

KINGDOM OF CAMBODIA
National Religion King

MINISTRY OF HEALTH

STRENGTHENING PRE-SERVICE EDUCATION SYSTEM FOR HEALTH
PROFESSIONAL (SPESH) PROJECT
GRANT/LOAN: IDA CREDIT NO. 6664-KH

REQUEST FOR EXPRESSION OF INTEREST
(RE-ANNOUNCEMENT)

The Kingdom of Cambodia has availed an IDA Credit of US\$15 million toward the cost of the Strengthening Pre-service Education System for Health Professionals Project from September 2020 to June 2026. The project Development Objective is to strengthen Cambodia's pre-service education system for health professionals. The project will contribute in establishing a future generation of health professionals who can perform complex reasoning, deal with uncertainty, anticipate and plan impending changes, and undertake many other functions that are essential to improve quality of care on health outcomes. To realize this transformation, this project will invest in human capacity building. Capacity building will be done with faculty development courses, intensive coaching from experts, enhanced infrastructure, technology, and other resources to support new ways of teaching. The resulting new competency-based curriculum and effective teaching cohort promise to produce a competent health care workforce that will change the landscape of health care and be felt for many years after this project is over. Indeed, the lasting benefits will have a positive impact not only on the careers of trainers and students directly involved but also on the future cohort of students. Other self-sustaining aspects of the project include strengthening the regulatory framework that will shape the health professional education system and creating a semiautonomous public NEE center supported by students' fees. At the training institution level, transformation will be reinforced by institutional reforms such as granted autonomy status, an expanded network of certified clinical training sites, and strengthened management information systems.

The Ministry of Health (MOH) is recruiting the following Individual Consultants to carry out and assist the MOH in implementing the Strengthening Pre-service Education System for Health Professionals:

- 1- **National Monitoring and Evaluation Consultant for SPESH Project** : 01 position
- 2- **Consultant for technical advice of competency base education in medicine** : 01 position
- 3- **Consultant for technical advice of competency base education in dentistry** : 01 position
- 4- **Consultant for technical advice of competency base education in pharmacy** : 01 position
- 5- **Consultant for technical advice of competency base education in Medical Laboratory Sciences** : 01 position
- 6- **Consultant for technical advice of development of standard and regulation for health** : 01 position
- 7- **Full-Time National Consultant for PCA IVA Technical Support** : 01 Position
- 8- **Consultant for technical advice of competency base education in Midwifery** : 01 Position
- 9- **Consultant for Technical Assistance & Knowledge Exchange for SPESH Project** : 01 Position
- 10- **Admin & Logistic Assistant for SPESH Project** : 02 Position

Key responsibilities and Minimum Qualifications:

- 1- **National Monitoring and Evaluation Consultant for SPESH Project – 01 position**

Key Responsibilities:

- Support the PMT and HTIs for monitoring progress of the project result framework for SPESH project, and theory of change.
- The Specialist will study and thoroughly understand SPESH Project Appraisal Document, Project Operational Manual, Finance Agreement, other relevant project documents and relate World Bank and RGC procedures and manuals.
- Coordinate with the World Bank team in the implementation of the project impact and process evaluations and help to facilitate field work, reporting, relevant data sharing.
- Provide technical advice and support M&E aspect for the SPESH Project as required.
- Support PMT for implementation of the approved AWPB of project.
- Technical Assistance in the development of AWPB each year.
- Prepare Monthly progress reports of AWPB implementation
- Monitoring and follow up all activities mentioned in AWPB
- Prepare Quarterly, Semester & Annually Report of

SPESH Project for Auditor, MEF or DP..
• *Other important tasks were stipulated in Term of reference details.*

REPORTING

- The National monitoring and evaluation consultant will report directly to the Project Manager and Project Director of SPESH Project all progress of result framework of the Project implementation.

Minimum Qualifications:

- Minimum Bachelor Degree in health sciences/ education or other related fields; Master's degree or higher degree is advance.
- At least 5-year professional experience in project design, monitoring & evaluation, especially in health professional education including regulation and standardization, curriculum development, teaching and learning methods, student assessment and program evaluation;
- At least 3-year experience in health or education project management including planning, coordination, monitoring and supervision;
- Familiarity with the governance of health professional education system, Donor financed, WB/ADB and MOH managed projects;
- Demonstrated ability to establish and maintain strong working relationship between key stakeholders (MOH/ HRDD, UHS, RTCs, etc.);
- Good analytical and problem-solving skills. Excellent communication and interpersonal skills, with excellent written and spoken Khmer and English language skills required.
- Excellent computer knowledge and skill (MS Words, Excel, PowerPoint Access, Internet & Email, and data analysis).

