

Memo. No-MOHFW/HRM/EOI/276/2012/ 1641

Date: 11/03/2012

Subject: Request for Expression of Interest (EOI)

Ministry of Health and Family Welfare (MOHFW) under its operational plan "Human Resource Management" of Health, Population and Nutrition Sector Development Program (HPNSDP), Loan No./Credit No. IDA 4954-BD intends to undertake and develop the following activities/outputs:

- Package SP1: Development and implementation of a Human Resource Management Information Systems (HRMIS) of MOH&FW.
- Package SP3: Job Analysis of upazila level Health workforce to rationalize the work load and developing effective referral linkages
- Package SP4: National Health workforce survey and development of database on HR workforce with updating mechanism
- Package SP5: Assessment of Health workforce training programs and suggesting accreditation mechanism
- Package SP6: Updating the TO&E of offices under MOHFW and developing a database

Design of information system, Development of program, Creation of Database, training & piloting etc. will be required for the HRMIS. For other activities, data collection (primary and secondary information) and analysis will be needed. Activities for each of the package need to be completed by the December 2012.

Human Resources Development Unit now invites eligible firms and consultants to indicate their interest in providing the services. Expression of interest shall be submitted in sealed envelope, delivered to address of the undersigned shown above by 10 April, 2012 and be clearly marked "Request for Expression of Interest" with package number and title. Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications. Associations with foreign firms are encouraged but not mandatory.

Research firms (consultants) may associate with other research firms (consultants) to enhance their qualifications.

Selection for each package will be done in accordance with the public procurement Act 2010 and Public Procurement Regulations 2008 (with latest amendments) issued by the GOB. A firm or a consultant will be selected in accordance with the Quality and Cost Based Selection (for SP1, SP3 & SP6) and fixed budget selection (SP4 & SP5) method set out in the Consultant Guidelines of the World Bank.

Interested firms (consultants) may obtain further information from the address below during normal office hours.

Additional Secretary (Admin) &
LD, HRM, MoH&FW
Bangladesh secretariat, Dhaka-1000
Telephone:+88027167282 (Office) +
8801552423023(M)
E-mail: jsadmin@mohfw.gov.bd (for enquiry only)

Draft TORs for developing and installing Human Resource Management Information System (HRMIS) of MOHFW.

1. Background:

Bangladesh is committed to Universal Health Coverage (UHC) for its population. Functioning health system is a prerequisite to UHC, but health systems and services depend critically on the size, skills and commitment of the health workforce. Bangladesh health system managers are having difficulties in planning and managing the human resources due to the lack of comprehensive, reliable and up-to-date data. Number of human resource has been growing rapidly with the expansion of services and it is becoming increasingly difficult for the government to plan and manage them properly. Investing in HRH information system is imperative for proper planning and management of HRH.

2. Objective(s) of the Assignment:

To develop a Human Resource Management Information System to make accurate, timely and effective Human Resources for Health (HRH) information available at all levels with a mechanism of continuous updating for performance-based HR management in HPN sector.

The specific objectives:

The proposed HRMIS will contribute to:

- i) Establish and maintain an HRH observatory for Bangladesh;
- ii) Introduce rational Health Workforce Planning, matching demand with supply;
- iii) Introduce automation in Human Resource Management functions;
- iv) Ensure effective HR governance including different monitoring functions such as;
 - (a) Monitor recruitment, training, deployment, retention, career and performance of health workers;
 - (b) Monitor and correct mal-distribution and skill mix of health workforce;
 - (c) Monitor and prevent health workers' absenteeism;
 - (d) Monitor international and internal migration of health workers;
 - (e) Link up health workers' performance and in-service training history to their reassignment;
 - (f) Conduct operational research on different issues related to HR development and management.

