

TERMS OF REFERENCE FOR CONSULTANTS

1. The Asian Development Bank (ADB) will engage individual consultants in accordance with ADB's Procurement Policy (2017, as amended from time to time) and the associated project administration instructions, and technical assistance staff instructions. The consultants will provide consulting services in hepatology, hospital-acquired infection control and prevention, and health information technology (IT). A project implementation unit (PIU), comprising a project coordinator, and an administrative and finance coordinator will be established to (i) assist project implementation; and (ii) address the day-to-day organizational and technical matters. The PIU staff will be recruited individually by ADB.

A. Individual Consultants

2. **Hepatology specialist** (national, 20 person-months). The specialist will have a postgraduate degree in medical science or public health, minimum 7 years of experience in hepatology, and high proficiency in written and verbal English. The hepatology specialist will report to the Ministry of Health (MOH) and ADB. The specialist will perform the following tasks:

- (i) help MOH establish hepatitis expert working groups (EWGs) that will include representatives of MOH, the National Center for Communicable Diseases (NCCD), the Public Health Institute, and other technical assistance (TA) stakeholders;
- (ii) actively participate in EWG meetings and discussions;
- (iii) play a leading role in planning, implementation, and data assessment of the viral hepatitis epidemiological status in the country;
- (iv) with support from EWGs and other TA stakeholders, lead the TA work on developing materials for workshops, training sessions, and conferences;
- (v) with support from EWGs and other TA stakeholders, identify effective measures for hepatitis prevention, control, and treatment;
- (vi) serve as a focal point for collaboration and liaison with the World Health Organization, NCCD, and other project stakeholders;
- (vii) together with EWGs and other stakeholders, develop a plan for the workshops, training sessions, and conferences;
- (viii) together with experts from NCCD and other stakeholder organizations, conduct training for health-care staff and managers;
- (ix) with support of other stakeholders including NCCD, develop a program to operationalize screening of vaccinated newborns, adolescents, and adults to assess efficacy of vaccination;
- (x) develop an awareness program on hepatitis infections, transmission, and cause of viral hepatitis;
- (xi) actively participate in developing and operationalizing active surveillance systems; and
- (xii) help the project coordinator prepare reports on TA activities.

3. **Hospital-acquired infection prevention and control specialist** (national, 18 person-months). The specialist will have a postgraduate degree in medical science or public health, minimum 7 years of experience in hospital hygiene and infection prevention, and high proficiency in written and verbal English. The specialist will report to MOH and ADB, and perform the following tasks:

- (i) actively participate in meetings, discussions, and work of EWGs and other TA meetings related to hospital-acquired infections (HAIs);

- (ii) play a leading role in planning, implementation, and data assessment of the hospital-acquired viral hepatitis infection status in the country;
- (iii) compile and assess the tools, guidelines, and strategies for HAI surveillance developed under previous ADB-funded projects, including the Fifth Health Sector Development Project and together with MOH, NCCD, and other stakeholders, develop a dissemination plan for health-care facilities in the country;
- (iv) revise and consolidate HAI-related standard operational procedures, technical guidelines, indicators, and other materials developed under the Fifth Health Sector Development Project;
- (v) with support from EWGs and other TA stakeholders, lead the TA work in developing HAI materials for workshops, training sessions, and conferences;
- (vi) serve as a focal point for collaboration and liaison with the World Health Organization, NCCD, and other project stakeholders;
- (vii) together with EWGs and other stakeholders, develop a plan for the workshops, training sessions, and conferences;
- (viii) together with experts from NCCD and other stakeholder organizations, conduct training for health-care staff and managers;
- (ix) play a leading role in policy dialogue with the government and other stakeholders on allocating sufficient financial and human resources for infection control and prevention in health-care facilities; and
- (x) help the project coordinator prepare reports on TA activities.

4. **Health information technology specialist** (international, 0.5 person-months). The specialist will have a graduate degree in IT sciences, minimum 5 years of experience in the health IT sector, and high proficiency in written and verbal English. The specialist will report to the MOH and ADB, and perform the following tasks:

- (i) share expert technical experience and knowledge on IT standards for data interoperability, harmonization, and standardization;
- (ii) promote adoption and use of health data standards and techniques that enable interoperability across national health information systems, such as eHealth and H-info, using IT architectural approaches;
- (iii) provide specialized technical support to MOH in evaluating current health information systems and health IT, and provide recommendations for their interoperability and sustainability;
- (iv) identify and recommend IT solutions and applications for the development of interoperable electronic health information systems for managing national data on testing, care, and treatment outcomes of people living with hepatitis B and C virus;
- (v) develop and operationalize active surveillance systems; and
- (vi) prepare reports and recommendations on the IT-related aspects of TA activities and work.