- 2- **Consultant for technical advice of competency base education in medicine – 01 position**

Key Responsibilities:

1. Technical support to update core competency framework for medicine;
2. Technical support for gap analysis of the existing curriculum;
3. Technical support for revision of national curriculum for medicine
4. *Other important tasks were stipulated in details of Term of reference*

Minimum Qualifications:

- Medical Doctor or higher degree in medicine;
- At least 3-year experience in health professional education including regulation and standardization, curriculum development, teaching and learning methods, student assessment and program evaluation;
- At least 2-year experience in health or education project management including planning, coordination, monitoring and supervision;
- Familiarity with the governance of health professional education system, Donor financed and MOH managed projects;
- Demonstrated ability to establish and maintain strong working relationship between key stakeholders (MOH/ HRDD, UHS, RTCs, etc.);
- Ability to perform effectively under pressure and with time constraints.
- Excellent communication and interpersonal skills, with excellent written and spoken Khmer and English language skills required.
- Knowledge and skill on Microsoft Word, Excel, PowerPoint and social media platform are required.

- 3- **Consultant for technical advice of competency base education in dentistry – 01 position**

Key Responsibilities:

1. Technical support to update core competency framework for dentist;
2. Technical support for gap analysis of the existing curriculum;
3. Technical support for revision of national curriculum for dentist
4. *Other important tasks were stipulated in details of Term of reference*

Minimum Qualifications:

- Doctor of dentist or higher degree in dentist;
- At least 3-year experience in health professional education including regulation and standardization, curriculum development, teaching and learning methods, student assessment and program evaluation;

- At least 2-year experience in health or education project management including planning, coordination, monitoring and supervision;
- Familiarity with the governance of health professional education system, donor financed and PMT;
- Demonstrated ability to establish and maintain strong working relationship between key stakeholders (MOH/ HRDD, UHS, RTCs, etc.);
- Ability to perform effectively under pressure and with time constraints.
- Excellent communication and interpersonal skills, with excellent written and spoken Khmer and English language skills required.
- Knowledge and skill on Microsoft Word, Excel, PowerPoint and social media platform are required.

- 4- **Consultant for technical advice of competency base education in pharmacy – 01 position**

Key Responsibilities:

1. Technical support to update core competency framework for pharmacist;
2. Technical support for gap analysis of the existing curriculum;
3. Technical support for revision of national curriculum for pharmacy
4. *Other important tasks were stipulated in details of Term of reference*

Minimum Qualifications:

- Bachelor's degree or higher degree in pharmacy;
- At least 3-year experience in health professional education including regulation and standardization, curriculum development, teaching and learning methods, student assessment and program evaluation;
- At least 2-year experience in health or education project management including planning, coordination, monitoring and supervision;
- Familiarity with the governance of health professional education system, donor financed and PMT;
- Demonstrated ability to establish and maintain strong working relationship between key stakeholders (MOH/ HRDD, UHS, RTCs, etc.);
- Ability to perform effectively under pressure and with time constraints.
- Excellent communication and interpersonal skills, with excellent written and spoken Khmer and English language skills required.
- Knowledge and skill on Microsoft Word, Excel, PowerPoint and social media platform are required.

- 5- **Consultant for technical advice of competency base education in Medical Laboratory Sciences – 01 position**

Key Responsibilities:

1. Technical support to update core competency framework for Medical Laboratory Sciences;
2. Technical support for gap analysis of the existing curriculum;
3. Technical support for revision of national curriculum for Medical Laboratory Sciences
4. *Other important tasks were stipulated in Term of Reference details.*

Minimum Qualifications:

- Bachelor's degree or higher degree in Medical Laboratory Sciences, Bachelor's degree or higher degree of Health Sciences;
- At least 3-year experience in health professional education including regulation and standardization, curriculum development, teaching and learning methods, student assessment and program evaluation;
- At least 2-year experience in health or education project management including planning, coordination, monitoring and supervision;
- Familiarity with the governance of health professional education system, Donor financed and MOH managed projects;
- Demonstrated ability to establish and maintain strong working relationship between key stakeholders (MOH/ HRDD, UHS, RTCs, etc.);
- Ability to perform effectively under pressure and with time constraints.
- Excellent communication and interpersonal skills, with excellent written and spoken Khmer and English language skills required.
- Knowledge and skill on Microsoft Excel, Word, and PowerPoint are required.

