



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

Annex A

TERMS OF REFERENCE

FOR THE CONSULTANCY CONTRACT

- 1. Nature of the Consultancy:** The National Consultant will assist International Organization for Migration (IOM) and the Multisectoral Project Facilitation Team (MPFT) in updating / developing new Standard Operating Procedures (SOP) and Public Health Emergency Response Plan (PHERP) for Points of Entry of the Kyrgyz Republic in coordination with IOM, Centre for Disease Control and Prevention (CDC) and national partners.

Category B Consultancy

- 2. IOM Project to which the Consultant is contributing:** “Enhancing Health and Border Management in Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan to Respond to COVID-19 and Other Communicable Diseases”.

Objective: To assist the Government of Kyrgyzstan to address the issue of health management at borders by improving the understanding of the readiness and capacity of the PoEs, including health authorities presented thereof, to address the implementation of the International Health Regulations (IHRs), including for COVID-19 and other communicable diseases.

Background: IOM jointly with the Centers of the Diseases Control (CDC) and Prevention and Ministries of Health of Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan is implementing a nine-months project to reduce the spread of COVID-19 and other communicable diseases by enhancing health management at borders through strengthening response capacity, inter-sectoral and cross-border cooperation.

To achieve the project objective, IOM with the support of CDC will apply IOM’s Health, Border, Mobility Management Framework (HBMM) that consists of the following four pillars:

1. Policies and legal framework on health, border and mobility management (*overview of existing policies, decrees, SOP, instructions, protocols relevant to cross-border COVID-19 control and their compliance with international standards*).
2. **Operational research, evidence, data gathering and sharing (conducting needs assessment).**
3. Enhanced capacity of health systems and border management services (*trainings using CDC and IOM modules for epidemiologists and border and other non-health services, developing SOP, simulation exercises, providing equipment and PPE*).

4. Inter-sectoral and multi-country partnerships and networks (*developing a leaflet on COVID-19 prevention for mobile populations, organizing cross-border consultations to develop a Joint Communicable Diseases Public Health Emergency Response Plan Action Plan between border forces, national sanitary and epidemiologic services, customer services, migration services, transport etc, conducting joint activities within the project such as organizing cross-border workshops, regional working meetings to develop road map for cross-border cooperation between CA countries*).

The project aims to contribute to the capacity building of relevant national authorities through tailored trainings, needs assessments of prioritized POEs, design of risk communication materials for dissemination at the POEs, procurement of prioritized equipment and supplies for POEs, development and institutionalization of detailed SOPs and facilitation of cross-border cooperation on areas of concern. It thus aims to minimize the risks of cross-border spread of COVID-19 and other infectious diseases, which have the potential to turn into another pandemic.

IOM jointly with CDC and national authorities plans to conduct a review of existing policy documents, strategies, SOPs, PHERPs and other regulatory documents to reveal gaps and improve policy according to international requirements and standards. The National Consultant will be hired to revise, update and / or develop SOPs and PHERPs on responding to public health emergencies at Points of Entry of the Kyrgyz Republic.

3. Category B Consultants: Tangible and measurable outputs of the work assignment

Category B Consultant hired to deliver on a one-installment payment basis:

- 3.1 Review and analyze existing policy documents, strategies, SOPs, PHERPs and other regulatory documents
- 3.2 Review CDC guide on needs assessment, needs assessment report, including annexes to the report
- 3.3 Develop SOP and PHERP in close coordination with the national partners, including MPFT, IOM and CDC
- 3.4 Developed SOP and PHERP are subject to approval by relevant national partners

4. Realistic delivery dates and details as to how the work must be delivered:

- 4.1 SOP for air, land and railway POEs, based on the gaps revealed within the analysis of the existing policy, developed and approved by the national authorities – by May 20, 2022
- 4.2 PHERP for air, land and railway POEs, based on the gaps revealed within the analysis of the existing policy developed and approved by the national authorities – by May 20, 2022.

5. Performance indicators for evaluation of results (value of services rendered in relation to their cost):

Updated / developed SOPs and PHERP for air, land and railway POEs endorsed by the national authorities, IOM and CDC.

6. Language requirements:

Excellent knowledge of Russian and the local language, knowledge of English is preferable.

7. Duration of the assignment:

The assignment is expected to start on April 15, 2022, and last until May 31, 2022.

8. Qualifications:

- Bachelor' or Master's degree or PhD in Health Sciences, including Public Health, epidemiology and other relevant disciplines
- At least 5 years of work experience on public health research, preferably on health policy, epidemiology, experience on communicable diseases, IHR and border health is preferable
- Proficiency in quantitative and qualitative methods, data collection and analysis
- Experience and proficiency on analytical writing of the health-related reports
- Experience in developing SOPs
- Experience with working with international organizations

9. Competencies, core values, other skills expected from all consultants:

The incumbent is expected to demonstrate the following technical and behavioural competencies:

Accountability

- Accepts and gives constructive criticism.
- Follows all relevant procedures, processes and policies.
- Meets deadline, cost, and quality requirements for outputs.
- Monitors own work to correct errors.
- Takes responsibility for meeting commitments and for any shortcomings.

Communication

- Actively shares relevant information.
- Clearly communicates, and listens to feedback on, changing priorities and procedures.
- Writes clearly and effectively, adapting wording and style to the intended audience.
- Listens effectively and communicates clearly, adapting delivery to the audience.

Performance Management

- Provides constructive feedback to colleagues.
- Provides fair, accurate, timely, and constructive staff evaluations.
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures.

Professionalism

- Masters subject matter related to responsibilities.
- Identifies issues, opportunities, and risks central to responsibilities.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Knowledgeable about IOMs core mandate.