3. Scope of Tasks and Expected Deliverables:

The successful bidder is responsible for designing, testing and rolling out of the HRMIS. It includes:

- i) Development and piloting of, and training on data collection tool(s);

ii) Development and piloting incentive mechanism for health facilities & personnel to submit data;

iii) Development of a mechanism of data integration from the existing routine HMIS and annual facility survey in to HRMIS;

iv) Proposals for multiple choices/alternatives for modes of data transmission from health facility through to district and national levels (paper-based, diskette-based, email-based, mobile-based, web-based);

v) Addressing and inclusion of DQA (data quality assurance/auditing/assessment) not only within the software but also at data generation points (health facilities);

vi) Estimation of additional workload and/or cost saving due to introduction of the HRMIS.

3.1. Develop a consolidated database comprising of Human Resources of DG Health Service, DG Family Planning, DG Drug Administration, NIPORT, NIPSOM, DNS, using the existing resources available and creating provision of new database where no pre-existence of such data.

Components of these systems are as follows:

3.1.1. Develop/ update Personal Data Sheet (PDS) of Employees incorporating basic information required for national integration (population register);

3.1.2. Create an employee database where information will be stored department-wise in the PDS format. Existing PDS database of DGHS, DGFP and DNS shall be utilized, in doing this national data interoperability format shall be consulted;

3.1.3. Rationalize the existing coding system for employees allowing department and category-wise identification and creating linkage with (NPR) unique ID system;

3.1.4. Prepare electronic Table of Organization and Equipment (TO&E) of MOHWF, Directorates, offices, facilities and organizations along with Job descriptions of posts;

3.1.5. Develop a coding system for allocating unique ID for every institution as per the direction of Secretariat Instruction 1976 updated in 2011;

3.2. The HRMIS should meet the following specifications.

3.2.1. Should be national interoperability standard compliant;

3.2.2. Have the ability to interface with different systems and data;

3.2.3. Be able to take in and filter information from multiple sources such as DG Health Service, DG Family Planning, Director Nursing Services, NIPORT, NIPSOM, DG Drug and Administration, CMSD, BMDC, BNS, BCPS, Education Boards, State Medical Faculty, Immigration Department, DG Passport, Different Private and Public Universities, Private, public and NGO facilities and ideally, this process should be automated.

3.2.4. Have the ability to accommodate MOHFW HR eligibility rules and the enrollment engine should evaluate each enrollment activity and apply any necessary combination of rules, messages, prompts, and options specifically designed to meet the exact eligibility requirements desired.

3.2.5. Be able to grow and rise with the growth of the organization. A successful bidder should provide information on the ability of the system provided to grow when MOHFW brings on new organization, employees, offices, benefits changes, and rules.

3.2.6. Be able to or should have the provision to integrate with other systems like Payroll, performance, in-service training history and other relevant functions, and obtain greater efficiencies when data and other employee information entered into one system is shared with another system.

3.2.7. Have multiple views and formats (spreadsheet, PDF, html), big picture assessment (dash board) and the ability to drill down to enhance decision-making. MOHFW should be able to assess, at any time, enrollments in specific plans, outstanding actions, and changes in employee demographic information in relation to benefits and other employee data.

3.2.8. Have specific features to help MOHFW communicate better with employees and offices on a number of levels - via mass email, sms, electronic "bulletin boards," and by specific filter criteria (such as location, department, insurance plans, enrollment status, retirement status, Authorized and filled up positions of the office/organization and others).

3.2.9. Provide means of checks and balances, and a successful bidder should provide details of these checks and balances, how they operate and all relevant features.

3.2.10. Have customer service and/or help desk. The detail of this service should be included in the proposal. This should include the level of access to

“help” that is provided and what constitutes customer service - online help via a database, online chat, email support, conversations with a live person, or a combination thereof. MOHFW managers should expect a response to inquiries instantly from a direct contact that can help.

3.2.11. Updates to HRMIS should be made automatically with system available online through an Application Service Provider (ASP) or Software as a Service (SaaS) model.

