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|  | **CONSULTANCY** |

**Terms of Reference**

This consultancy is requested by:

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| Unit: | WHO Country Office Tehran; Iran |
| Department: | WHO Health Emergencies Programme (WHE) |

**Purpose of the Consultancy**

The main objective of this consultancy is to review medical equipment technical specifications, evaluate procurement medical equipment and devices, provide advice on transport requirements of medical equipment and devices and facilitate preparedness and installation of medical equipment at designated health facilities. The consultant will provide support to the COVID-19 response team at the WHO Country office on general and partners coordination.

**Background**

The Director-General of WHO has declared COVID-19 outbreak emergency as a global pandemic on 11 March 2020. In the Islamic Republic of Iran, as of October 2020, the Iranian Ministry of Health and Medical Education (MOHME) has recorded more than 488,236 laboratory confirmed cases of Covid-19, with about 27,888 deaths. The rapid increase in the number of confirmed cases highlights the importance of disease-control and response activities in the country. As the lead UN agency for supporting the national COVID response, the WHO country office has received numerous international grants already totalling over USD 80 million, all of them with a short implementation period. In this context and in order to assist the country at this critical time the WHO country office (WCO) in Iran as the UN technical lead in public health and in COVID-19 response, in addition to receiving 10 grants from different donors, is also engaged by the Government of Iran (GOI) to execute the Iran COVID-19 Emergency Response Project (ICERP), supported through a loan of the International Bank for Construction and Development (World Bank), to improve the availability of selected essential, life-saving medical equipment and laboratory reagents for the national COVID-19 response. In supporting the MOHME on national, provincial and facility level, the COVID-19 projects and ICERP will make a major contribution to improving quality and quantity of public sector laboratory and hospital services across the country for the control of COVID-19 and the treatment of hospitalized COVID-19 patients, through Identification, quantification, specification of life-saving medical equipment urgently needed for COVID-19 patients.

To ensure proper identification of medical equipment technical specifications, evaluation and purchase requirements based upon clinical needs for a wide variety of devices and installation of medical equipment in the designated health facilities the WCO in the I.R. of Iran is now seeking the services of a biomedical expert to support high quality implementation of the project.

**Tasks and responsibilities**

* Review the quantification of essential medical equipment and devices
* Advise on operational cost estimates and development of medical equipment and devices specifications during the procurement planning stage
* Participate in pre-bid process for the assessment and selection of clinical equipment and suppliers
* Provide technical input to the development of appropriate tools for collection and analysing health procurement data
* Conduct appropriate evaluation and reporting for utilization of medical supplies
* Maintain the training requirements that should be instituted for procured clinical equipment if required
* Check on incoming clinical equipment and machinery and complete pre-acceptance prior to official acceptance and payment
* Evaluate the safety, efficiency, and effectiveness of medical equipment and devices.
* Review and evaluate the installation, adjustment and preventive maintenance of biomedical equipment.

**Specific requirements**

- Qualifications required:

* University Degree in Biomedical Engineering or Clinical Engineering or relevant field

-Experience required:

* At least 1 year experience in the Biomedical Engineering field.

- Skills / Technical skills and knowledge:

* Excellent knowledge on medical and laboratory equipment specifications, procurement and installation
* Sound knowledge of Medical Equipment such as digital x-ray machine, CT scan, angiography, CRRT, ECMO and echo-sonography

-Language requirements:

* Fluent in English in read, write and speak and the local language;

**Place of assignment**

Tehran, Iran

**Travel**

The Consultant is expected to travel within Iran or to WHO meetings.

*All* ***travel arrangements*** *will be made by WHO – WHO will not be responsible for tickets purchased by the Consultant without the express, prior authorization of WHO. While on mission under the terms of this consultancy, the Consultant will receive* ***subsistence allowance****. Visas requirements: it is the consultant’s responsibility to fulfil visa* ***requirements*** *and ask for visa support letter(s) if needed.*

The qualified applicants are requested to submit their CV and cover letter to [emacoiraoaf@who.int](mailto:emacoiraoaf@who.int) by email no later than 18 Oct 2020.