

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

<b>TERMS OF REFERENCE (to be updated by Hiring Office)</b>	
<b>Hiring Office:</b>	UNFPA Liberia Country Office
<b>Title:</b>	National Consultancy for Infrastructural improvement assessment at Careysburg Clinic and Duport Road Health Center
<b>Background:</b>	<p>Data from the 2019/2020 Demographic Health Survey Reports indicate 80% institutional deliveries and 84% deliveries conducted by skilled birth attendants, representing a positive trend in the number of deliveries happening in health facilities under the supervision of skilled birth attendants. Ironically, despite improvement in the number of births at health facilities, an average three (3) women die from birth complications each day amounting to a maternal mortality ratio (MMR) of 742/100,000 live births<sup>1</sup>. Recent data suggests a 15% increase in the MMR that now stands at 854/100,000 live births<sup>2</sup>. The newborn mortality rate stands at 37/1000 live births, indicating nearly 6 to 8 newborn deaths per day.<sup>3</sup> Liberia is challenged by the limited number of Emergency Obstetric and Newborn Care (EmONC) facilities and thus limited access to quality services. Policy restrictions for clinic opening hours amid a poor health emergency referral system limits women’s access to EmONC services.</p> <p>Described as the epicenter of the crisis, Montserrado County is the hardest hit with nearly three times the number of deaths at any period of the year. Women giving birth in Montserrado have nearly 3 times the risk of dying from preventable birth complications compared to other counties that have the same or greater number of live births. Babies born in Montserrado County are 4 to 5 times more likely to die from newborn complications than any other county in Liberia<sup>4</sup>. While the national indicator of women attending four antenatal care visits was 57% in 2023, Montserrado County accounted for the lowest, at only 35% in the same year.</p> <p>Commonwealth and Careysburg Districts are of particular concern. Health facilities in these districts attend to nearly two-thirds of all deliveries conducted in clinics and health centers with limited capacity to provide lifesaving interventions needed. Increasing the availability of Basic and Comprehensive Emergency Obstetric Care services in these high-burdened health facilities will significantly reduce maternal and newborn deaths.</p> <p>With the support of UNFPA, the Ministry of Health is renovating two health facilities aimed at providing infrastructural upgrades to enhance the delivery of Comprehensive Emergency Obstetric and Newborn Care, the Careysburg and Duport Road health facilities.</p>
<b>Purpose of consultancy:</b>	<p>The objectives of this infrastructural assessment are to:</p> <ol style="list-style-type: none"> <li>1. Ensure a comprehensive assessment of the facilities to support the development of the technical documents which include the drawing, the bill of quantities &amp; cost estimates, scope of works, and technical specifications for the EOIs for the procurement of the contractor.</li> <li>2. Lead the development of the technical/engineering inputs to the EOI and support the evaluation of the tender, in collaboration with UNFPA and the Ministry of Health Infrastructure Unit.</li> <li>3. Support the evaluation process for the selection of the contractor</li> </ol>
<b>Scope of work:</b>  (Description of services, activities, or outputs)	<p>The assessment shall include, but not be limited to, the following areas:</p> <ol style="list-style-type: none"> <li>1. <b>Buildings:</b> Structural integrity, roofing, walls, flooring, windows, doors, expansion needs and accessibility features.</li> <li>2. <b>Electrical Systems:</b> Power supply, distribution, lighting, backup systems, Solar, Generator, and electrical safety needs.</li> <li>3. <b>Plumbing and Water Systems:</b> Water supply, drainage, sewage disposal, and sanitary facilities in line with MoH health infrastructure standards</li> <li>4. <b>HVAC Systems:</b> Ensure ventilation, and air conditioning, including infection control measures.</li> </ol>

<sup>1</sup> Liberia 2019/2022 Demographic and Health Survey.

