



Directorate General Monitoring & Evaluation
Planning & Development Department Government of Punjab

TERMS OF REFERENCE

THIRD PARTY VALIDATION (TPV)

“Procurement of Equipment by Primary & Secondary Healthcare Department under Revamping of all DHQ & THQ Hospitals”

**Directorate General Monitoring and Evaluation
Planning and Development Department
Government of the Punjab**

72-Garden Block, New Garden Town, Lahore
042-99233177-91, info@dgmepunjab.gov.pk

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TERMS OF REFERENCE

1. PROJECT TITLE:

Third Party Validation (TPV) of the “Procurement of Equipment by P&SH Department under Revamping of all DHQ & THQ Hospitals”

2. PURPOSE:

To conduct a comprehensive Third Party Validation of the project data and to ascertain the Procurement Process, Grievance Redressal Mechanism, Delivery of Equipment, Equipment Validation as per Specification, Installation and Key Functionality of the Equipment and availability of proper Human Resource to handle the equipment for the project titled “Procurement of Equipment by P&SH Department under Revamping of all DHQ & THQ Hospitals.”

3. PROJECT DESCRIPTION:

The Government of Punjab is making strenuous efforts for a better and effective Health Care system. The Defining step in this direction was to recognize the importance of Health Care at Primary & Secondary Levels. Primary and Secondary Health Care Department has been entrusted the responsibility of primary and secondary level health facilities including preventive health services and Vertical Programs. P&SH Department accordingly has its functional responsibility in respect of 27 District Headquarter Hospitals (DHQs), 117 Tehsil Headquarter Hospitals (THQs), 313 Rural Health Centers (RHCs) and 2,140 Basic Health Units (BHUs). Moreover, specialized programs like Expanded Program for Immunization (EPI), TB Control (DOTS), Hepatitis Control Programs as well as special campaigns such as Dengue Campaign, Polio Eradication Campaigns also fall in purview of the department. The establishments like Director General Health Services (DGHS), Drug Testing Labs (DTLs) and Bio-medical Engineering Workshops also assist the department in discharge of its functions efficiently.

Keeping in view this importance of primary and secondary health care, the department under the guidance of CM Punjab has decided to launch massive revamping of 40 DHQ & THQ Hospitals in the current financial year (25 DHQ's and 15 THQ's).

In this regard, a dedicated team of (PROJECT MANAGEMENT UNIT) PMU has been established to execute the project. PMU's office is located at 31-E/1, Shahrah-e-Imam Hussain, Gulberg-III, near Qaddafi stadium, Lahore. Its headed by a Project Director with a committed team comprising of deputy PD, Directors (Operations, Planning and infrastructure, HR, Finance and admin, ICT), Project Managers, Project Officers, Engineers, supporting administrative and technical staff, experienced and qualified Health consultants. The civil work of the project was carried out by the Infrastructure Development Authority of Punjab (IDAP).

Under the project titled “Revamping of all DHQ & THQ Hospitals (Phase-I)” the department procured equipment for 25-DHQs and 15-THQs. The Chairman P&D Board

desired to conduct the Third Party Validation (TPV) of centralized procurement of equipment under “Revamping of all DHQ & THQ Hospitals”.

4. PROJECT LOCATION

The project is located in **25** District Headquarter Hospitals and **15** Tehsil Headquarter Hospitals throughout the Punjab. Following is the region-wise list of hospitals;

Table 1: List of Hospitals (Center Punjab Region)

Sr. No.	Hospital	District	Level	Region
1	CHINIOT	CHINIOT	DHQ	CENTRE
2	JHANG	JHANG	DHQ	CENTRE
3	KASUR	KASUR	DHQ	CENTRE
4	NANKANA	NANKANA	DHQ	CENTRE
5	OKARA	OKARA	DHQ	CENTRE
6	OKARA S. CITY	OKARA S. CITY	DHQ	CENTRE
7	PAKPATTAN	PAKPATTAN	DHQ	CENTRE
8	SHEIKHUPURA	SHEIKHUPURA	DHQ	CENTRE
9	T.T.SINGH	T.T.SINGH	DHQ	CENTRE
10	ARIFWALA	PAKPATTAN	THQ	CENTRE
11	CHICHAWATNI	SAHIWAL	THQ	CENTRE
12	GOJRA	T.T.SINGH	THQ	CENTRE

