

## **Terms of Reference (TOR)**

### **Consultancy for visiting Haematology services**

#### **1. Background**

Dharumavantha Hospital (DH) operating under the Male' City Group of Hospitals, require the specialized services of a qualified Haematologist to support the establishment and operationalization of a Haematology Department, provide patient care, and contribute to capacity building within the health system.

#### **2. Objective**

To engage a Medical Practitioner specialized in Haematology to deliver outpatient and inpatient clinical services, assist in laboratory functions, and conduct educational and developmental activities on a visiting, fee-for-service basis.

#### **3. Scope of Work**

The consultant shall undertake the following responsibilities:

- Provide expert guidance in establishing a Haematology Department at DH.
- Offer outpatient consultations and manage admitted patients.
- Support diagnostic and analytical services at the clinical laboratory.
- Attend multidisciplinary clinical meetings.
- Conduct Continuous Medical Education (CME) sessions and training for clinical and technical staff.
- Deliver services at both DH and Maldivian Blood Services (Under MOH), and other locations in the Male' area under the City Group of Hospitals.
- Complete a minimum of 60 clinical cases per visit, subject to adjustment based on patient needs.
- Undertake other Haematology-related tasks as assigned during the consultancy period.

#### **4. Duration**

- The consultancy contract shall be valid for two (2) years, subject to renewal based on mutual agreement.
- The consultant shall conduct monthly visits, each lasting three (3) days, with 2 days at DH and 1 day at MBS.
- The visit schedule is flexible and will be mutually confirmed in advance.

#### **5. Location**

- Primary service locations: Dharumavantha Hospital and Maldives Blood Service.
- May also include other facilities within Male' under the governance of the Male' City Group of Hospitals.

#### **6. Deliverables**

- Establishment framework and operational guidance for Haematology services.
- Monthly service delivery reports, including patient case summaries and laboratory activities.
- CME session reports and feedback from participants.
- Recommendations for quality improvement and service expansion.

#### **7. Eligibility Criteria**

##### **Qualifications and Experience**

The selected Medical Practitioner must possess:

- Recognized postgraduate qualification in Haematology.
- Valid registration in the home country and eligibility for licensing with the Maldives Medical and Dental Council (MMDC).
- Previous international consultancy experience (preferred).

## **8. Reporting and Coordination**

- The consultant will report to the Medical Director, or a designated representative.
- A designated focal point from DH/MBS will coordinate all administrative and operational matters.

## **9. Fee and Payment**

- The consultant fee per month, which includes return airfare, accommodation, and food.
- DH shall cover the costs for visa, work permit, and MMDC registration.
- MBS shall reimburse DH 34% of the consultancy costs monthly.

## **10. Confidentiality**

The consultant shall maintain confidentiality regarding all patient records and institutional information acquired during the assignment and shall not disclose any information without prior written consent.

## **11. Termination**

- Either party may terminate the agreement by providing one month's written notice.
- In the event of a breach, a formal notice will be issued to rectify the breach prior to termination.

## 12. Selection Criteria

The selection of the consultant will be based on the following evaluation criteria:

<b>Criteria</b>	<b>Weight (%)</b>
Offer Price / Consultation Fee	<b>50%</b>
Educational qualifications / specialization & Teaching/CME experience	20%
Experience in Haematology service	10%
Experience in a local set up	10%
Knowledge of setting up Haematology services	5%
Communication and professionalism (based on interview/references)	5%
<b>Total</b>	<b>100%</b>