<sup>2</sup> 2022 National Population and Housing Census Report

<sup>3</sup> IBID

<sup>4</sup> HMIS DHIS2 2020-2023 data

	<p>5. <b>Medical Gas Systems:</b> Oxygen, nitrous oxide, and other medical gas supplies and distribution in designated points of care (in line with national standards)</p> <p>6. <b>Fire Safety Systems:</b> Fire alarms, extinguishers, sprinkler systems, and emergency exits.</p> <p>7. <b>Security Systems:</b> Access control systems including for doors, windows etc.</p> <p>8. <b>Waste Management:</b> Medical waste disposal, general waste management, and environmental safety, including incineration, placenta, Ash and Sharpe pits</p> <p><b>Methodology</b> The assessment should employ a combination of:</p> <ul style="list-style-type: none"> <li>• <b>Physical inspections:</b> On-site visits to examine the condition of infrastructure components.</li> <li>• <b>Document review (if available):</b> Revision of building plans and maintenance records.</li> <li>• <b>Interviews:</b> Consultations with hospital staff, MoH and stakeholders together information and insights.</li> <li>• <b>Data analysis:</b> Analysis of utility consumption, maintenance costs, and other relevant data.</li> </ul>								
<p><b>Expected Results</b></p>	<p><b>Expected results:</b></p> <ul style="list-style-type: none"> <li>• <b>Inception Report:</b> Prepare an inception report to include the methodology and approach outlining the assessment details and timeline.</li> <li>• <b>Draft and Final Report:</b> Including: <ul style="list-style-type: none"> <li>○ Executive Summary</li> <li>○ Detailed assessment findings for each facility and area.</li> <li>○ Photographic documentation of key observations.</li> <li>○ Prioritized list of infrastructure cost estimates.</li> <li>○ Recommendations for immediate repairs, short-term upgrades</li> <li>○ Prepared Facility building plans</li> <li>○ 3D visualization of the final building</li> <li>○ Appendices with supporting data and documentation.</li> </ul> </li> <li>• <b>Presentation:</b> Presentation of the final report findings and recommendations to MoH management.</li> <li>• <b>Completed technical inputs to the Expression of Interest document</b></li> <li>• <b>Revision &amp; Evaluation of Bid Proposals for the selection of the contractor.</b></li> </ul>								
<p><b>Duration and working schedule:</b></p>	<table border="1"> <thead> <tr> <th data-bbox="440 1294 1070 1328">Deliverables</th> <th data-bbox="1070 1294 1441 1328">Timelines</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 1328 1070 1417">1. Technical Infrastructural Assessment and Report of Careysburg and Duport Road Health Facilities Completed</td> <td data-bbox="1070 1328 1441 1417">May 19 – May 28, 2025 (8 days)</td> </tr> <tr> <td data-bbox="440 1417 1070 1473">2. EOI completed pending advertisement</td> <td data-bbox="1070 1417 1441 1473">May 29 to June 4, 2025 (5 days)</td> </tr> <tr> <td data-bbox="440 1473 1070 1574">3. Bid evaluation Completed and Report available in close collaboration with UNFPA and the MOH Infrastructure Unit</td> <td data-bbox="1070 1473 1441 1574">June 16th – 20th, 2025 (5 days)</td> </tr> </tbody> </table>	Deliverables	Timelines	1. Technical Infrastructural Assessment and Report of Careysburg and Duport Road Health Facilities Completed	May 19 – May 28, 2025 (8 days)	2. EOI completed pending advertisement	May 29 to June 4, 2025 (5 days)	3. Bid evaluation Completed and Report available in close collaboration with UNFPA and the MOH Infrastructure Unit	June 16th – 20th, 2025 (5 days)
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<p><b>Place where services are to be delivered:</b></p>	<p>Monrovia, Montserrado County</p>								
<p><b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</b></p>	<p>May 19<sup>th</sup> to June 20<sup>th</sup> As indicated above: Hard and Electronic copies of the following. Inception Report, Final Assessment Report, EOI inputs, Bid Analysis Report</p>								
<p><b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b></p>	<p>The Programme Specialist, International Operations Manager and the OIC/Deputy Representative will monitor the progress of the consultancy in line with the above-mentioned timelines and deliverables.</p>								
<p><b>Supervisory arrangements:</b></p>	<p>Programme Specialist, SRHR, Quality of Care and Services With support and oversight from the Deputy Representative and the International Operations Manager</p>								

<b>Expected travel:</b>	The consultant will travel to the project site in the two districts within Montserrado County
<b>Required expertise, qualifications, and competencies, including language requirements:</b>	<p>The Consultant will meet the following criteria:</p> <ul style="list-style-type: none"> <li>• At least 7 to 10 years of experience Relevant qualifications and experience in civil engineering, electrical engineering, mechanical engineering, healthcare infrastructure, and related fields.</li> <li>• Demonstrated expertise in conducting infrastructural assessments and providing recommendations.</li> <li>• Familiarity with relevant building codes, safety regulations, and healthcare facility standards.</li> <li>• Proven experience in the design, supervision and construction of multi-functional buildings</li> <li>• Fluency in English</li> </ul>
<b>Inputs / services to be provided by UNFPA or implementing partner</b>	UNFPA the Country Office, will ensure that adequate and timely administrative support services are required, and the necessary IT equipment and other tools are readily available on a timely basis.