3.3. Developing and implementing an integrated e-Office management system automating Human Resource Management processes at all level. This system shall include:

3.3.1. Online application Management system for in-service employees including application for leave, station leave, transfer, posting, deputation, lien, PRL (post retirement leave),, voluntary retirements, loans, permission for acquisition or disposal of personal property, joining, charge handover and take over, clearance/no objection certificates, inclusion of higher degree or award, provision for including disciplinary and criminal records with. This system shall write and update information in the PDS eliminating the manual data entry requirements.

3.3.2. Online process tracking system

3.3.3. Online file management system

3.3.4. Online recruitment management system

3.3.5. Payroll management system

3.3.6. Integrated report management system based on national, WHO and ILO requirements;

3.3.7 Online integrated decision support system with online dashboard for decision makers at all level;

3.3.8. Online response/submission and validation system;

3.3.9. Modular options to integrate individual and institutional performance management system to be developed;

3.3.10. There should be a user-friendly inter-phase by which various kinds of reports can automatically generate

3.3.11. Automatic census (information of posts) system

3.4. Responsibilities of a successful bidder also include:

3.4.1. Pilot the system in 32 Upazilla and in the head offices of all the departments in the first phase;

3.4.2. Ensure complete knowledge transfer through training duty bearers assigned by the ministry and providing complete software documentation;

3.4.3. Has to train the maintenance and development team of MOHFW to enable them to own, manage and further develop/customize the system without any external support. The system shall be open source based.

3.4.4. Implement the solution and all training involved for MOHFW staff to take over within a time frame to be agreed with MOHFW who should have a clear understanding of the level of training and technical expertise that will be required and the amount of time expected. All costs of training should be included in the proposal. Any training that maybe required for off-site training should also be included. A successful bidder should note that MOHFW needs to be aware of all hard and soft costs involved in the HRMIS adoption;

3.4.5. Provide an option for employees to enter and make changes in real-time to their personal data under a set of rules prescribed by the Senior Secretary MOHFW (or nominated delegate). This should include a good self-service system that will guide employees smoothly through information about themselves and their dependents;

3.4.6. Propose how to integrate the HRMIS with other functions and systems such as medical record system and performance management system, including options for integration;

3.4.7. Conduct a cost-benefit analysis which will be independently assessed by MOHFW. This should demonstrate the complete cost of the HRMIS, including all annual, monthly, and one-time charges, alongside the benefits provided;

3.4.8. The software should be fully Bangla Unicode compliant.

4. Team Composition & Qualification Requirements for the Key Experts

- i) Project director;
- ii) System engineer;
- iii) HRH specialist;
- iv) Health information system specialist;
- v) Project coordinator/administrator;

5. Reporting Requirements and Time Schedule for Deliverables
At a minimum, list the following:

- i) Format, frequency, and contents of reports;
- ii) Number of copies, and requirements to electronic submission (or on CD ROM). Final reports shall be delivered in CD ROM in addition to the specified number of hard copies;
- iii) Dates of submission;
- iv) Persons (indicate names, titles, submission address) to receive them etc.

6. Client's Input and Counterpart Personnel

- i) Services, facilities and property to be made available to the Consultant by the Client:
- ii) Professional and support counterpart personnel to be assigned by the Client to the Consultant's team:

7. Contract Arrangement including the Access to Information

7.1. A successful bidder should note that MOHFW owns the data and be able to transport their data to any Application Service Provider (ASP). The data should reside on MOHFW proprietary server.

7.2. The Senior Secretary, MOHFW (or nominated delegate) will have exclusive authority to decide who will be allowed access to the HRMIS and to what degree.

7.3. A successful bidder will be required to enter into a separate agreement with MOHFW for maintenance and upkeep of the entire system.

7.4. As part of this agreement, a successful bidder should offer daily backups, backup servers, and added protective layers. Additional systems and procedures should also be included to safeguard information from being lost or accessed by unauthorized personnel.

7.5. A successful bidder has to offer five years guarantee of the product. An international company not having its office in Bangladesh can be part of Joint venture with a local company for this purpose.