- 6- **Consultant for technical advice of development of standard and regulation for health – 01 position**

Key Responsibilities:

1. Technical support to develop standard criteria for HITs and practice sites;
2. Technical support to develop of regulation for HTIs to be semi-autonomous;
3. *Other important tasks were stipulated in Term of Reference details.*

Minimum Qualifications:

- Bachelor's degree or higher degree in health sciences;
 - At least 3-year experience in health professional education including regulation and standardization, curriculum development, teaching and learning methods, student assessment and program evaluation;
 - At least 2-year experience in health education management;
 - Familiarity with the governance of health professional education system, Donor financed and MOH managed projects;
 - Demonstrated ability to establish and maintain strong working relationship between key stakeholders (MOH/ HRDD, UHS, RTCs, MEYS, MEF, etc.);
 - Ability to perform effectively under pressure and with time constraints.
 - Excellent communication and interpersonal skills, with excellent written and spoken Khmer and English language skills required.
 - Knowledge and skill on Microsoft Excel, Word, and PowerPoint are required.
- 7- **Full-Time National Consultant for PCA IVA Technical Support – 01 position**

Key Responsibilities:

- Review the SPESH Project Operation Manual to understand about the objectives and indicators achievement of the project.
- Understanding about Human Resource Department (HRD), Health Training Institutions (HTI) and all Regional Training Centers (RTC).
- Understanding about the Service Delivery Grant; performance-based grant and input-based grant
- Review the existing method of HEF verification.
- Develop standards operation procedure or protocol for verification
- Conduct consultative meetings with stakeholders to validate the verification protocol
- Finalize the SOP or verification protocol.
- *Other important tasks were stipulated in Term of Reference details.*

Expected output.

A completed verification method, template, tools and writing report model of IVA verification for pre-service training project.

Minimum Qualifications:

- a. **University degree**
 - Post-graduate qualification in Education in Health Professional/Human resource management/Public Health Management and/or Health Economics or relevant field with at least a master's degree in the area of financing, auditing, and public policy development.
 - b. **Experience**
 - Minimum 3 to 5 years proven experienced in developing standards operation procedure for verification, auditing
 - Minimum 5 years of work experienced in field of Education, or in public health
 - Experience in use of information and data analysis particularly human resource management
 - c. **Skill and Competencies**
 - Strategic planning and leadership
 - Demonstrated ability to lead and motivate counterparts
 - Ability to work with minimal supervision
 - Teamwork and Results
 - Preferably experience in global experience in health professional training & human resource management.
- 8- **Consultant for technical advice of competency base education in Midwifery – 01 position**

Key responsibilities:

1. Technical support to develop course syllabus for midwifery curriculum;
2. Support to midwifery FP and technical team to implement activities as per request from the PMT and guidance from the WB task team
3. Work with the Department of Budget and Finance (DBF) to facilitate planning, budgeting and reimbursement for activities related to the midwifery program.
4. *Other important tasks were stipulated in Term of Reference details.*

Minimum Qualifications:

- Bachelor's degree in Midwifery,
- At least 3-years' experience in midwifery education including regulation and standardization, curriculum development, teaching and learning methods, student assessment and program evaluation;
- Has diploma of Health Personnel Education or Certificate of Teaching Methodology is prefer
- At least 2-year experience in health or education project management including planning, coordination, monitoring and supervision;
- Familiarity with the governance of health professional education system, Donor financed and MOH managed projects;
- Demonstrated ability to establish and maintain strong working relationship between key stakeholders (MOH/ HRDD, UHS, RTCs, etc.);
- Ability to perform effectively under pressure and with time constraints.
- Excellent communication and interpersonal skills, with excellent written and spoken Khmer and English language skills required.
- Knowledge and skill on Microsoft Excel, Word, and PowerPoint are required.

- 9- **Consultant for Technical Assistance & knowledge exchange – 01 Position**

Key responsibilities:

- Technical support to the PMT in the preparation of Annual Work Plan and Budget (AWPB) relating to knowledge exchanges and training courses for health professional educators and assessors.
- Technical support to the PMT in the development of concept notes for national conference, training workshops, study visits and other knowledge exchange platforms. The concept notes shall include rationale for knowledge exchange activities, objectives, date and venue, agenda, guest speakers or trainers, list of participants, cost estimation, etc.
- Operational support to the PMT in the organization of knowledge exchange activities in line with approved AWPB and concept notes including logistic arrangement and assistance.
- Technical support to the PMT in evaluation and reporting on conducted knowledge exchange activities.
- Facilitate dialogues/meetings/discussions between the WB team and international consultants with PMT, implementing teams and relevant stakeholders; accompany and facilitate international consultants' site visits and meetings with local stakeholders.
- *Other important tasks were stipulated in Term of Reference details.*

