

## **Appendix I - Description of the Services**

The Client intends to engage the services of the UN Agency under a short-term consulting service assignment to undertake the fiduciary aspects of the project, specifically financial management and procurement, the particulars of which are detailed below.

### **(1) Support to procurement aspects of the Project:**

The entity will be responsible for procurement-related duties and responsibilities that will include the following but not be limited to:

- Carry out the international and local bidding process for procurement of goods, works and services according to the UNDP Programme and Operations Policies and Procedures for the contracts up to 100,000 USD.
- Carry out the international and local bidding process for procurement of goods above 100,000 USD in accordance with the “Guidelines: Procurement under IBRD Loans and IDA Credits” of May, 2004, revised October 2006;
- Carry out the selection of consulting services above 100,000 USD in accordance with the “Guidelines: Selection and Employment of Consultants by the World Bank Borrowers”, May 2004, revised October 2006;
- Prepare the General Procurement Notice (GPN) and Special Procurement Notices (SPNs) and get them published in UN Development Business and local and international newspapers, publish the Contract awards in accordance with World Bank Guidelines; Any costs for publishing GPN and SPN will be covered by the Project Budget according to related activities.
- Obtain expressions of interest from consulting firms and prepare the shortlist in consultation with the relevant government authorities;
- Prepare Requests for Proposals (RFPs) on the basis of the TORs and technical specifications prepared by the Ministry of Health;
- Obtain or help the MOHI obtain due clearances of the Bank to the Procurement Plan revisions, RFPs, Bidding Documents, Evaluation Reports, except TORs and technical specifications.;
- Ensure that procurement for all goods and services not subject to Bank prior review is done strictly in accordance with UNDP Programme and Operations Policies and Procedures and Bank Guidelines, as applicable. However, when procuring using Shopping/Quotations, as long as a minimum of three quotations are obtained to verify reasonableness of prices, the entity can apply its rules and templates. For all International Competitive Bidding above 100,000 USD, Bank guidelines will apply;
- Invite bids, based on the RFPs. Receive Technical and Financial Proposals and submit them to the Bid Evaluation Committee (Only technical proposal in case of large value contracts in accordance with Grant Agreement);

- Assist the Evaluation Committees in preparing Evaluation Reports in the standard UNDP format;
- Prepare the contract, and get it signed by the UNDP Authorized Representative. For procurement above 100,000 USD Standard Bidding Documents, including contract conditions, will be used in case of ICB, and Bank Standard RFP will apply to QCBS;
- Arrange delivery of the goods to the relevant beneficiaries of the grant as designated in each contract. UNDP assigned staff will check the outer package for any damages and sign customs receipt note;
- On the basis of the report of Client UNDP will inform the supplier of any breakages, damages or defects in the goods supplied and ensure that these are remedied;
- Assist Ministry of Health in managing all actions related to disputes with consultants or suppliers and warranties for the goods procured;
- Review and revise the Procurement Plan for the project in consultation with the relevant government authorities and the World Bank every 6 months and when needed;
- Monitor and administer contracts concluded with the international and local consultants under the Project;
- Maintain all documentary records relating to procurement under the project, including contracts signed by the MOHMI, for scrutiny by the independent auditor and World Bank Supervision Missions;
- Report and prepare progress reports on procurement for the Project Director and provide with input to the procurement section of the Project Monitoring Report (PMR);
- Take other actions necessary to facilitate the effective and timely implementation of the project related to the fiduciary aspects of the project.

**(2) Support to financial management of the Project:**

The entity will be responsible for financial management duties and responsibilities that will include the following but not be limited to:

- Develop and maintain the accounting system, including appropriate accounting transactions recording system/software, satisfactory accounting policies and procedures and staffing for the Project in accordance with WB and UNDP regulations, and submit project financial reports to the Government;
- Develop and agree funds flow arrangements for the project with the GOT and the Bank;
- Define the roles and responsibilities for UNDP and GOT staff involved in the project implementation related to fiduciary aspects of the project and ensure that they are strictly followed during the day to day project implementation;
- Carry out monitoring of disbursements from and replenishments to the Pooling Account of the UNDP for project specific transactions;
- Input data into the Project Accounting System on a timely basis;