**Health Population Nutrition Sector Development Program (HPNSDP)
Terms of Reference (ToR) for
Job Analysis of Upazila Level Health Workforce to rationalize the work
load and developing effective referral linkages**

1. BACKGROUND

The Government of Bangladesh has developed a five year program of work (HPNSDP). The Health Sector Development Program (HPNSDP) is jointly financed by the Government of Bangladesh (GOB), pool donors and parallel financiers. The overall program budget is approximately US\$ 7.7 billion for five years. (GOB) seeks to create conditions whereby its people have the opportunity to reach and maintain the highest attainable level of health as a fundamental human right and social justice. Government of Bangladesh has targeted to achieve MDG 4, 5, 6 and part of the MDG 1 and 8 and also of the vision 2021 through the next health sector program. Government intends to establish a clients oriented and people responsive health care, particularly emphasizing the needs of women, children, adolescents, the elderly, the poor and the marginalized, through developing an effective, efficient and sustainable health service delivery and management system with skilled and special emphasis on the development of a sustained health system and an improved and responsive efficient human resources.

The goal of HPNSDP is to ensure quality and equitable health care for all citizens by improving access to and utilization of health, population and nutrition services and the development objective is to improve both access and utilization of such services, particularly for the poor.

The human resource development Unit is keen to improve the staff management by conducting Job Analysis of Upazila Level Health Workforce to rationalize the work load and developing effective referral linkages.

2. OBJECTIVES

1. Development service delivery package for each level from field to District level

- a. Field Level
- b. Community Clinics
- c. Union Level health care
- d. The Upazila Health Complex
- e. District Level

- 1) Provide staff requirement at each level
- 2) Provide Job responsibilities and Knowledge, Skill requirement

- 3) Defining the referral and supervision linkages between the various levels of care (District, Upazila, Union and Community) and spell out the responsibilities among all actors and stakeholders in order to ensure the necessary „unity of command“.

3. SCOPE OF THE SERVICE

The services of the Firm shall include, but not be limited to, the following:

- 1) Identify the service packages at different level from field level to District hospital/level.
- 2) Determine the staff requirement to provide the services
- 3) Determine the optimum level of staffing for the Upazila level and current staff strength and indicate gap or surplus if any and what actions need to be taken into consideration to redistribute the staff
- 4) Develop Job description for each staff for the levels
- 5) Identify the knowledge, Skill and ability required to deliver the services for each level.
- 6) Develop an implementation plan for the rationalization and redistribution of the staff
- 7) Develop change management schedule and provide risk analysis which may be encountered as result of the rationalization and redistribution of the staff
- 8) Facilitate in building consensus for the change.

4. QUALIFICATION AND EXPERIENCE

A. Qualification and experience of Firm:

- The firm/agency should have minimum 5 years of business experience in Job Analysis and evaluation in the field of health sector and will need to provide documentary evidence in this regard and a profile including a list of all clients for the past 5 years.
 - Strong firm profile on similar assignments
 - Financial capacity and business integrity
 - Technical proposal quality including resources requirements and allocation, timelines, and business model.
 - Firms (consultants) may associate with other research firms (consultants) to enhance their qualifications. Associations with foreign firms are encouraged but not mandatory.
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- The assignment required to be *completed by December 2012*. .

5. REPORTING AND TIME SCHEDULE

The reporting requirements of the contracting firm will include:

- An inception report that will include the initial work plan and methodology to carry out the assignment.

An interim draft report for input by stakeholders and review of
Additional Secretary

- Copies of the Work Plan and methodology should be submitted to Additional Secretary Admin for review and approval of the arrangement to take appropriate and necessary action for review and finalization of the plan.

