

## Consultant Scope of Work

|                            |                                                                                                                                                                                                                        |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose:                   | The consultant will assess SCANU of District Hospitals of (1) Rangamati, (2) Bandarban, (3) Khagrachari, (4) Moulvibazar, (4) Habiganj district, and Newborn Stabilization Unit (NSU) of these districts if available. |
| Place of Performance:      | Bandarban, Rangamati, Khagrachari, Moulvibazar and Habiganj District of Bangladesh                                                                                                                                     |
| Period of Performance:     | Start date to end date 15-30 July 2026                                                                                                                                                                                 |
| Estimated Level of Effort: | Fixed price consultancy fees including transportation and lodging                                                                                                                                                      |
| Activity Manager:          | Abu Syem Md Shahin, Director- Program Implementation                                                                                                                                                                   |
| Funding Source:            | '37692.1050.0004 (80%), 37692.1050.0009 (20%)                                                                                                                                                                          |

### A. Background

The Momentum Integrated Health Resilience (MIHR) project implemented by a consortium led by IMA World Health is a global initiative that partners with governments and local stakeholders in fragile settings, states and regions. MIHR is implemented in Bangladesh by JSI Research and Training Institute, Inc.. MIHR objectives are to save lives, through increased access to high quality MNCH-Nutrition life-saving interventions, strengthening partnership with local organizations and through improved adaptive management to prevent, detect and respond to health emergencies.

### B. Objectives

The primary objective of this consultancy is to assess functionality of medical equipment of SCANU and NSU, and the requirement of spare parts of equipment. As per Standard Operation Protocol (SOP) of SCANU identify equipment gaps, identify gaps of necessary supplies.

The secondary objective is to forward the assessment report to the respective organizations to establish a framework agreement with qualified service providers for repair, preventive and corrective maintenance, supply and replacement of spare parts, and user refresher training for SCANU and NSU equipment.



### C. Services

The Consultant will be responsible for the following across (1) **Rangamati**, (2) **Khagrachari**, (3) **Bandarban**, (4) **Habiganj**, (5) **Moulvibazar** and (6) **Sylhet** (one NSU at Jaintiapur UHC of Sylhet) districts.

1. Prepare a list of available equipment of SCANU and NSU of mentioned Districts and Upazilas including provider/ doner of the equipment
2. Prepare a list of spare parts of each equipment that is to be replaced frequently
3. Prepare a list of non-functional equipment and cause of non-functionality and recommendation
4. Prepare a report for each SCANU/ NSU about status of physical infrastructure/ facilities based on Standard Operating Procedure (SOP).
5. List of unavailable equipment/missing as per SCANU SOP. Please find the SOP in the link [http://qis.gov.bd/wp-content/uploads/2019/04/2019\\_02\\_07\\_1549511227\\_973canu.pdf](http://qis.gov.bd/wp-content/uploads/2019/04/2019_02_07_1549511227_973canu.pdf)

### E . Deliverable

The Consultant shall provide:

1. Provide a list of available equipment of SCANU and NSU of mentioned Districts and Upazilas including provider/ doner of the equipment's
2. Provide a list of spare parts with details specification of each equipment's that is to be replaced frequently
3. Provide a list of non-functional equipment's with specification and cause of non-functionality and recommendation
4. Provide a report for each SCANU/ NSU about status of physical infrastructure/ facilities based on Standard Operating Procedure (SOP).
5. List of required unavailable equipment with specification as per SCANU SOP

### F. Required Qualifications

- Education Background: Team lead must have educational background in Bio-Medical Engineering [essential criteria]
- Experience: Minimum 3–5 years of experience in this field specially assessment, repair maintenance of SCANU and NSU equipment
- Previous experience of successful accomplishment of establishment of SCANU/NSU for MOHFW of Bangladesh;
- Previous experience of successful accomplishment of establishment of SCANU for UN agency/INGO or major development partner
- Ability to communicate with counterparts and stakeholders
- Proven ability to deliver high-quality work in due time.



