

**Request for expression of interest  
(Consultancy services – individual consultant)**

**Ukraine**

**Loan No. 8475-UA**

**Project “Serving People, Improving Health”**

**Sub-project “Support to health care systems reform of Dnipropetrovsk oblast”**

**Logistics specialist, customs broker**

No. IC – 1.4.10

The Government of Ukraine received from the International Bank for Reconstruction and Development a Loan No. 8475-UA in order to implement the “Serving People, Improving Health” project (hereinafter – the Loan) and intends to use part of the Loan to pay for consulting services of **Logistics specialist, customs broker** of the “Support to health care system reform of Dnipropetrovsk oblast” sub-project.

Consulting services include: provision of logistics and customs clearance services within the sub-project framework under the Project.

A detailed list of services is provided in the Terms of Reference attached.

Implementing organization invites eligible individual consultants (Consultants) to express their interest in providing the aforementioned Services. Interested consultants must provide information demonstrating that they have the necessary qualifications and relevant experience to perform these Services.

Criteria for inclusion in the “short list” are the following:

*Mandatory requirements:*

- master or specialist university degree;
- computer skills (Microsoft Windows, Word, Excel, MS Project);
- availability of 3 and more years of prior work experience as customs broker and excellent knowledge of **INCOTERMS**;
- Fluent Ukrainian and working level of English;
- ability to meet strict deadlines;
- confirmed qualification and the authoritative right to pursue with the customs and brokerage activities

*Desirable requirements:*

- Availability of work experience with the projects, funded by international organizations.
- Availability of experience in customs clearance of medical goods and goods of medical designation

Interested consultants must pay attention to p. 1.9 of Selection and Employment of Consultants Guidelines under IBRD loans and IDA grants of World Bank Borrowers, approved in January 2011 (revised in July 2014) (Guidelines Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers), which defines World Bank's policy as to conflict of interest. The Consultant shall comply with the Bank's policy on corrupt practices and fraud.

The selection of candidates is carried out according to the procedure for the selection of individual consultants that is described in Guidelines Selection and Employment of Consultants.

Additional information can be obtained during business hours from the address below from 10:00 to 17:00 local time.

Expression of interest in the form of a CV please send by an e-mail or submit in person **till August 04, 2020** inclusive at the following address:

Name: Health Care Department of Dnipropetrovsk Oblast State Administration.

Address: Registry Office, 1st floor, room 150, 2 Oleksandra Polya Ave, Dnipro city, Ukraine.

Attention of: Valeriy Serdyuk, Director of Health Care Department of oblast state administration.

Tel.: (056) 742 87 62 (reception office).

Tel.: (056) 742 85 46 (office of consultants of Sub-project management unit).

E-mail: [guoz@adm.dp.gov.ua](mailto:guoz@adm.dp.gov.ua); CC: [vrv07@ukr.net](mailto:vrv07@ukr.net); [dnipro\\_project@ukr.net](mailto:dnipro_project@ukr.net).

Subject: Expression of interest No. IC – 1.1.5.1 “Logistics specialist, customs broker”.

Valeriy SERDYUK  
Director of Health Care Department  
of Dnipropetrovsk Oblast State Administration



## **TERMS OF REFERENCE**

for consultancy services (individual consultant) for the position of

**“Logistics specialist, customs broker”**

(procurement package No. IC – 1.4.10)

Serving People, Improving Health Project

SUB-PROJECT: “Support to Health Care System Reform of Dnipropetrovsk oblast”

World Bank Loan No. 8475-UA

### **I. Background Information**

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The Government of Ukraine received a loan from the World Bank for funding the project “Serving People, Improving Health” (hereinafter - the Project). The Project is aimed at improving the quality of medical care in the selected oblasts, especially focusing on the primary and secondary prevention of cardiovascular diseases and cancer, as well as health system performance increase.

The Project consists of the following parts:

Part 1. Improving service delivery at the local level;

Part 2. Strengthening MoH governance;

Part 3. Project implementation support, and monitoring and evaluation.

Within the framework of Part 1 of the Project Dnipropetrovsk oblast was granted the funding for the implementation of the investment sub-project approved by the World Bank and aimed at early diagnostics and treatment of cardiovascular diseases, as well as increasing the performance of health systems, including the activities aimed to enhance primary care; combating CVD on the secondary and tertiary care level.

To ensure the efficient implementation of the sub-project “Support to Health Care System Reform of Dnipropetrovsk oblast” in Dnipropetrovsk oblast, the oblast state administration (OSA) shall establish the Sub-project Management Unit (hereinafter – the SMU). As agreed during project preparation, and reflected in the Project Appraisal Document and Project Operations Manual: “SMU is chaired by the Deputy Head of the Oblast State Administration who is in charge of health care policies as per her/his functions or by the manager of the Health Department within the Oblast State Administration. The SMU chair/head would manage SMU and bears personal responsibility for organization and fulfilment of the Project implementation tasks. SMUs would also be in charge of the fiduciary oversight role related to the respective Oblast, including monitoring and review of the budgeting process, reporting, and audit arrangements. For the purpose of the Project implementation, Head of SMU may engage acting employees and/or involve the consultants (for instance, financial management and procurement specialists, technical expert and specialist for preventive measures, as needed), which shall be working at the structural entity for health care issues.”