6. DELIVERABLES

- 1) Job description
 - Name of supervisor to whom the person report
 - To whom he or she refer patient in case of clinical
 - Summary of the job
 - Key responsibilities
 - Knowledge Skill and ability required for services
 - Education
 - What other skill required
- 2) A complete report of the assignment with implementation plan with timescale
- 3) The deliverable must be in two language, Bangali version and English version
- 4)

7. GENERAL

The contractor Firm on Job Analysis of District and Upazila Level Health Workforce to rationalize the work load and developing effective referral linkages shall not retain any documents or records or copies thereof which are the property of the MOHFW & its subordinate organization and shall treat all issues relating to this assignment as confidential and privileged information

**Health Population Nutrition Sector Development Program (HPNSDP)
Terms of Reference (ToR) for
Assessment of Health workforce training programs and suggesting an
accreditation mechanism**

1. BACKGROUND

The Government of Bangladesh has been implementing Health Population & Nutrition Sector Developed Program (HPNSDP) 2011-2016. Government of Bangladesh has targeted to achieve MDG 4, 5, 6 and part of the MDG 1 and 8 and also of the vision 2021 through the sector program. Government intends to establish a people oriented and client's responsive health care, particularly emphasizing the needs of women, children, adolescents, the elderly, the poor and the marginalized, through developing an effective, efficient and sustainable health service delivery and management system. The goal of HPNSDP is to ensure quality and equitable health care for all citizens by improving access to and utilization of health, population and nutrition services and the development objective is to improve both access and utilization of such services, particularly for the poor.

Human resources are a strategic capital in any organization, but particularly so in health and other service organizations that are highly dependent on their workforce. The functioning and growth of health systems depends on the availability of human resources and on the time, effort and skill mix provided by the workforce in the execution of its tasks. There is growing international recognition that one of the key ingredients in achieving improved population health outcomes is an adequate and available health workforce. At the same time, there is general consensus that human resources for health (HRH) have been a neglected component of health systems development in low-income and middle-income countries.

2. OBJECTIVES

- a. Identify training institutions in Bangladesh offering healthcare related training excluding formal educations under Bangladesh Medical & Dental council, Bangladesh Nursing Council, State Medical Faculty, Bangladesh College of Physician and Surgeon and Recognized University, etc.

- b. Review the curriculum and staff strength of the provider institutions

3. SCOPE OF THE SERVICE

The services of the Firm shall include, but not be limited to, the following:

1. Identifying, Classifying, and Enumerating training institutions in Bangladesh offering healthcare training excluding formal educations under Bangladesh Medical & Dental Council, Bangladesh Nursing Council, State Medical Faculty, Bangladesh College of Physician and Surgeon and Recognized University.
- 2) Review the curriculum and Staff/faculty strength of the institutions
- 3) Recommend on improvement required
- 4) Proposed accreditation body to regulate such training institutions
- 5) Suggest organizational setup in the form of Table of Organization and Equipment, job description and Legal and regulatory framework.

4. QUALIFICATION AND EXPERIENCE

A. Qualification and experience of Firm:

The firm/agency should have minimum 5 years of business experience in assessment of Health workforce training programs and experience in developing accreditation mechanism in similar assignment and will need to provide documentary evidence in this regard and a profile including a list of all clients for the past 5 years. Besides, it should provides

- Strong firm profile on similar assignments
 - Financial capacity and business integrity
 - Technical proposal quality including resources requirements and allocation, timelines, and business model.
 - Firms (consultants) may associate with other research firms (consultants) to enhance their qualifications. Associations with foreign firms are encouraged but not mandatory.
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- The assignment required to be *completed by December 2012.* .

5. REPORTING AND TIME SCHEDULE

The reporting requirements of the contracting firm will include:

- Submit list of training institutions offering training for providers 7 Professionals
- Comment on training offered and capacity of the organization
- Report on assessment of human resources capacity of the training institutions
- Recommend on improvement required
- Proposed accreditation body to regulate such training institutions
- Suggest organizational setup in the form of Table of Organization and Equipment, job description and Legal and regulatory framework

- Copies of the Work Plan and methodology should be submitted to Additional Secretary Admin for review and approval of the arrangement to take appropriate and necessary action for review and finalization of the plan.