Table 2: List of Hospitals (North Punjab Region)

Sr. No.	Hospital	District	Level	Region
1	ATTOCK	ATTOCK	DHQ	NORTH
2	BHAKKAR	BHAKKAR	DHQ	NORTH
3	CHAKWAL	CHAKWAL	DHQ	NORTH
4	HAFIZABAD	HAFIZABAD	DHQ	NORTH
5	JHELUM	JHELUM	DHQ	NORTH
6	KHUSHAB	KHUSHAB	DHQ	NORTH

7	MIANWALI	MIANWALI	DHQ	NORTH
8	M.B.DIN	M.B.DIN	DHQ	NORTH
9	NAROWAL	NAROWAL	DHQ	NORTH
10	DASKA	SIALKOT	THQ	NORTH
11	ISA KHEL	MIANWALI	THQ	NORTH
12	HAZRO	ATTOCK	THQ	NORTH
13	KAMOKE	GUJRANWALA	THQ	NORTH
14	NOORPUR THAL	KHUSHAB	THQ	NORTH

Table 3: List of Hospitals (South Punjab Region)

Sr. No.	Hospital	District	Level	Region
1	BAHAWALNAGAR	BAHAWALNAGAR	DHQ	SOUTH
2	KHANEWAL	KHANEWAL	DHQ	SOUTH
3	LAYYAH	LAYYAH	DHQ	SOUTH
4	LODHRAN	LODHRAN	DHQ	SOUTH
5	MUZZAFARGARGH	MUZZAFARGARGH	DHQ	SOUTH
6	RAJANPUR	RAJANPUR	DHQ	SOUTH
7	VEHARI	VEHARI	DHQ	SOUTH
8	AHMEDPUR EAST	BAHAWALPUR	THQ	SOUTH
9	BUREWALA	VEHARI	THQ	SOUTH
10	CHISTIAN	BAHAWALNAGAR	THQ	SOUTH
11	KOT ADDU	MUZZAFARGARGH	THQ	SOUTH
12	MIANCHANNU	KHANEWAL	THQ	SOUTH
13	SHUJABAD	MULTAN	THQ	SOUTH
14	TAUNSA	DERA GHAZI KHAN	THQ	SOUTH

5. PHYSICAL PROGRESS OF THE PROJECT

Primary & Secondary Healthcare Department / PMU has provided the updated status of the Physical Progress of the project. It will be shared with the selected firms.

6. RATIONALE OF THE ASSIGNMENT

It is envisaged that this assignment will validate the project data and will ascertain the Procurement Process, Grievance Redressal Mechanism, Delivery of Equipment, Equipment Validation as per Specification, Installation and Key Functionality of the Equipment and availability of proper Human Resource to handle the equipment for the project titled "Procurement of Equipment by P&SH Department under Revamping of all DHQ & THQ Hospitals."

7. SCOPE OF WORK

7.1 Location:

The assignment will be executed by consultancy firms in three separate regions of North, South and Central Punjab. Detail of hospitals of these three regions is provided above in the Section 4. The interested firms are required to submit separate proposal for all/any of the regions.

7.2 Set of Activities for Consultancy Firms:

Whilst hired firm is at liberty to propose its own activities that would adequately result in the expected deliverables in Section 8, the following activities are suggested as forming the core of this assignment:

a) Activity 1: Develop a methodology to collect and validate data

- i. To develop a clear methodology to validate data as per scope of work and get it approved from DGM&E
- ii. Develop the appropriate tools to collect the required data and information
- iii. Share plan for validating data collection quality - including trainings of enumerators and conducting independent supervisor spot checks and get it approved by the DGM&E prior to execution
- iv. TPV will be population based covering 100% validation of the equipment.

b) Activity 2: Data Collection

- i. Collect data using agreed framework, validation tool and methodology

c) Activity 3: Analysis and presentation of data

- i. Analyze the collected data and present key findings and insights
- ii. Prepare the report based on these analysis & its presentation at the competent forum

8. KEY DELIVERABLE:

- i. An Inception Report covering detailed methodology for a third party validation of the project data and to ascertain the Procurement Process

(including Grievance Redressal Mechanism), Delivery, Equipment Validation as per Specification, Installation and Key Functionality of the Equipment and availability of proper Human Resource to handle the equipment for the subject project.