OSA health care department (hereinafter - the Employer) intends to engage an individual consultant (hereinafter - the Consultant) to provide logistics and customs clearance services within the sub-project framework, under these Terms of Reference (ToR).

## **II. Objectives of the Assignment**

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The objective of this assignment is provision of logistics and customs clearance services within the sub-project framework.

## **III. Scope of Service**

The Consultant shall be providing consultancy services to the Employer and shall be performing the following tasks for the purpose of logistics management and effecting customs clearance of the goods, which shall be supplied within the sub-project framework:

1. Accreditation of Health Care Department of Dnipropetrovsk oblast state administration as an entity, engaged in foreign economic activities:

- effecting accreditation and recurrent accreditation of Health Care Department of Dnipropetrovsk oblast state administration at the customs as an entity, engaged in foreign economic activities.

2. Customs processing of the goods, purchased by the Employer (approximately 10 deliveries):

- taking organization measures regarding the delivery of goods, purchased by the Employer, to the customs territory of Ukraine, namely:
  - conducting negotiations and approval of the appropriate documents with the suppliers as far as customs clearance of the goods is concerned;
  - ensuring coordination of the activities with the suppliers, recipients and employees of Health Care Department of Dnipropetrovsk oblast state administration in charge;
  - approval the goods delivery and documentary support of this process with end users and recipients of the goods;
  - before the moment that the goods are shipped to the customs, preparation of the entire set of the documents, which are necessary for the purpose of customs clearance of the goods (including determining the goods codes according to the Ukrainian Commodity Coding System (UKTZED) and primary calculation of the customs payments and customs clearance cost);
  - preparation of the entire package of the documents, which are necessary for the purpose of customs clearance of the goods (cargo);
  - allocation of the cargo that belongs to an entity, engaged in foreign economic activities, in the customs control zone;
  - personal attendance while conducting the customs examination (physical examination of the cargo);
  - preparation and submission to the customs of the entire package of the documents, which are necessary for the purpose of customs clearance of the goods that belong to an entity, engaged in foreign economic activities;
  - execution of the customs declaration, additional sheets and other necessary documents.

- submission to the customs the package of documents, which are necessary for the purpose of customs clearance. Performance of customs clearance of the Employer's goods within the scope of his/her competence;
- performance of other transactions in the sphere of customs procedures that are necessary to clear the Employer's cargo within the framework of the customs regulations that are set out in currently applicable laws of Ukraine and, if necessary, performance of authorizations regarding the making of customs payments when effecting the customs clearance of the Employer's cargo;
- preparation, execution and getting approved by the Employer of the Acceptance Certificates and document flow monitoring notes;
- ensuring control over the goods being dispatched by suppliers;
- providing the Employer with additional consultations regarding the requirements of Ukrainian customs laws, making the Employer aware of these documents whenever necessary, warning the Employer about the bans or restrictions, imposed by the applicable laws of Ukraine;

#### **IV. Duration and Place of Work**

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The Consultant shall ensure provision of the Services from the Contract signing date till September 30, 2020, or during any other period, as agreed by the Parties at the moment of the Contract signing.

The place of work is the city of Dnipro, Ukraine. Business trips both across Dnipropetrovsk oblast and around Ukraine are also possible.

#### **V. Implementation Arrangements**

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While performing services, the Consultant shall subordinate to the Head of the OSA Health Care Department.

Consultant shall sign the lump-sum contract (standard World Bank contract form).

The Employer shall provide the Consultant with a work place, inclusive of the equipment that is necessary for the purpose of performing the tasks (telephone, fax, PC, Internet access).

The Employer shall be providing the Consultant with whatever information necessary for the purpose of performing the latter's assignments.

#### **VI. Reporting Requirements**

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Within 10 days after effecting accreditation or customs clearance, the Consultant shall provide the Employer with the reports on provided services according to the form, established by the Employer. The report must briefly designate the measures taken, the results achieved and materials elaborated.

The reports shall be prepared in a way appropriate for reading and understanding by the Employer.

## **VII. Qualification requirements to the Consultant**

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### *Mandatory requirements:*

- master or specialist university degree;
- computer skills (Microsoft Windows, Word, Excel, MS Project);
- availability of 3 and more years of prior work experience as customs broker and excellent knowledge of **INCOTERMS**;
- Fluent Ukrainian and working level of English;
- ability to meet strict deadlines;
- confirmed qualification and the authoritative right to pursue with the customs and brokerage activities.

### *Desirable requirements:*

- Availability of work experience with the projects, funded by international organizations.
- Availability of experience in customs clearance of medical goods and goods of medical designation.