## G. Duration & Reporting

- Contract Type: Fixed price contract including transport and accommodation.
- Duration: 15 days (after signing the agreement)
- Reporting to: Director- Program Implementation

## H. Evaluation Criteria

Proposals will be evaluated first to ensure that they meet all mandatory requirements and are responsive. To be determined responsive, the proposal must include all documentation as listed in SI 4. Proposals that fail to meet these requirements will receive no further consideration. A non-responsive proposal to any element may be eliminated from consideration.

Responsive proposals will be evaluated and ranked by a committee on a technical basis according to the criteria below. Those proposals that are considered to be technically acceptable shall then be evaluated in terms of cost.

For the purpose of selection, the evaluation will be based on the following weighted point scale (totaling 100 points) of the proposal in its entirety, including, but not limited to, the following:

| No | Criteria                                                                                                                                                                                                                                                                                                                                                                    | Points |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1  | <b>Technical Approach, Methodology and Implementation plan</b> <ul style="list-style-type: none"> <li>• <b>Overall Technical Approach (10 points):</b> Understand TOR management plan to provide the services as per the requirements, quality assurance, trouble response plan (as mentioned in Part C).</li> <li>• <b>District Specific Plans (20 points):</b></li> </ul> | 30     |
| 2  | <b>Capabilities and Past Performance</b> <ul style="list-style-type: none"> <li>• Organizational and technical capabilities and resources to implement this work</li> <li>• Previous successful experience implementing similar activities- Please provide agreement/ workorder/ Purchase order/certification/References</li> </ul>                                         | 30     |
| 3  | <b>Proposed Costs</b> <ul style="list-style-type: none"> <li>• Reasonableness of proposed budget based on scope of activities proposed.</li> <li>• Summary budget, detailed budget, and budget notes included.</li> <li>• Comparative lowest price</li> </ul>                                                                                                               | 40     |



|   |                                                                                                                                                                                                                                                                                                                              |     |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 4 | <b>Organization/Company Legal Document [mandatory] for individual must have the BIN as per the Gov. protocol.</b> <ul style="list-style-type: none"> <li>- <b>Valid Trade license [mandatory]</b></li> <li>- <b>TIN Certificate (updated) [mandatory]</b></li> <li>- <b>BIN Certificate (updated) [mandatory]</b></li> </ul> |     |
|   | <b>Total</b>                                                                                                                                                                                                                                                                                                                 | 100 |

## H. Submission of Proposals

Interested candidates or firms are requested to submit their technical profile and price quotes directly via email to:

- Contact: Subir Bhadra
- Email: [subir.bhadra@jsi.org](mailto:subir.bhadra@jsi.org)
- Subject Line: [Your Name/Firm] – Consultant for SCANU and NSU equipment assessment
- Submission deadline: 09 July 2026



## 1. List of available equipment of SCANU and NSU

Name of District/ Upazila\_\_\_\_\_

[illegible]

Assessment Date: \_\_\_\_\_

Name of focal person of respective SCANU/ NSU\_\_\_\_\_

Cell number of focal person of respective SCANU/ NSU\_\_\_\_\_

Signature of focal person of SCANU/NSU\_\_\_\_\_

Signature of Assessor\_\_\_\_\_



## Name of District/ Upazila\_\_\_\_\_

[illegible]

### 3. Physical infrastructure status of SCANU/ NSU

Name of District/ Upazila\_\_\_\_\_

- A. Space for SCANU\_\_\_\_\_
- B. Have tiles both in floor and wall as per SOP \_\_\_\_\_
- C. Have waiting room for Mother \_\_\_\_\_
- D. Have Rest room/ Toilet for Mother \_(Functional / nonfunctional) \_\_\_\_\_
- E. Have gown room for Mother \_\_\_\_\_
- F. Have gown room for Nurse/ Doctor \_\_\_\_\_
- G. Have Rest room for Doctor \_\_\_\_\_
- H. Have Rest room for Nurse \_\_\_\_\_
- I. Have Handwash room \_\_\_\_\_
- J. Source of water for Handwash \_\_\_\_\_
- K. Have required Air Condition/ Fan \_\_\_\_\_
- L. Have required ventilation \_\_\_\_\_
- M. Have Refrigerator\_\_\_\_\_
- N. Have power backup/ generator /IPS\_\_\_\_\_
- O. \_\_\_\_\_
- P. \_\_\_\_\_