- ii. A Draft Report of the findings of the validation
- iii. Final Report after the incorporation of the comments by the authority
- iv. A Presentation of the key findings of the Final Report

9. TIMELINES:

The assignment will be completed as per the following proposed schedule:

Table 4. Proposed timeline of the assignment

#	Activities	Deadlines
1.	Submission of Inception Report	Feb. 19, 2018
2.	Data collection	Mar. 2, 2018
3.	Data Analysis & Draft Report	Mar. 5, 2018
4.	Final Report & Presentation	Mar. 7, 2018

10. COMPETENCIES OF PROSPECTIVE FIRM:

1. Firm should have the following competencies;
 - a. Registered with the relevant bodies
 - b. Experience of 7-10 years in the sector of Public Health and Third Party Validations (TPV)
 - c. Having sound Financial Standing with at least Rs. 10 million annual turnover.
2. Availability of Human Resource as following to conduct the exercise;
 - a. Team leader having the relevant qualification and experience of 7-10 years in the sectors of clinical / public health & TPV
 - b. At least one Procurement Specialist having relevant qualification & 5-years of experience of Public Procurement Process
 - c. At least one Bio Medical Engineer having relevant qualification & 5-years of experience of similar work
 - d. At least one statistician / survey expert having relevant qualification & 5-years of relevant experience
 - e. At least one Pathologist and One Radiologist, each having relevant qualification 5-years of relevant experience
 - f. Team of surveyors having relevant qualification & 2-years of experience

11. Submission of the Proposal:

The interested firms are requested to submit their Technical & Financial Proposals (in separate envelopes) clearly marking "Technical Proposal" and "Financial Proposal" respectively. Both of these envelopes shall be sealed in an outer envelope marked as "Technical & Financial Proposal for TPV of Procurement of Equipment by P&SH Department under Revamping of all DHQ & THQ Hospitals in the region_____".

Please clearly mark the Region applied for on all the three envelopes

The name and address of the applicant firm should also be mentioned in all the three envelopes. The envelop should be addressed to;

The Directorate General (M&E)

Planning & Development Department,
Government of the Punjab,
4th floor, Bureau of Statistics Punjab,
65-Trade Centre Block, Johar Town, Lahore

12. Deadline for Submission:

The deadline for submission of Proposals (Technical & Financial) is **February 14, 2018** by **1200 hrs**. The proposals will be opened on the same day at 1230 hrs. in the committee room of DGM&E.

13. ROLE OF STAKEHOLDERS:

Following are the roles and responsibilities of the relevant stakeholders in the assignment;

a. Directorate General M&E:

- Preparation of the Terms of Reference in consultation with the Primary & Secondary Healthcare Department, Govt. of the Punjab and Health Section of P&D Department
- Hire the services of the firm(s) to execute the validation assignment
- Approve the validation design, methodology and data collection tools
- Supervise the validation process
- Approve the final report in consultation with the Primary & Secondary Healthcare Department, Govt. of the Punjab and Health Section of P&D Department

b. Health Section P&D Department:

- Chief Health-II will be the focal person for the assignment
- Provide necessary documents/information as and when required for the assignment
- Provide feedback in finalization of the Terms of Reference (ToRs)
- Provide feedback on the draft report to finalize

c. Primary & Secondary Healthcare Department:

- Designate one principal focal person for the validation and focal persons for each of PMU & the Procurement Cell of P&SH Department
- Provide the list of focal persons for each hospital and their contact details by January 17, 2018

- Provide attested copies of the project record including the achievements as of January 15, 2018 by January 22, 2018
- Provide the attested copies of the specifications of the equipment by January 22, 2018
- Facilitate the field implementation of the validation process

d. Consultancy Firm:

- To provide their services as specified in Section 7, 8 and 9 of this document.

14. PAYMENT SCHEDULE:

Following is the payment schedule of the Third Party Validation;

Table 5. Payment Schedule

Sr. No.	Deliverable	Contract Amount %
1.	Inception Report	30 %
2.	Final Report & Presentation	70%
