

REQUEST FOR QUOTATION: [No. RFQ/HCR/HUN/SUP/2023/005]
Annex A - Terms of Reference (TOR)

QUOTATION TO BE RECEIVED BY: 19 JUNE 2023 / 23:59 HRS

Service Provider to conduct medical assessment focusing on disability of persons applying for cash-based assistance

Introduction

Since the onset of the war in Ukraine, more than 36,000 people fleeing the war in Ukraine have applied for temporary protection (TP) status in Hungary. Most TP holders in Hungary are staying in Budapest, and some in greater numbers in the county city centers. Based on a survey conducted by UNHCR between October and December in 2022 among Ukrainian refugees in Hungary,¹ 83% of respondents are women and children, and 32% have some special needs, mostly some type of disabilities or chronic illnesses. During UNHCR's Multi-Sectoral Needs Assessment (published in November 2022),² most respondents named cash assistance as their highest priority.

In light of the above, UNHCR decided to introduce monthly cash-based assistance to TP holders with disabilities and their families to provide gap-filling financial support.

As part of the selection of beneficiaries for the cash assistance, in addition to an assessment done by the applicants' social worker and UNHCR, UNHCR would require a standard medical assessment by a general practitioner about the applicant's disability and medical condition. To provide these specialized services UNHCR is looking to hire a medical professional organization licensed and practicing in Hungary, ideally with experience cooperating with international organizations, working with refugees, and with prior engagement with disability screening.

Project Objectives

UNHCR aims to provide monthly cash assistance in Hungary from July till December 2023 to refugees with severe disability (approx. 50-200 cases) to safeguard them against protection risks and to enable them to cover their basic needs. Beneficiaries will be selected partially through a medical assessment. UNHCR would like to commission a certified medical health professional or certified medical health professional organization able to provide a general practitioner's assessment in a timely manner, and if needed, at the accommodation of applicants.

Geographic Locations

The medical assessments need to be conducted all over the country, but a medical facility based in Budapest is preferable. The medical professional or professional organization needs to have the ability to conduct the assessments outside Budapest, in countryside locations, and if needed (in case the applicant's disability causes immobility) in the homes of the applicants.

¹ UNHCR Regional Protection Profiling & Monitoring, Hungary (October – December 2022), <https://data.unhcr.org/en/dataviz/293?sv=54&geo=0>

² UNHCR, Hungary: Multi-Sectoral Needs Assessment (November 2022), <https://data.unhcr.org/en/documents/details/97062>

Methodology of the medical assessment

The medical professional will be requested to conduct the standard general practitioner's assessment of disabilities for each beneficiary either at a Budapest-based medical facility or by conducting a home visit to the applicant, and by filling out and issuing the medical template as prescribed by Hungarian legislation (template in Hungarian available here, "*Orvosi beutaló a rehabilitációs szakértői szerv szakértői bizottságához a súlyos fogyatékoság véleményezése céljából*" in Hungarian). In case, in the medical professional's opinion, the applicant cannot be considered severely disabled based on the mainstream Hungarian medical standards, the healthcare professional should issue medical documentation recording the applicant's medical condition. The medical assessment forms and documentation should be provided to the applicants, who would then be asked to submit them to UNHCR.

Expected Deliverables – Medical assessment of disability and health condition

Medical screening of patients referred by UNHCR regarding disability (appr. 50-200 cases), by issuing the relevant medical documentation, including the above-mentioned legally prescribed medical referral form for cases of severe disability. The location of the screening is nationwide, if needed, it is to be conducted at home visits. Fees paid for the medical assessment might differ for the ones conducted in a medical facility compared to the ones done during home visits. The medical assessment should be done within 10 calendar days of the request by UNHCR or its partner organization. Overall, the services can be requested until the end of 2023. Review and approvals will be carried out by UNHCR's Protection, CBI, and program units.

Duration of the Work

The medical professional organization will be asked to perform the medical assessments of the approximately 50-200 applicants, when it is needed between July and December 2023. The medical assessments should be carried out within 10 calendar days of the referral by UNHCR or its partner.

What to Submit

a. Budget / Financial Proposal (Annex – B)

The healthcare organization should submit a fee schedule. The fee may differ for screening taking place on-site and visits requiring travel/home visits. The cost per patient should include all costs including professional fees, testing fees, and administrative costs.

b. Methodology / Technical Proposal

A short technical proposal of not more than 02 pages should outline the expected timeline between the request for assessment being issued by UNHCR and the appointment being provided by the medical provider, the qualification and number of the medical professional on staff (for organizations); the geographical coverage of the offer, and how the medical assessments will be conducted, the timeline for the provision of relevant certification documents and the proposed billing and interaction with UNHCR. It should include details about how interpretation will be managed. Finally, the organization should outline existing expertise in conducting disability assessment and familiarity with the field more broadly.