6. DELIVERABLES

A complete report of the assignment with implementation plan with timescale

The deliverable must be in two language, Bengali version and English

7. GENERAL

The contractor Firm on Assessment of Health workforce training programs and developing an accreditation mechanism shall not retain any documents or records or copies thereof which are the property of the MOHFW & its subordinate organization and shall treat all issues relating to this assignment as confidential and privileged information

**Health Population Nutrition Sector Development Program (HPNSDP)
Terms of Reference (ToR) for
National Health workforce survey and development of database on HR
workforce with updating mechanism**

1. BACKGROUND

The Government of Bangladesh has developed a five year program of work (HPNSDP). The Health Sector Development Program (HPNSDP) is jointly financed by the Government of Bangladesh (GOB), pool donors and parallel financiers. The overall program budget is approximately US\$ 7.7 billion for five years. (GOB) seeks to create conditions whereby its people have the opportunity to reach and maintain the highest attainable level of health as a fundamental human right and social justice. Government of Bangladesh has targeted to achieve MDG 4, 5, 6 and part of the MDG 1 and 8 and also of the vision 2021 through the next health sector program. Government intends to establish a people oriented and clients responsive health care, particularly emphasizing the needs of women, children, adolescents, the elderly, the poor and the marginalized, through developing an effective, efficient and sustainable health service delivery and management system with skilled and special emphasis on the development of a sustained health system and an improved and responsive efficient human resources.

The goal of HPNSDP is to ensure quality and equitable health care for all citizens by improving access to and utilization of health, population and nutrition services and the development objective is to improve both access and utilization of such services, particularly for the poor.

Human resources are a strategic capital in any organization, but particularly so in health and other service organizations that are highly dependent on their workforce. The functioning and growth of health systems depends on the availability of human resources and on the time, effort and skill mix provided by the workforce in the execution of its tasks. There is growing international recognition that one of the key ingredients in achieving improved population health outcomes is an adequate and available health workforce. At the same time, there is general consensus that human resources for health (HRH) have been a neglected component of health systems development in low-income and middle-income countries.

2. OBJECTIVES

1. Through a comprehensive survey prepare an HRH country profile for Bangladesh (Government, Private, NGO and any other category)
2. Prepare a country Profile database to be integrated into the HRMIS Software and mechanism for updating the database.

3. SCOPE OF THE SERVICE

The services of the Firm shall include, but not be limited to, the following:

The survey of human resources for health involves collecting data at all level of the national, institutional levels, as well as from health care providers. Four areas will be required:

1. Provide information on Total number of health workforce by Public, NGO and Private sector including (For profit and Not for Profit facilities)
2. Provide information on health facilities by Specialty as per country profile

4. QUALIFICATION AND EXPERIENCE

A. Qualification and experience of Firm:

The firm/agency an Internationally reputed research firm preferably located in Bangladesh conducting survey in the areas of HRH and public health should have minimum 5 years of business experience in National Health workforce survey and development of database on HR workforce to support HRMIS and MOHFW Portal and to provide documentary evidence in this regard and a profile including a list of all clients for the past 5 years.

- Strong firm profile on similar assignments
- Financial capacity and business integrity
- Technical proposal quality including resources requirements and allocation, timelines, and business model.

- Firms (consultants) may associate with other research firms (consultants) to enhance their qualifications. Associations with foreign firms are encouraged but not mandatory.
- The assignment required to be *completed by December 2012*.

5. REPORTING AND TIME SCHEDULE

The reporting requirements of the contracting firm will include:

- An inception report that will include the initial work plan and methodology to carry out the assignment.

An interim draft report for input by stakeholders and review of Additional Secretary

- Copies of the Work Plan and methodology should be submitted to Additional Secretary Admin for review and approval of the arrangement to take appropriate and necessary action for review and finalization of the plan.

