



Health Center Renovation Project



TERMS OF REFERENCE FOR SECONDMENTS

Crown Agents' Health Center Renovation Project (HCRP) will second 8 engineering consultants to the Federal Ministry of Health's Planning and Programming Department (PPD) for up to 8 months (February – September 2008). Positions and expertise required will include:

- **CIVIL ENGINEERS**, regional level: B.Sc. Degree in Civil Engineering with ten (10) years' experience in design and construction projects, or in project management of similar nature; or Masters Degree and minimum of five years' relevant experience.
- **STRUCTURAL ENGINEER**, federal level: Masters Degree in Civil Engineering with six (6) years' experience in structural design of health care facilities or similar public use buildings and construction projects, or in project management of a similar nature; or Ph. D. and minimum of three years' relevant experience.
- **ELECTRICAL ENGINEER**, federal level: B.Sc. Degree in Electrical Engineering, with ten (10) years' experience in construction and design projects or in project management of similar nature; or Masters Degree and minimum of five years' relevant experience. Experience in electrical designs of complex public facilities such as hospitals or public facilities of a similar nature.

Consultants will be seconded to the Federal Ministry of Health (FMOH) and Regional Health Bureaus (RHB) with anticipated duty stations in Addis Ababa as well as Afar, Amhara, Oromia, and Somali Regional Health Bureaux. The following terms of reference have been agreed upon by PPD and HCR.

1. Supervision and Scopes of Work

- 1.1 The consultants will be contracted through Crown Agents-USA (CA-USA). Consultants will follow relevant rules and regulations for CA-USA contracting and the HCR contract; CA-USA will conduct a 3-day orientation to HCRP.
- 1.2 Government employees will be responsible for providing direction to the consultants within these frameworks. HCR, and PPD as desired, will orient government officials to the tripartite arrangement. At least one week prior to the start dates, PPD will inform HCR of the specific officials responsible for each position. If any of these individuals are changed, PPD will inform HCR in a timely manner.

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1.3 Scopes of work. A specific work plan will be developed for each consultant at time of hire, consistent with FMOH standards for similar positions. Any deviations from scopes of work will be mutually discussed and agreed upon by PPD and HCR, and the USAID CTO as necessary, prior to implementation. In general, the consultants will:

At the federal level:

- a. Assist the PPD/Architectural & Engineering Team in design outputs, drafting, tendering, bid evaluation and contract administration
- b. Provide technical assistance for RHBs when requested
- c. Collaborate with HCR and other international implementing partners, e.g. GTZ IS
- d. Conduct supervision and compile regular progress reports

At the RHB level:

- a. Assist the RHBs in strengthening each bureau's engineering team/department
- b. Assist the RHBs in planning and scheduling all civil works executed through the bureaux
- c. Collaborate with FMOH, HCR and other international implementing partners
- d. Conduct supervision and compile regular progress reports
- e. Facilitate meetings on project progress at the regional level

1.4 PPD will be responsible for bringing any performance issues to the attention of HCR and a plan for remedy will then be jointly developed and implemented. HCR will conduct one supervisory visit in the field and will provide observations and reports to PPD; any performance issues arising from this visit will be discussed and a plan for remedy developed jointly.

2. Administration and Finance

2.1 Consultants will be contracted within rates agreed upon by PPD, HCR and the USAID Cognizant Technical Officer (CTO).

2.2 HCR will be solely responsible for contracting and terminating consultants.

2.3 HCR will advertise, recruit, and screen applicants. Interviews will be conducted by a joint panel (HCR and PPD). HCR will recommend top applicants for hire. PPD will make the final decision on top applicants.

2.4 HCR will provide consultant fees and round-trip transport for consultants posted outside of Addis Ababa to attend one meeting in Addis Ababa.

2.5 PPD will provide office space, office equipment, transportation including vehicles as necessary, travel per diem, and all other expenses necessary for the work.

2.6 The contract duration is up to 8 months, with expected start dates in February 2008. Positions may involve up to 25% field-based work.

3. Communication

- 3.1 HCR will orient consultants to the tripartite arrangement and performance expectations. Ideally, PPD staff identified per 1.2 above will join this orientation; or HCR will make a report to PPD within 2 days of the orientation.
- 3.2 PPD and HCR staff will be available throughout the secondments to review and respond in a timely manner to issues for decision. Any person who cannot be available to provide input in a timely manner will be recused from the issue. Persons who are temporarily unavailable may also temporarily delegate their role and inform other parties of this action.
- 3.3 HCR will provide a mid-term and final report to PPD, to include: performance progress; success and challenges; analysis of the impact of the secondments on relevant PPD goals and objectives. PPD will review and comment upon these reports within two weeks of their submission.

I have read, understand and agree to these terms.

Programming and Planning Department
Federal Ministry of Health

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