5. **Health information technology specialist** (national, 18 person-months). The specialist will have a graduate degree in IT sciences, and a minimum of 5 years of experience in the health IT sector, and high proficiency in written and verbal English. The specialist will report to MOH and ADB, and perform the following tasks:

- (i) provide technical support to MOH on planning, designing, testing, and deploying new or modified electronic health information systems for managing national data on testing, care, and treatment outcomes of people living with hepatitis B and C virus;

- (ii) participate in a task force of MOH program administrators for viral hepatitis and IT specialists to evaluate the current health information system to be used as the national health information system platform for viral hepatitis;
- (iii) align existing electronic health information systems with the Healthy Liver Program objectives and with the national monitoring and evaluation framework;
- (iv) implement changes to the agreed electronic health information systems platform used for monitoring the national viral hepatitis program, ensuring capacity to perform longitudinal follow up of patients, automatic aggregation of data to report key indicators, and interoperability with other national health information systems such as eHealth and H-Info;
- (v) develop standard operating procedure manuals for data entry and analysis using new or modified electronic health information systems and train program administrators and health-care providers to use these systems;
- (vi) develop and operationalize active surveillance systems; and
- (vii) prepare reports and recommendations on IT work and activities completed under the TA.

6. **Epidemiological survey coordinator** (national, 4 person-months). The specialist will have a university degree in public health with extensive knowledge of hepatitis, experience in planning and conducting patient surveys or facility-based surveys, strong managerial skills, and high proficiency in written and verbal English. The specialist will report to MOH and ADB, and perform the following tasks:

- (i) develop and manage the epidemiological survey data collection;
- (ii) undertake day-to-day management of the survey;
- (iii) develop survey protocols in collaboration with MOH, World Health Organization, and NCCD;
- (iv) submit and obtain approval by scientific and ethical committees of the government;
- (v) facilitate training for researchers;
- (vi) finalize the survey report to be submitted to MOH, NCCD, and ADB;
- (vii) complete all survey-related tasks as needed; and
- (viii) ensure regular communication with CDC, NCCD, and WHO.

B. Project Implementation Unit

7. ADB will recruit two national consultants on an individual basis in accordance with ADB's Procurement Policy (2017, as amended from time to time) and the associated project administration instructions and technical assistance staff instructions for the duration of the project to compose the PIU.

8. **Project coordinator – health specialist** (national, 22 person-months). The specialist will have a postgraduate degree in medical science or public health, minimum of 5 years of experience in project management, and high proficiency in written and verbal English. The health specialist will report to MOH and ADB, and perform the following tasks:

- (i) ensure smooth implementation of the TA;
- (ii) manage day-to-day activities of the TA through timely coordination and facilitation of TA activities;
- (iii) assist the MOH in developing the terms of reference for the (a) task force that will oversee the HSMP development process, (b) core team that will conduct the rapid

assessment of previous HSMP and implement activities defined in the road map, and (c) thematic working groups that will work on key priority areas and supporting documents, including essential and complimentary service packages and midterm frameworks;

- (iv) facilitate the establishment of the task force, core team, and thematic working groups;
- (v) in consultation with consultants, prepare TA implementation work plans;
- (vi) monitor the implementation of work plans, including the timely submission of deliverables and organizing training sessions, workshops and other TA-related events, as needed;
- (vii) assist in developing the institutional and human resource capacity building program for MOH, and city and provincial health department staff;
- (viii) plan and organize capacity building activities, regional and national consultative meetings, and national conferences;
- (ix) assist in establishing stakeholders' consultative and coordination mechanisms; liaise with all stakeholders, as required by TA activities to optimize the TA implementation, and organize stakeholders' consultative meetings;
- (x) authorize expenditures related to implementation of the TA in line with ADB policies and procedures;
- (xi) procure equipment in accordance with ADB policies and procedures;
- (xii) report to ADB on new legal and regulatory issuances and guidelines related to the TA; and
- (xiii) report on a quarterly basis to MOH and ADB on the progress of TA implementation.

9. **Administrative and finance coordinator** (national, 22 person-months). The coordinator will have a graduate degree in financial management, business administration or a related field (e.g., public or business administration, accounting) with at least 5 years of experience in project office management. Excellent computer skills and high proficiency in written and verbal English will be required. The coordinator will report to the project coordinator - health specialist, and will perform the following tasks:

- (i) maintain project accounts, and monitor PIU expenditures and fund flows;
- (ii) prepare withdrawal applications, financial statements, and any other activity required to manage financial operations of the TA;
- (iii) keep financial records of the PIU;
- (iv) provide quarterly financial progress reports to MOH and ADB;
- (v) handle administrative issues related to the TA;
- (vi) assist in preparing quarterly TA progress reports;
- (vii) file project documents in accordance with ADB guidelines; and
- (viii) provide secretariat support as required.