6. DELIVERABLES

A complete report of the assignment with implementation plan with timescale

7. GENERAL

The contractor Firm on National Health workforce survey and provide the data to support HRMIS and MOHFW Portal on workforce shall not retain any documents or records or copies thereof which are the property of the MOHFW & its subordinate organization and shall treat all issues relating to this assignment as confidential and privileged information

**Health Population Nutrition Sector Development Program (HPNSDP)
Terms of Reference (ToR) for
Updating the Table of Organization and Equipment of the Offices under
MOHFW and developing a Database**

1. BACKGROUND

The Government of Bangladesh has developed a five year program of work (HPNSDP). The Health Sector Development Program (HPNSDP) is jointly financed by the Government of Bangladesh (GOB), pool donors and parallel financiers. The overall program budget is approximately US\$ 7.7 billion for five years. (GOB) seeks to create conditions whereby its people have the opportunity to reach and maintain the highest attainable level of health as a fundamental human right and social justice. Government of Bangladesh has targeted to achieve MDG 4, 5, 6 and part of the MDG 1 and 8 and also of the vision 2021 through the next health sector program. Government intends to establish a people oriented and clients responsive health care, particularly emphasizing the needs of women, children, adolescents, the elderly, the poor and the marginalized, through developing an effective, efficient and sustainable health service delivery and management system with skilled and special emphasis on the development of a sustained health system and an improved and responsive efficient human resources.

The goal of HPNSDP is to ensure quality and equitable health care for all citizens by improving access to and utilization of health, population and nutrition services and the development objective is to improve both access and utilization of such services, particularly for the poor.

The precursor for improvement in Healthcare delivery is realistic organization of the delivery system, capacity for needs assessment for procurement of necessary equipment and medical supplies and requisites (MSR), simplification of bidding process, quality control in preparation of bidding documents and technical specifications, introduction of online procurement system, avoiding long delays in installation and operation of equipment, establish a data base for ensuring store inventory on regular basis and idling of equipment for lack of repair and maintenance, and bring significant change in procurement management systems. MOHFW has already initiated establishing an effective monitoring through an integrated Online Tracking System (OTS).

The online tracking of the procurement status and inventory for goods (medicine, furniture and equipments etc.) in Procuring Entities require the system having clear Table of Organization and Equipment which will support the catalogue management and Equipment maintenance.

2. OBJECTIVES

Develop and Update and TO & E for all levels all the agencies of MOHFW (DGHS, DGFP, DGDA, Nursing Services etc) and finalize a TO & E from community level to National level to support HRMIS systems and online MOHFW Supply Chain Management Portal

3. SCOPE OF THE SERVICE

The services of the Firm shall include, but not be limited to, the following:

Develop and Update TO & E for all levels all the agencies of MOHFW (DGHS, DGFP, DGDA, Nursing Services etc) finalize a TO & E from National to community level to support HRMIS systems and online MOHFW Supply Chain Management Portal

- Identify services rendered at that level
- Collate information organization structure and make recommendation on restructuring if necessary.
- Study present organizational structure
- Propose rational arrangement of setup and identify gaps and redundancy of the of the facilities
- Evaluate and record current stock of equipment and medical Instruments available for each facility
- Make a comprehensive list of health facilities and available equipments and instruments
- Develop an electronic and hard copy of TO & E as per specification of the MOHFW.
- Design Structure of Equipment management register with comprehensive use and maintenance history which can be linked with online MOHFW Supply Chain Management Portal

- Train Maintenance staff on entries and database management of the Module for T O & E database.

4. QUALIFICATION AND EXPERIENCE

A. Qualification and experience of Firm:

The firm/agency should have minimum 5 years of business experience in Organizational building and Human resources for Health Planning Provide documentary evidence of Key staff with experience in public Sector TO & E development contained in the profile including a list of all clients for the past 5 years.

- Strong firm profile on similar assignments
 - Financial capacity and business integrity
 - Technical proposal quality including resources requirements and allocation, timelines, and business model.
 - Firms (consultants) may associate with other research firms (consultants) to enhance their qualifications. Associations with foreign firms are encouraged but not mandatory.
- The assignment required to be *completed by December 2012.* .

5. REPORTING AND TIME SCHEDULE

The reporting requirements of the contracting firm will include:

- An inception report that will include the initial work plan and methodology to carry out the assignment.

