

## TERMS OF REFERENCE FOR CONSULTANTS

1. The knowledge and support technical assistance (TA) will require a total of 91 person-months of consulting services (8 individual national consultants for a total of 82 person-months, and 2 individual international consultants for a total of 9 person-months). The consultants will be engaged in accordance with the Asian Development Bank (ADB) Procurement Policy (2017, as amended from time to time) and its associated procurement staff instructions. The consultants will be responsible for the timely submission of TA outputs and deliverables and organizing and implementing all TA activities. All deliverables should be submitted within timelines and should be of high quality and produced in Mongolian and English.

2. The summary of consulting services requirements under the TA are presented in the table.

| <b>International Consultant</b>  | <b>Person-Month</b> | <b>National Consultant</b>            | <b>Person-Month</b> |
|----------------------------------|---------------------|---------------------------------------|---------------------|
| Pharmaceutical regulation expert | 5                   | Medicine safety expert                | 12                  |
| Senior health economist          | 4                   | Senior noncommunicable disease expert | 12                  |
|                                  |                     | Noncommunicable disease expert        | 12                  |
|                                  |                     | Health economist                      | 6                   |
|                                  |                     | Project management specialist         | 10                  |
|                                  |                     | Finance and administrative specialist | 10                  |
|                                  |                     | Gender expert                         | 6                   |
|                                  |                     | Public health expert and team leader  | 14                  |
| <b>Total</b>                     | <b>9</b>            | <b>Total</b>                          | <b>82</b>           |

3. **Pharmaceutical regulation expert** (international, 5 person-months, intermittent). The qualified pharmaceutical regulation expert will have (i) a postgraduate degree in medical science, public health, pharmacy or a related field; and (ii) minimum of 12 years of professional experience in medicines regulation and management. In close coordination with the team leader and TA team, and under the supervision of ADB and Ministry of Health (MOH), the expert will:

- (i) review international best practices for pharmaceutical regulation and management;
- (ii) review national practices of pharmaceutical regulations and roles and responsibilities;
- (iii) review roles and responsibilities of various departments within national drug regulatory authorities in best example countries;
- (iv) review international country examples of drug pricing policies;
- (v) provide technical support and guidance to the MOH on structure, staffing, roles and responsibilities, drug pricing, and management of an independent drug regulatory authority;
- (vi) identify location for international study tour;
- (vii) conduct training, workshops, and seminars for government staff on strengthening regulations;
- (viii) support ADB and MOH on related tasks as needed; and
- (ix) coordinate closely with ADB, MOH, and TA team leader and consultants.

4. With particular reference to the coronavirus disease (COVID-19), any need for travel shall be assessed by ADB and the consultant using ADB's advice at the time of travel. Subject to ADB's approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.

5. **Senior health economist** (international, 4 person-months, intermittent). The qualified senior health economist will have: (i) a master's degree in health economics, health management, or related field; (ii) at least 15 years of experience in economic and policy analysis in the health sector; (iii) demonstrated ability to conduct economic analysis and experience in the development and implementation of similar health sector projects; and (iv) preferable but not required, experience working with ADB and/or other multilateral development banks. The expert will work closely with ADB, the TA team, and MOH. In close coordination with the team leader and TA team and under the supervision of ADB and MOH, the expert will:

- (i) analyze and draft an economic analysis on the costs and benefits of more stringent regulatory functions in the pharmaceutical sector;
- (ii) work closely with the health economist to draft clear and concise dissemination documents of the analysis that are easily understandable for the public and policymakers;
- (iii) conduct an extended cost benefit analysis on the pharmaceutical sector in Mongolia; and
- (iv) support the health economist to conduct an economic assessment of the noncommunicable disease (NCD) program in Mongolia.

6. With particular reference to COVID-19, any need for travel shall be assessed by ADB and the consultant using ADB's advice at the time of travel. Subject to ADB's approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.

7. **Health economist** (national, 6 person-months). The qualified health economist will have: (i) a master's degree in health economics, health management, or related field; (ii) at least 8 years of experience in economic and policy analysis in the health sector; (iii) demonstrated ability to conduct economic analysis; (iv) experience in the development and implementation of similar health sector projects; and (v) preferable but not required, experience working with ADB and/or other multilateral development banks. In close coordination with the team leader and TA team and under the supervision of ADB and MOH, the expert will:

- (i) support the senior health economist to conduct the economic analysis and extended cost benefit analysis of more stringent regulatory functions in Mongolia;
- (ii) conduct an economic assessment of the NCD program in Mongolia;
- (iii) determine and source relevant data for analyses; and
- (iv) provide other support to ADB and MOH as necessary.