Minimum Qualifications:

- Bachelor or higher degree in the field of public health or health related, education, management, development, diplomacy, or policy is preferred.
- Familiar with the medical education system in Cambodia
- Experience in organizing national conferences, training, workshops, study visits or other forums for knowledge exchange
- Ability to perform effectively under pressure and with time constraints.
- Excellent communication and interpersonal skills, with excellent written and spoken Khmer and English language skills required.
- Knowledge and skill on Microsoft Excel, Word, and PowerPoint are required

- 10- **Admin and Logistic Assistant for SPESH Project – 02 Positions**

Key responsibilities:

- Admin:**
- Assist the administrative affairs within the SPESH to ensure a proper flow of information and documents for concerned Implementing Units;
 - Assist in preparation of correspondence in Khmer and English for communication within the Ministry, with other ministries and agencies, and Development Partners;
 - Assist on arranging transportation for Project activities.
 - Provide secretarial works including preparation of mission order and travel record, leave records;
 - Ensure proper filling of documents by classifying them in accordance with filling guidelines;
 - Keep update the flow of information for the SPESH,

Implementing Unit and the Development Partners and following up correspondence, reports, and other documents for the respective persons;

- Delivery all related documents to stakeholder such as, MEF, UHS, UNDP/WB's Office.
- To ensure that office supplies, and transportation are arranged timely.
- The Staff will work full-time with the Client as Administrative Assistant per the attached job description which forms an integral part of this agreement.
- Prepare/Record all minutes or reports of meeting when required;
- Other tasks as assigned by Project Team Leader, Project Manager and Project Director.

Logistic:

- Support Logistic arrangement for SPESH Project (such as Visa, hotel accommodation, renting of cars, booking of domestic and international transportation, flight etc.)
- Ensure the activities of training and workshops activities are timely organized and necessary facilities are arranged
- Prepare schedule for daily use of vehicles, check control vehicle log sheet every week;
- Prepare custodianship of office equipment, cross-check with the accounting staff on record of office inventory and keep track record of changing or replacement of custodianship;
- Cross-check use of vehicles such as distance, status of vehicles, and safeguard the vehicle keys every week-end;
- Check request for repair of vehicles with the actual conditions and recommend for proper action;
- Assist on project reports formatting and distribute to involvement department;
- Keeping, monthly updating and reconciliation of inventory/asset register;
- Update and maintain the record of all inventories procured under the project.
- Prepare & update all support staff's contract annually.
- Other tasks as assigned by Project Team Leader, Project Manager and Project Director.

Minimum Qualifications:

- Bachelor Degree in Business Administrative, Accounting and Finance/Banking and other related fields;
- At least 5 years of work experience in Logistic & Admin, secretarial works or related fields;
- Understanding the work flow of the Ministry of Health;
- Training background in administrative/secretarial affairs or related fields;
- Excellent typing skills (able to operate both Khmer and English Fonts);
- Good in English both spoken and written skill;
- Computer literacy, especially knowledge in MS office Word & Excel, internet & email;
- Cambodian Nationality.

The Ministry of Health invites expressions of interest from eligible, qualified, and experienced individual consultants to undertake the above-mentioned services which are further detailed in the Terms of Reference for the assignment from the address below during office hours from 7:30 to 12:00 and from 14:00 to 17:30 hours, Monday through Friday, except public holidays.

In submitting their expressions of interest, consultants are requested to indicate the name of position which he/she is applying for. Interested consultants must provide a cover letter which attention to **Prof. Thir Kruy**, Project Director of SPESH; and their updated curriculum vitae, indicating personal and technical skills, academic qualifications, experience in similar assignments, and experience in Cambodia and/or other developing countries along with the names of at least three (3) referees with contact information (e-mail address, telephone or fax numbers).

Expressions of Interest shall be submitted in electronic through email to: khopmeanreth@yahoo.com; neanghrd@gmail.com; kou.raksmey@yahoo.com and copy to thiengseyha@gmail.com or in hard copy by CV including a cover letter with indicated the title of position which he/she is applying by or before **September 27, 2022 (before 17:30 hours)** to Ms. Kou Raksmey, Chair of Bid Evaluation Committee, Ministry of Health, on Ground Floor, #80, Samdech Penn Nouth Blvd. (289), Sangkat Beoung Kok 2, Toul Kork District, Phnom Penh, Cambodia, Tel: 092 333 983 / 012 703 971.