- Generate computer-based Project accounting reports in formats and at frequencies required and submission to GOT agencies and the WB;
- Assure that accounting information is available in a timely manner for internal and external audits of the Project;
- Assist Ministry of Health in preparing withdrawal applications;
- Prepare consolidated annual budgets and agree it with the WB and GOT;
- Assure that accounting is made according to Bank policies and procedures;
- Supervision and Preparation of regular reconciliations:
  - Reconciliation of disbursement applications to WB records
  - Statement Of Expenses reconciliations
  - Cash reconciliations, if cash withdrawal is used for project needs
- Develop and maintain appropriate Fixed Assets register of the project for auditing purposes;
- Cooperate with World Bank, Government and other partners in the implementation of project financial management system improvement activities:
  - Follow up action points agreed in the project legal documents;
  - Follow up action points agreed during World Bank supervision missions;
  - Follow up recommendations of external auditors
- Organize External Audit as per World Bank Guidelines and timelines. Standard WB TORs are to be used, but can be amended as necessary with final version being approved the Bank and MOHMI;
- Carry out retention of all required documents in accordance with Government regulations and WB requirements.

**Duration of assignment:**

The duration of the consultancy is 13 months. It may be extended, subject to satisfactory performance.

**UN Agency Inputs**

The UN agency will provide necessary office space, equipment and furniture for its staff and operations.

**Location of assignment:**

The assignment is based in Ashgabat. The UN agency's staff may be required to travel.

**Qualifications Requirement**

- Availability of qualified and experienced procurement and financial management staff;
- Five years experience in financial management and conducting procurement of goods, works and services

## Appendix II - Work Plan

**Note: Work Plan will be subject to updates, as needed in consultation with the World Bank. The Coordinator in the MOHMI will send the technical specifications to UNDP with a copy to the Bank. The table below outlines the activities that will be taking place. In the case of goods/works the UN agency will be responsible for: (i) drafting of bidding documents and special procurement notices; (ii) invitation to bidders; (iii) bid opening; (iv) bid evaluation and preparing evaluation report; and (v) contract signing.**

Institution in charge	Bid Ref	TF	Method	Contract Price Estimate (US\$)	Draft Bidding Docs and SPN	Bank's No objection to bidding docs.	Invitat. To Bidder	Bid/ Submission Opening	Bid Eval. Report	Bank's No objection to Ctr. Awd.	Contract Signature	Contract Completion	Bank's Review
	Printing of: - 60,000 copies of national case definitions, guidelines and protocols; - hospital guidelines on ILI diagnostics and treatment; - National Global Plan (incl editing & translation).	EC	Shopping	95,000	1-Jun-08	8-Jun-08	22-Jun-08	7-Jul-08	28-Jul-08	4-Aug-08	9-Aug-08	10/8/08	Prior review
MOHMI, SVD	Printing communication materials	EC	Shopping	10,000	1-Sep-08		22-Sep-08	7-Oct-08	28-Oct-08		9-Nov-08	1/8/09	Post review
MNP	Vehicles for wild life surveillance (Highest priority: to be delivered in the beginning of project)	MD	Shopping	90,000	8-May-08		22-May-08	6-Jun-08	27-Jun-08		2-Jul-08	8/31/08	Post review
MOHMI, SVD (SES & Vet Lab)	Laboratory equipment for Animal Health and Human Health Components	EC	Shopping	94,226	8-May-08	15-May-08	29-May-08	13-Jun-08	4-Jul-08	11-Jul-08	16-Jul-08	9/14/08	Prior review
SES	Latex gloves for SES lab	EC	Shopping	165	5-Jul-08		19-Jul-08	3-Aug-08	24-Aug-08		29-Aug-08	10/8/08	Post review