Qualifications of the Successful Medical Professional or Medical Professional Organization

- Staff within the organization with a general practitioner's license/qualification and a minimum 3 years of experience as a GP.
- Having a suitable medical facility to carry out the assessments, preferably in Budapest. Ability to

travel to and conduct medical assessments in countryside locations, and in applicants' homes.

- Experience in disability assessment in Hungary.
- Contextual knowledge of and experience in working in Hungary.
- Ability to work with Ukrainian / Russian language medical documents is an advantage
- Experience in working with non – Hungarian speaker is an advantage.
- Experience in working with international organizations, UN agencies is an advantage.

Confidentiality Undertaking

Note that the selected organization will be required to ensure that, before taking up their functions, all personnel working on the project sign a written undertaking to comply with each of the following:

- Code of Conduct in Relation to the Provision of Services
- Special measures for protection from sexual exploitation and sexual abuse
- Confidentiality Undertaking
- UNHCR Policy on the Protection of Personal Data of Persons of Concern

Criteria for Selection of the Best Offer

The offers received from the medical organizations will be evaluated using a combined scoring method. The combined scoring method assesses the offers with the technical merits of the proposals – where the qualifications and methodology will be weighted a max. of 60%, and later combined with the price offer which will be weighted a max. of 40%.

Technical Scoring Grid (100 Points; Pass Marks 60 points)

Evaluation Criteria	Requirement	Maximum Points	Total Points
1. Sector expertise	<i>Proven licensing and competencies in general practitioners' medical assessment in Hungary, General disability assessment based on the prescribed form.</i>	10	30
	A detailed description of the manner in which your organization would respond to the TOR (Annex A): <i>A description of your organization's capacity to provide the service [max 2 pages];</i>	10	
	<i>A description of your organization's experience in these services [max 2 pages].</i>	10	
2. Local experience and presence	<i>Previous and/or ongoing programs in Hungary</i>	5	25
	<i>local knowledge and experience with the Hungarian disability care and support system;</i>	5	
	<i>A medical facility in Hungary, preferably in Budapest;</i>	5	
	<i>Ability to visit applicants at their accommodation and carry out the medical assessment there.</i>	5	
	<i>Knowledge and network of medical specialists for referral purposes.</i>	5	
3. Timeliness	<i>A written commitment to conduct the medical assessment within a certain amount of time from referral, and to produce medical documentation on time.</i>	20	20

Evaluation Criteria	Requirement	Maximum Points	Total Points
4. Previous / current relevant work experience	<i>Experience working with refugees and third-country nationals, including persons fleeing the war in Ukraine.</i>	10	15
	<i>Ability to read and work with Ukrainian / Russian medical documents.</i>	5	
5. Work experience with the UN	<i>Previous relevant work experience with United Nations in Hungary</i>	5	10
	<i>Previous relevant work experience with other multilateral/bilateral development assistance agencies.</i>	5	
TOTAL SCORE:			100

Medical organizations scoring **60** points and above in the technical assessment, will be considered technically qualified, and only then will their price proposals be reviewed and compared for the assessment of the overall ranking of the proposals. Those obtaining lower than **60** points will be technically non-responsive proposals; price proposals of such agencies will not be compared.

a. Assessment of the Price Proposals (40 Points) or 40%

The lowest-priced bid from among the technically qualified agencies will obtain the full marks of 40 points in the price proposal. Price proposals of remaining qualified organizations will be prorated against the lowest priced bid using the following formula to derive the marks in their price proposal:

Marks obtained by organization = Lowest Priced Bid (amount) / Bid of the organization (amount) X 40 (Full Marks)

b. Award of the Contract / Award Criteria

The contract will be awarded to the organization (supplier) whose proposal obtains **the highest cumulative marks (points)** when the marks obtained in technical and price proposals are aggregated together.

Applications

To apply, interested medical organizations/professionals are requested to submit the following documents by **19 June 2023 i.e. Monday / 23:59 HRS.**

- A short cover letter introducing the medical organization / professional
- Technical proposal for the completion of the aforementioned deliverables
- Financial proposal for the completion of the aforementioned deliverables

For any inquiries

For any inquiries, you can write to: atol@unhcr.org.