8. With particular reference to the COVID-19, any need for travel shall be assessed by ADB and the consultant using ADB's advice at the time of travel. Subject to ADB's approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.

9. **Medicine safety expert** (national, 12 person-months). The qualified medicines safety expert will have a: (i) postgraduate degree in medical science, public health, pharmacy, or a related field; and (ii) minimum of 7 years of relevant and professional experience. In close coordination with the team leader and TA team and under the supervision of ADB and MOH, the expert will:

- (i) review existing pharmaceutical safety standards and conduct a gap and needs assessment;
- (ii) hold consultations with relevant stakeholders on gaps and regulations needed;
- (iii) work closely with the international pharmaceutical regulation expert to develop draft national regulations;

- (iv) hold consultation meetings with MOH and revise draft regulations based on stakeholder input;
- (v) conduct training and capacity building on the revised draft law and regulations;
- (vi) provide support to the health economist with necessary data and government guidelines to conduct the economic and financial analysis; and
- (vii) provide other support to ADB and MOH as necessary.

10. With particular reference to COVID-19, any need for travel shall be assessed by ADB and the consultant using ADB's advice at the time of travel. Subject to ADB's approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.

11. **Senior noncommunicable disease expert** (national, 12 person-months). The qualified NCD expert will have: (i) a degree in public health, medicine, epidemiology, or related field; (ii) at least 12 years of experience working on health systems, noncommunicable diseases, behavior change communication, or a related field; (iii) demonstrated experience working with governments and multilateral organizations; and (iv) excellent written and oral communication skills in English. In close coordination with the team leader and TA team and under the supervision of ADB and MOH, the expert will:

- (i) draft the national program on NCD prevention and control in close collaboration with MOH and TA team;
- (ii) conduct trainings and workshops for government staff in public health centers;
- (iii) conduct training of trainer trainings of key government participants;
- (iv) support the NCD expert to conduct the needs assessment survey; and
- (v) provide other support to ADB and MOH as necessary.

12. With particular reference to COVID-19, any need for travel shall be assessed by ADB and the consultant using ADB's advice at the time of travel. Subject to ADB's approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.

13. **Noncommunicable disease expert** (national, 12 person-months). The qualified NCD expert will have (i) a degree in public health, medicine, epidemiology, or related field; (ii) at least 8 years of experience working on addressing noncommunicable diseases; (iii) demonstrated experience working with governments and multilateral organizations; (iv) and excellent written and oral communication skills in English. In close coordination with the team leader and TA team, and under the supervision of ADB and MOH, the expert will:

- (i) conduct a needs assessment survey to determine gaps in current NCD program and opportunities and health system improvements to better address NCDs;
- (ii) support the senior NCD expert to develop draft national program on NCD prevention and control in close collaboration with MOH;
- (iii) conduct repeated trainings and workshops for government staff in public health centers; and
- (iv) provide other support to ADB and MOH as necessary.

14. With particular reference to COVID-19, any need for travel shall be assessed by ADB and the consultant using ADB's advice at the time of travel. Subject to ADB's approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.

15. **Gender expert** (national, 6 person-months). The qualified gender expert will have: (i) a degree in social sciences, public health, social anthropology, or related field; (ii) at least 8 years of experience working on gender preferred; (iii) demonstrated experience working with governments and multilateral organizations; (iv) and excellent written and oral communication skills in English. In close coordination with the team leader and TA team and under the supervision of ADB and MOH, the expert will:

- (i) work closely with the NCD expert to ensure that gender considerations are included in the fourth national program on NCD prevention and control;
- (ii) work closely with NCD expert to ensure that a gender gap analysis is conducted in the NCD needs assessment survey;
- (iii) develop a gender training module for health staff in public health centers and public hospitals and administer the gender module during trainings and workshops;
- (iv) develop a report outlining the outcomes of gender trainings conducted in public hospitals; and
- (v) provide other support to ADB and MOH as necessary.

16. With particular reference to COVID-19, any need for travel shall be assessed by ADB and the consultant using ADB's advice at the time of travel. Subject to ADB's approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.