SES	Palm cycler amplifier for SES	EC	Shopping	10,379	10-Jun-08		24-Jun-08	9-Jul-08	30-Jul-08	4-Aug-08	9/13/08	Post review
Vet Lab	Laminar closet class 2 protection, the size of the working store 1120x530 620 mm	EC	Shopping	93,309	8-May-08		22-May-08	6-Jun-08	27-Jul-08	2-Jul-08	8/21/08	Post review
Vet Lab	Rotor Gene Thermocycler 6000 of 6 channels (Real Time PCR)	EC	Shopping	84,545	15-May-08		29-May-08	13-Jun-08	4-Jul-08	9-Jul-08	8/28/08	Post review
Vet Lab & SES)	Reagents for PCR equipment	EC	Shopping	50,708	4-Jun-08		18-Jun-08	3-Jul-08	24-Jul-08	29-Jul-08	9/17/08	Post review
Vet Lab	Luminescent microscope & reagents for microscope	EC	Shopping	22,000	12-May-08		26-May-08	10-Jun-08	1-Jul-08	6-Jul-08	8/20/08	Post review
SES	Portable sterilizing system for the disinfection of biological agents	EC	Shopping	49,650	22-May-08		5-Jun-08	20-Jun-08	11-Jul-08	16-Jul-08	8/25/08	Post review
MOHMI, MNP, SVD (SES & Vet Lab)	Computer equipment for Animal Health and Human Health Components (including printers, videocamera, digital camera, 2 AC for nat SES)	MD	Shopping	61,915	8-May-08		22-May-08	6-Jun-08	27-Jun-08	2-Jul-08	8/11/08	Post review
SVD, Vet Lab, & SES	Thermobag for transportation of the material undergoing examination & Equipment for sample collection, storage and transportation for Balkan and Lebap regional vet labs	EC	Shopping	26,172	3-May-08		17-May-08	1-Jun-08	22-Jun-08	27-Jun-08	8/11/08	Post review
Vet Lab	Vehicles for surveillance of domestic birds - 4WD double pickup for Nat Vet Lab & 5 Vehicles - 4WD double cab pickup for regional vet labs	MD	Shopping	90,000	16-Jun-08		30-Jun-08	15-Jul-08	5-Aug-08	10-Aug-08	10/9/08	Post review
Vet Lab	Incinerator for Nat Vet Lab	EC	Shopping	25,000	4-Jun-08		18-Jun-08	3-Jul-08	24-Jul-08	29-Jul-08	9/17/08	Post review
SVD, MNP	GPS equipment for SVD and Min of Nature Protection, optical devices for MNP	MD	Shopping	8,500	4-Jun-08		18-Jun-08	3-Jul-08	24-Jul-08	29-Jul-08	9/7/08	Post review
SVD, MNP, SES	Disposable protective equipment	MD	Shopping	85,000	2-May-08		16-May-08	31-May-08	21-Jun-08	26-Jun-08	8/10/08	Post review

MNP, SES, SVD	Disinfectants	MD	Shopping	75,000	17-May-08	31-May-08	15-Jun-08	6-Jul-08	11-Jul-08	8/25/08	Post review
MNP, SES, SVD	Sprayers	MD	Shopping	75,000	20-May-08	3-Jun-08	18-Jun-08	9-Jul-08	14-Jul-08	8/28/08	Post review
SES, MNP	Long range walkie-talkies for Nature Reserves and SES	EC	Shopping	40,000	5-Jun-08	19-Jun-08	4-Jul-08	25-Jul-08	30-Jul-08	9/8/08	Post review
MNP	2 Motor boats for Min of Nature Protection	MD	Shopping	8,000	10-May-08	24-May-08	8-Jun-08	29-Jun-08	4-Jul-08	9/2/08	Post review
Vet Lab	Refurbishment of national and regional vet labs	EC	Shopping	100,000	1-Aug-08	15-Aug-08	30-Aug-08	20-Sep-08	25-Sep-08	11/24/08	Prior review
SES	Refurbishment of SES laboratory	MD	Shopping	10,000	10-Sep-08	24-Sep-08	9-Oct-08	30-Oct-08	4-Nov-08	1/3/09	Post review
MOHMI	Seasonal Influenza Vaccines	EC	Shopping	25,000	4-Jun-08	18-Jun-08	3-Jul-08	24-Jul-08	29-Jul-08	9/12/08	Post review
MOHMI	Vaccination equipment (including cold chain)	EC	Shopping	25,000	1-May-08	21-May-08	4-Jun-08	25-Jun-08	30-Jun-08	8/14/08	Post review
SES, MNP	Vehicles for SES	MD	Shopping	80,000	20-Jul-08	3-Aug-08	18-Aug-08	8-Sep-08	13-Sep-08	11/12/08	Post review
SES, Vet Lab	Submission of specimens/samples to International Reference Laboratory (both from vets and health)	MD	Shopping	15,000							Post review
DEPENDENT ON AI OUTBREAK OCCURRENCE											
<b>CONTINGENCY FUND</b>											
MOHMI	Printing communication materials	MD	Shopping	25,000							
MNP, SVD, SES	PPEs	MD	Shopping	38,000							
MNP, SVD, SES	Disinfectants & Sprayers	MD	Shopping	25,000							
SVD	Refurbishment of national vet lab	EC	Shopping	20,000							
SVD	Refurbishment of regional vet labs	EC	Shopping	20,000							
SVD	Reagents for PCR	EC, MD	Shopping	931							
TO BE ALLOCATED AT MID TERM REVIEW AND/OR PER GOVERNMENT OF TURKMENISTAN REQUEST AFTER WORLD BANK NO OBJECTION											