An interim draft report for input by stakeholders and review of Additional Secretary

- Copies of the Work Plan and methodology should be submitted to Additional Secretary Admin for review and approval of the arrangement to take appropriate and necessary action for review and finalization of the plan.

6. DELIVERABLES

Comprehensive TOE for all the Agencies (DGHS, DGFP, DGDA, Nursing Services etc) from National Level to Field Level.

A complete report of the assignment with implementation plan with timescale

7. GENERAL

The contractor Firm on Updating the Table of Organization and Equipment of Offices under MOHFW and developing Database shall not retain any documents or records or copies thereof which are the property of the MOHFW & its subordinate organization and shall treat all issues relating to this assignment as confidential and privileged information

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
Ministry of Health and Family Welfare
Human Resources Development Unit
Building No 9 4th Floor,
Bangladesh Secretariat, Dhaka -1000

1.	Ministry/Division	Ministry of Health and Family Welfare
2.	Agency	Human Resources Development Unit
3.	Name of Procuring Entity	Additional Secretary (Admin) & LD, HRM MOHFW
4.	Procuring Entity Code	
5.	Procuring Entity District	Dhaka
6.	Expression of Interest for Selection of package	SP1. Development and Implementation of a Human Resource Management Information Systems (HRMIS) SP3. Job Analysis of upazila level Health workforce to rationalise the work load and developing effective referral linkages SP4. National Health workforce survey and development of database on HR workforce with updating mechanism SP5. Assessment of health workforce training programs and suggesting a accreditation mechanism SP6. Updating the TO&E of offices under MOHFW and developing a database
7.	EOI Ref. No.	MOHFW/HRM/EOI/276/2012/1641
8.	Date (dd/mm/yyyy)	11/03/2012
KEY INFORMATION		
9.	Procurement Sub-Method	QCBS-SP1, SP3 & SP6 and FBS-SP4 & SP5
FUNDING INFORMATION		
10.	Budget and Source of funds	RPA(GOB)
11.	Development Partner (if applicable)	IDA(Pool Fund)
PARTICULAR INFORMATION		
12.	Project/Programme Code (if applicable)	HRM
13.	Project/Programme Name (if applicable)	HPNSDP
14.	EOI Closing Date and time	10/04/2012
INFORMATION FOR APPLICANT		
16.	Brief Description of the Assignment	HRM improvement and capacity building
17.	Experience, Resources & Delivery Capacity Required	The firm/agency should have minimum 5 years of business experience in areas of EOI and will need to provide documentary evidence in this regard and a profile including a list of all clients for the past 5 years.

18.	Other Details (if applicable)	Interest firm(s) consultants are invited to provide the following information (a) Background with brochures and areas of expertise (b) Description of similar assignments with documents © Experience in similar activities (d) key personnel available for the assignment in the firm . Shortlisted qualified firms will be formally invited to submit proposal through a RFP . The firms are requested to submit updated certificates of VAT and Taxes, trades license and relevant papers only. Expressions of Interest for the above mentioned assignment to be clearly marked on the top of the cover of envelope or package
19.	Association with foreign firms is	Encouraged
	Ref. No.	Location
20.		1 Dhaka
21.		2 Dhaka
22.		3 Dhaka
23.		4 Dhaka
24.		Dhaka
PROCURING ENTITY DETAILS		
30.	Name of the Official Inviting EOI	Additional Secretary (Admin) & LD HRM MOHFW
31.	Designation of the Official Inviting EOI	Additional Secretary (Admin) & LD HRM MOHFW
32.	Address of the Official Inviting EOI	Ministry of Health and Family Welfare ,Bangladesh Secretariat
33.	Contact Details of the Official Inviting EOI	Human Resources Development Unit Bangladesh Secretariat Dhaka Telephone: +88027167282,7160204,9565461 (office) Email address: jsadmin@mohfw.gov.bd (for enquiry only)
The procuring entity reserves the right to accept or rejects all EOI's		

sd/-

Additional Secretary (Admin) & LD. HRM
Human Resource Development Unit
Ministry of Health and Family Welfare