

KËRKESË
Nr. 9, datë 22.1.2021

PËR SHPREHJE INTERESI PËR SHËRBIMIN E KONSULENCËS “OFFICE ASSISTANT FOR PCU” (ASISTENTE ZYRE PËR PCU), PËRFITUES I SË CILËS ËSHTË MINISTRIA E SHËNDETËSISË DHE MBROJTJES SOCIALE

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI)
(CONSULTING SERVICES)**

Local Technical Assistance-Individual Consultant

Tirana, 25th of January 2021

Albania Health System Improvement Project (HSIP)

Loan No: 8466 AL.

Project ID Number: P144688

Assignment Title: “Office Assistant for PCU”

Reference No. HSIP/CS/IC/05-2020

Recently the Government of Albania has received a loan from IBRD under the project Health System Improvements Project to improve access and efficiency of health care services in Albania. The Project Development Objective (PDO) is to contribute to improving the efficiency of care in selected hospitals in Albania, improving the management of information in the health system, and increasing financial access to health services.

Under the Component 3 of the HSIP project, the MOHSP will hire an Office Assistant that will provide administrative and logistical support, help coordinate the information flow and track the project team task delivery schedule.

The consultant must meet the following requirements:

- Bachelor’s degree in economy (finance, economics, accounting).
- Work experience of 3 years, preferably in donor-supported projects;
- Excellent computer skills and knowledge of the MS Office suite (primarily Word, Excel, PowerPoint), and online document-sharing platforms;
- Proven communication and organizational skill;
- Ability to work in a team, handle multiple complex tasks concurrently, able to prioritize tasks and meet tight deadlines.
- Very good Command of Albanian and English language (spoken and written) is essential.

The Ministry of Health and Social Protection, through Project Coordination Unit (PCU) now invites eligible individual local consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (as described above). The evaluation criteria are:

No.	Evaluation Criterion	Points
1.	General Qualification of the consultant	30 points
2.	Relevant Specific Experience in the field of the assignment	50 points
3.	English language	20 points
TOTAL		100 points

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) (January 2011,

revised July 2014), setting forth the World Bank's policy on conflict of interest. The consultant should be a **Local Consultant**. The selection method to be applied is **Individual Consultant Consultants (IC)**, in accordance with the procedures set out the World Bank's *Guidelines Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*" (January 2011, revised July 2014).

The assignment is expected to work full time and is expected to start in February 2021 until December 2022. The consultancy service will be contracted under a time based contract. The input required for implementation of this contract is estimated to be 23 months.

Further information can be obtained at the address below during office hours 08:00 to 16:30 (Monday to Thursday) and 08:00 to 14:00 on Friday In the address below). Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **08th of February 2021**.

Ministry of Health and Social Protection
Adress: Rruga e Kavajës, Tirana-Albania
Project Coordination Unit (PCU)
Health System Improvement Project (HSIP)
Att: Blerina Dudushi
E-mail: hsip.dudushi@gmail.com
BlerinaDudushi@shendetesia.gov.al