In the case of procurement of consultancy services, the UN agency will be responsible for the following:

Institution in charge	Bid Ref	Type of TF	Total Bid Est. (US\$)	Method	Finaliz. Of TOR	Req for Exp. Of interest	Draft RFP inc TOR, Short list	Bank's No objection to full package of RFP	RFP Issued	Technical Proposal Opening	Technical Evaluation Report	Bank's no objection to Tech. eval. Report	Comb tech financial evaluation Report	Bank's no objection to Comb Report	Receipt Of Draft Contract	Bank's no objection to Contract Signature	Contract Signature	Contract Completion
SVD	International Consultant for elaborating the plan of vet sanitary activities regarding AI for the poultry farms	EC	7,500	Single Source (FAO),*	May-08													Nov-08
SVD	International Consultant to prepare a plan of activities in case of an outbreak	EC	7,500	Single Source (FAO)	May-08													Sep-08
SVD	International Consultant - Surveillance, clinical diagnosis, sample collection, storage, and transportation	EC	30,000	Single Source (FAO)	May-08													Sep-08
Vet Lab, SES	Lab Designer	EC	15,000	Individ. Consult	May-08	May-08	Jun-08	Jun-08							Jul-08	Jul-08	Jul-08	To be confirmed by Govt.
Vet Lab, SES	Local Engineering Consultant		2,000	Individ. Consult	May-08	May-08	Jun-08	Jun-08							Jul-08	Jul-08	Jul-08	To be confirmed by Govt.
SVD, Vet Lab	Training on surveillance, clinical diagnosis, sample collection, storage, and transportation & Cascade training (vets train their assistants in etraps)	EC	140,000	Training	25-Sep-08													Sep-08
Vet Lab	Training on lab diagnosis activities	EC	20,000	Training	8-May-08													Sep-08
MCHMI	Training in detection, testing, clinical management, epidemiology and reporting & Training (short courses) on applied epidemiology & Training on hospital infection control	MD	111,000	Training	Aug-08													Sep-08
MCHMI, SVD	Simulation exercise	MD	20,000	Training	Aug-08													Oct-08
MCHMI	Study tour to Turkey (1 epidem + 1 lab experts)	MD	20,000	Training	Aug-08													Feb-09
Auditing Company	External Audit	MD, EC	20,000		End of project													

### Appendix III - UN Agency's Subconsultants and Key Personnel

#### Involvement of UNDP personnel:

**Resident Representative** – acts as Authorized Representative, signs contracts.

**Deputy Resident Representative** – acts as alternate Authorized Representative, performs financial approvals above 30,000 USD, chairs the Contracts, Assets and Procurement committee; provides general supervision of the UNDP staff involved in the project.

**Operations Manager** – performs financial approvals, acts as Verifying Officer for bank transfers and bank cheques signature, supervises procurement process and financial disbursements.

**Finance Associate** – ensure full compliance with UN/UNDP rules and regulations of financial processes, financial records and reports and audit follow up; implementation of the effective internal control framework; prepares and modifies budget in Atlas, ensures proper control of the supporting documents for payments and financial reports for the project; maintains the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas.

**Finance Assistant** – reviews the supporting documents for payments and prepares financial reports and statements for the project; prepares vouchers; maintains of the Accounts Receivables for the project and records deposits in Atlas; maintenance of the proper filing system for finance records and documents; carries out petty cash management functions.

**Procurement associate** – ensures execution of transparent and efficient procurement services and processes; full compliance of procurement activities with UNDP rules, regulations, policies and strategies.

**Administrative clerk** – provides support to customs clearance and logistical support,

Subconsultants to be hired for implementation and coordination of the fiduciary aspects of the project:

**Procurement specialist** - organization of procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations; preparation of submissions to the Contract, Asset and Procurement



Committee (CAP) and Advisory Committee on Procurement (ACP). Develops and maintains appropriate Fixed Assets register of the project.

**Administrative and finance assistant** – provides logistical and administrative support for the fiduciary aspect of the project, prepares routine correspondence, maintains proper filing system for the project; keeps the Assets records system.