

Terms of Reference (ToR)
Of
Implementation Planner for Preparing the Implementation Plan of the Rajshahi Medical University (RMU)

Introduction

The Government of Bangladesh has taken a major initiative to improve the Human Resources for Health (HRH) situation in the country and, as a part of that initiative; it has given to priority to the advancement of the quantity as well as quality of medical education in the country. In line with this strategy the Government declared the establishment of the Rajshahi Medical University (RMU), along with Chittagong Medical University, in 2016. RMU is now under the process of implementation and it is now necessary to draft its implementation plan in more details.

As per Rajshahi Medical University Act 2016, RMU has been visualized not only as a centre for developing HR in clinical disciplines and for providing health care services, but it has also been visualized to develop HR in other relevant health and biomedical sciences as well as technologies. Moreover, the Act has emphasized on creating the University as a centre of excellence in research in related areas. The quality aspect of RMU, in terms of both academic and research activities, has become more relevant in light of Government emphasis on Health Sector. In this case, the initial Universities like RMU will serve as a Trend Setter or Role Model for the next generation Universities.

In the above context a comprehensive implementation plan (with detailing of the initial phases), is required before starting the construction and other infrastructural activities as well as initiating the major operational steps of the University. This plan, by itself, will not be the bidding/procurement document, but it will form the basis of the subsequent documents in synchronization with the vision of the University.

The intending Consultant is requested to keep the above context in mind when designing the proposal.

Specific Tasks Required from the Consultant:

The contracted Consultant will be required to work in close coordination with the RMU officials and its authorized individuals/organizations (in public or private sectors) to draft the Implementation Plan of the University.

The services include the following but not limited to:

- Generating an integrated functional, space, equipment (with accessories), furniture and consumables plan to develop RMU as a centre of excellence in academic, healthcare and research related activities in relevant fields;
- Generating outlines of the functional programs which may form the basis to develop the details of course-curricula-syllabus etc by the relevant professionals;
- Generating outlines of the space program which may form the basis of further detailed designs (including BOQ and budgeting) and construction by the relevant professionals.
- Generating outlines of the Equipment (with accessories) plan (including basic features and notional budgeting) which may form the basis of further detailed specifications and bidding documents during implementation;
- Generating outlines of the Furniture plan (including basic features and notional budgeting) which may form the basis of further detailed specifications and bidding documents during implementation;
- Generating outlines of the consumables plan (including basic features and notional budgeting) which may form the basis of further detailed specifications and bidding documents to start initial operation during implementation;
- Generating an HR plan for the next 5-years in synchronization with the academic and infrastructure plans as mentioned above;
- Generating an Activity Profile of the University in the next 5 (five) years;
- Generating a notional budget for capital investment and initial operation of the University in the next 5 (five) years;
- Developing a Report on organizational, technical and financial (with sensitivity analysis) sustainability for the next 5 (five) years.

Timeline:

This is a Lump Sum based assignment which should be completed by six months after signing of the contract. **However, an early completion of the assignment will be highly appreciated.**

Deliverables:

1. Inception Report with a detailed Work Plan for the Assignment (within 15 days of signing the contract)
2. Initial Draft of the Implementation Plan (within 90 days of signing the contract)

3. Final Report of the Implementation Plan with all relevant Annexure (within six months of signing the contract)

Counterpart Support

The RMU will provide office space, limited logistics and institutional support.

Reporting arrangements:

The consultant has to submit all report to the VC/Registrar of the university. S/he should modify plan as per the requirement of the university.

Bindings:

All reports, documents, data etc. produced during the working time will be treated as the property of RMU and restricted for public use. The contracted Consultant will submit all original documents, materials and data to RMU Office. The contracted Consultant is prohibited to use any information for any other purpose without the prior consent of RMU Authorities.

Qualifications and Eligibility:

The Applicant(s) should have the following qualifications and must provide documentary evidences to establish that s/he has

- a. Minimum MBBS degree from an institution recognized by the BMDC. A postgraduate degree in medical sciences will be preferable;
- b. Minimum 10 years of teaching and research experience in a medical college/institute/university within Bangladesh;
- c. Technical expertise and experience in the planning of educational, research and service delivery institutions/organizations in the health sector;
- d. Extensive experience in planning or managing Human Resources in the above areas or contribution in HRH related policy/strategy development in Bangladesh;
- e. Familiarity with the medical education, research and health systems in general, and also with key policy and program frameworks in Bangladesh;
- f. Fluency in Bengali and English. Fully conversant and possessing skills in MS word, Excel and other software applications related with the assignment.

EoI Submission:

The consultant should submit a detailed CV indicating experience on relevant areas. The CV should include a submission form, total remuneration and reimbursable, all educational and

experience certificates and a photograph. Format of CV, submission form and remuneration should be obtained from: www.rmu.edu.bd in Standard Document for EOI Submission.

Payment Mode:

1st 30% of the total awarded value will be paid on submission of the Inception Report and detailed work plan for the assignment;

2nd 40 % of the total awarded value will be paid after submission of initial draft of the Implementation Plan;

Finally 3rd 30 % of the total awarded value will be paid after submission of the final draft of the Implementation Plan with all Annexure.