development Objective (PDO) is to contribute to improving the efficiency of care in selected hospitals in Albania, improving the management of information in the health system, and increasing financial access to health services. The Albania Health System Improvements Project (AHSIP) will support:

* reforming the hospital sector by creating a sound legal framework and management structure for efficient service provision, strengthening performance management and planning, overcoming operational constraints in service delivery, supporting rationalization of the hospital network, and strengthening the referral system;
* improving monitoring and management of service quality and efficiency through the establishment of a health management information system and of a medical equipment management and maintenance system; and
* reforming the health financing and provider payment systems, improving capacity of the HIF for strategic purchasing, strengthening systems for efficient purchasing/distribution of pharmaceuticals and medical supplies, and assessing options to expand insurance coverage within the available fiscal space.

The Government of Albania has received Additional Financing (AF), in the amount of, EUR 25 million for the Health System Improvement Project in Albania. AF is requested 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 activities foreseen to be financed under the additional financing are in line with the PDO of the present project and will build on activities successfully implemented under the parent Project and support reconstruction needed to secure development gains..

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. The urgency of rationalization and upgrading of the hospital network has been further heightened by the damaged caused by the earthquake. The above will be made possible through the rationalization of oversized hospitals, transformation of current hospital activities and services to a more dynamic and self - efficient health care institution using an integrated approach addressing infrastructure rehabilitation, modern diagnostic equipment and optimization of health care personnel. Building on the results of the parent project (such as the modernization of medical diagnostic equipment’s in 11 regional hospitals, reconstruction of the Pediatric Hospital at Mother Theresa Hospital, the new building of Laç hospital) the activities foreseen under additional financing are fully aligned with the extended reform agenda and further improvement of hospital care provision. The reconstruction of the regional and municipal hospitals will give an opportunity to implement the updated HMP. The outcomes of the parent project have encouraged the Ministry of Health and Social Protection in pursuing a deeper reform in the secondary level of care starting with the further improvement of diagnostic care, full optimization of regional hospital services, transformation of services in selected municipality hospitals and implementation of health information system in regional hospitals. The improvement of the hospital health care system in the country in all its tiers starting from strengthening management and governance for public hospital services, health financing arrangements, information systems, for improved efficiency and quality of health care in Albania continues to be a main objective for the government of Albania.

Under this component the additional financing will support also consultancies that are expected to provide the necessary TA to develop a ―National Strategy for identifying gender inequalities and addressing gender equity.The Project will fund consulting services to support the preparation of a gender strategy that will reflect the recommendations of the Government National Program for Breast Cancer Treatment, accompanied by the strengthening of the on-going awareness activities initiated by the Government.

Component 2 was designed to support the improvement of monitoring and management of service quality and efficiency through the improvement of health management information systems and of medical equipment management and maintenance system. The implementation of Health Information System in regional hospitals is one of the main tiers of the parent project. Since progress has been made for the design of the system and through the additional financing would be able to extend the implementation of the system in all 11 regional hospitals. This includes the extension of software licensing and additional training activities as well as the design and purchase of equipment and of local computer networks for these additional seven hospitals.

Moreover, the additional financing will also cover and address gender mainstreaming Climate-co benefits and Citizen Engagement that are actually parent of the current project. The Project is expected to finance piloting social patient-based accountability mechanisms to enhance patient feedback.

Gender-based analysis with be mainstreamed in the establishment of the social accountability mechanisms as well as in the study. The feedback will be analyzed based on gender.

In addition, Project activities monitoring mechanism will disaggregate beneficiary-based indicators on gender. All hospitals have already in place social accountability mechanisms. They collect patient feedback and over 50% (accountability very high) of the patients use the mechanisms. The feedback of the patients/citizens has influenced MOHSP decisions making in decentralization of services near to the place of residence as for example offering of the perinatal dialysis in some regional hospitals while previously this service was offered only to QSUT. The proposed AF will further strengthen the gender activities of the parent Project, focusing on breast cancer prevention, as one of priority areas under the MoHSP program. Furthermore the Hospital Master Plan, has provided the vision of the reforms and investments in the hospital sector in the medium and long term, in light of it a series of restructuring refurbishment activities will be held under the additional financing in order to start the implementation of the reforms. Accreditation of public hospitals to guarantee safe and quality services remains a long-term objective for MOHSP.

The process started in 2018 and until now 2 (two) university hospitals, 4 (four) regional hospitals, 1 (one) municipality hospital and 6 (six) primary health care facilities have been able to fulfill the accreditation criteria’s. Accreditation is a long process that includes the fulfillment of a long list of criteria’s starting from infrastructure, medical equipment’s, human resources, implementation of clinical protocols and guidelines and the meeting of Key Performance Indicators (KPIs) include bed occupancy, average length of stay, number of surgical procedures, obstetrics and gynecology activity, emergency room (ER) activity and hospital personnel.

In light of the Health System Improvement Project objective to contribute to the modernization of selected public hospitals, improving hospital management and infrastructure supporting Hospital Services Infrastructure MOHSP.

A Project Coordination Unit (PCU) is already established for existing HSIP project and will continue into force for the Additional Financing to support implementation. The PCU, headed by the Project Manager, will include core staff responsible for fiduciary and safeguard management.