17. **Public health expert and team leader** (national, 14 person-months, intermittent). The public health expert and team leader should have: (i) a master's degree in public health or related field; (ii) at least 10 years of experience in public health; (iii) an in-depth understanding of the health sector in Mongolia and noncommunicable and communicable diseases; (iv) preferable but not required, experience working with the government and for internationally funded health development projects; (v) preferable but not required, understanding of the pharmaceutical market in Mongolia; and (vii) experience in the development and implementation of similar health sector projects; and (viii) preferable but not required, working with ADB and/or other multilateral development banks. In close coordination with the TA team and under the supervision of ADB and MOH, the expert will:

- (i) provide technical support to MOH and project implementation on prevention, surveillance, and control of noncommunicable diseases;
- (ii) provide technical support to MOH and project implementation on pharmaceutical drug regulation and medicine safety;
- (iii) provide support to MOH to establishing regulations for a single national pharmaceutical agency;
- (iv) develop the charter documents for the National Pharmaceutical Regulatory Authority;
- (v) coordinate outputs across experts and ensure report deliverables are consolidated and submitted on a timely basis to ADB and MOH for review;
- (vi) provide technical support to MOH on pharmaceutical regulation and NCDs as requested; and
- (vii) provide other support to ADB and MOH as necessary.

18. With particular reference to COVID-19, any need for travel shall be assessed by ADB and the consultant using ADB's advice at the time of travel. Subject to ADB's approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.

19. **Project management specialist** (national, 10 person-months, intermittent). The qualified project coordinator will have: (i) a minimum of 5 years of experience in project management, project coordination, accounting, budgeting, and project appraisal; (ii) demonstrated experience working with governments and multilateral organizations is a plus; and (iii) proficient written and oral communication skills in English. The project coordinator will (i) provide coordination support to the individual consultants, communications firm, ADB, and MOH; (ii) ensure TA outputs are coordinated; (iii) coordinate and organize workshops and trainings; (iv) maintain the TA's overall financial statements; and (v) ensure timely disbursements of funds to workshop participants and other service providers. In close coordination with the team leader and TA team and under the supervision of ADB and MOH, the expert will:

- (i) assist in the planning and organizing of activities to support national level training workshops, meetings, and conferences. This includes (a) preparing and sending invitations to participants; (b) disseminating meetings and workshop outputs; and (c) arranging with service providers for the provision of workshop venue, logistics, and accommodation for participants;
- (ii) assist in preparing briefing notes and presentation materials for trainings, workshops, conferences, and meetings;
- (iii) provide summary reports for each training conducted under the TA;
- (iv) monitor overall TA disbursements;
- (v) support monitoring and managing contracts and communicating with consultants under the TA;
- (vi) perform any other duties as required including document review and preparation of correspondence;
- (vii) arrange and closely monitor the ADB processes for the timely completion of TA outputs; and
- (viii) provide other support to the ADB and MOH as necessary.

20. With particular reference to COVID-19, any need for travel shall be assessed by ADB and the consultant using ADB's advice at the time of travel. Subject to ADB's approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.

21. **Finance and administrative specialist** (national, 10 person-months). The specialist will have a [masters](#) degree in accounting, public administration, or a related field with at least 10 years of experience. The specialist should have a good command of English and computer skills. In close coordination with the team leader and TA team, and under the supervision of ADB and MOH, the expert will:

- (i) maintain accounts and monitoring of TA expenditure and fund flow;
- (ii) provide administrative and logistical support for missions, including preparation of requests for mission concurrence, mission scheduling, coordination with government and partner agencies, and participation in missions as required;
- (iii) manage documentation and maintain project records;
- (iv) administer and process claims submitted by workshop participants;
- (v) prepare budget estimates for workshops, conferences, meetings, and seminars;
- (vi) prepare requests for cash advances for workshops, conferences, meeting and seminars, and ensure that cash advances are fully liquidated;
- (vii) arrange payments to workshop service providers and participants (i.e. distribute per diem and reimburse participants of other allowable expenses during workshops and meetings);
- (viii) prepare financial statements, and other activities to manage financial progress reports;

- (ix) maintain financial records;
- (x) provide quarterly progress reports to ADB and MOH;
- (xi) handle administrative issues related to the TA;
- (xii) prepare quarterly TA progress reports in close coordination with project management specialist;
- (xiii) file project documents in accordance with ADB guidelines; and
- (xiv) provide additional support to ADB and MOH as required.

22. With particular reference to COVID-19, any need for travel shall be assessed by ADB and the consultant using ADB's advice at the time of travel. Subject to ADB's approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.