The PCU will monitor and evaluate the Project results framework and will include core staff responsible for technical and fiduciary management at least the following positions, such as a full-time Project Manager, an IT coordinator, a Civil Engineer, an Environmental Engineer, a Procurement Expert and Financial Management Expert and Contract Management Monitoring and Evaluation Expert, ESE expert.

These Terms of Reference for the position of the “*FM Expert*” are tailored as the need to strengthen the PMT’s management role, as substantial for the Project’s implementation and achieving the Project objectives, specifically, for successfully completion of the current extended Project and taking into account additional activities associated with the proposed Additional Financing. GoA intends to apply part of the proceeds for payment of the “*FM Expert*” as part of the Project Management Team (PMT).

**OBJECTIVES OF THE ASSIGNMENT**

The Ministry of Health and Social Protection (MoHSP) seeks the Consultancy Services of an experienced Individual Consultant “*FM Expert*” as part of the PMT (full-time engagement) and it was intended to apply part of the proceeds for payment of this Individual Consultancy. The objective of this assignment is:

* Overall responsibility for the financial management of the Project.
* Implement a fully documented and operational accounting and financial management, satisfactory to the World Bank, which includes proper accounting procedures and internal controls to ensure that Project assets are properly safeguarded.
* Ensure timely preparation of the interim financial reports and annual financial statements and other reports requested by GoA; and withdrawal applications to the bank, and ensure adherence to all statutory requirements, World Bank guidelines and audit requirements, as further described in the Financial Management Manual.

**SCOPE OF WORK**

The specific functions and responsibilities of the “*FM Expert*” include:

* Updating Financial Management Manual when changes occur, with the supervision or as per the request of the Deputy Minister;
* Manage financial short and long term planning process of the project; assist the Project Manager and Deputy Minister in the Project financial planning; Liaise with the MOHSP’ Budget and Finance department that project planning as above mentioned is integrated in MOHSP planning process.
* Carry out financial performance review of Project activities, in accordance and in connection with Bank requirements.
* Execute payments according to the approval/s of appointed authorities for project activities.
* Ensure that payments are made in proper and timely manner, that all sources of financing are available for the project and that the contract payment monitoring function is ensured, working in close collaboration with Procurement Expert; Contract Monitoring M&E Expert, CW Engineer, IT/eHealth Expert, ESE Expert.
* Assist MOHSP in all financial management aspects of the Projects, ensuring that transactions are entered into the financial management system in a timely and proper manner, verifying for accuracy and completeness of all transactions, and that updated accounting records are kept, that are essential for promptly producing project financial management reports.
* Prepare and submit for approval financial reports, budget report, financial projections, cash flow forecast, and all other project reports as requested by World Bank, MOHSP and MoFE.
* Participate in the preparation of quarterly and annual progress reports;
* Provides timely inputs to the Project Procurement Expert, for the preparation of contract payments terms, etc. and supervises their conformity with project requirements and budget. Thoroughly reviews financial aspects of all bidding documentation and provides timely comments to the Procurement Expert prior submission to the World Bank.
* Advise the PMT on issues related to local taxation, banking and other pertinent regulations that affect the financial activities;
* Facilitate the work of the independent auditors; assess reports received from the auditors and following up any audit queries /management letters;
* Participate and be actively involved in trainings/workshops/seminars concerned to the project components and implementation categories.
* Performs any other duties requested by the Project Manager and Deputy Minister.
* Provide substantive briefings and other assistance as required to Bank missions.

The *FM Expert* will report direct to the PCU Project Manager by writing, and work under the direction of the highest authority as per the POM.

**CLIENT’S CONTRIBUTION**

The Client will provide office space and equipment required for the HSIP’s *FM Expert* to perform the tasks assigned.

**QUALIFICATION**

* Have a relevant university degree in accounting, finance or business administration.
* At least 5 years professional experience as financial specialist; Demonstrated experience in financial planning and budgeting, transaction recording and financial reporting process.
* Preferably 3 years’ experience in financial management of World Bank funded projects;
* Demonstrated sound and good knowledge of financial and accounting policies, rules and regulations pertaining to international organizations, preferably World Bank;
* Demonstrated sound and good knowledge of Government accounting, financial management systems, and budgeting system, and tax and legal requirements in Albania;
* Excellent spoken and written English;
* Excellent knowledge and skills in computer based financial management system and office applications;
* Proficiency in computer applications like excels spreadsheets and word processing.

**TERMS OF THE ASSIGNMENT**

* The Consultant shall be engaged on full-time basis. The remuneration will be paid on a monthly basis and implemented according to Applicable Law
* The Consultant will be offered opportunities to develop professionally by attending relevant training events and courses during the term of the contract.
* The type of contract for this assignments is Time Based Contract.

**SELECTION AND CONTRACTING**

The expert should be an **Individual Local Consultant**. The selection method to be applied is **Individual Consultant Consultants (IC),** in accordance with the procedures set out the World Bank’s *Guidelines Selection and Employment of Consultants Under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*” (January 2011, revised July 2014).

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