

TERMS OF REFERENCE (TOR)**SHORT-TERM EXPERT (STE): CLINICAL LABORATORY &
DIAGNOSTICS SPECIALIST**

SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We create opportunities

We are a leading organisation for implementing international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

1. Company and Project Background

Swisscontact is a Swiss development organisation that works to make economic systems more inclusive and sustainable. Through its projects, it enables skills development and local entrepreneurship, provides access to local financial service providers, and supports resource efficiency for decent employment and income generation.

In Bangladesh, it runs the ASTHA (Achieving Sustainability Towards Healthcare Access) project to expand healthcare in rural areas by building a Community Paramedic (CP) workforce. CPs are trained through a two-year course under the Ministry of Health and Family Welfare (MoH&FW) and certified by the Bangladesh Nursing and Midwifery Council (BNMC).

The project is currently facilitating the ASTHA CARE network, a national network of community-based, technology-enabled, private healthcare enterprises that bundle high-quality primary healthcare services into a single accessible delivery point in rural growth centres. Strategically located in high-footfall rural market centres, each ASTHA CARE is a one-stop health hub, offering on-site medical consultations, rapid diagnostic tests, and an in-house pharmacy under one roof, complemented by an integrated digital patient health record.

Currently, two sites are operational – one in Panch Pir Gaibandha and another in Jaldhaka, Nilphamari. Two more are awaiting regulatory approvals. As ASTHA CARE moves from proof of concept to scale, the standardisation of its diagnostic and medical equipment portfolio has become a critical determinant of both clinical quality and commercial viability.

Against this backdrop, Swisscontact ASTHA seeks to engage an independent Short-Term Expert (STE) to conduct a vendor-neutral technical review of the existing portfolio, assess facility-level requirements, and

deliver a standardised, tiered medical equipment and diagnostics portfolio. The portfolio must contain specifications, indicative brands, and multiple qualified supply sources that ASTHA CARE and comparable rural healthcare enterprises can adopt as a replicable standard. All in all, the STE will act as an independent technical authority for ASTHA CARE.

2. Objectives of the Assignment

The primary objective of this assignment is to establish a standardised, tiered, and vendor-neutral laboratory diagnostics portfolio for ASTHA CARE. Through an independent desk review of the current portfolio and field-level consultation, the STE will refine and strengthen the existing laboratory and diagnostic setup and deliver a defensible, replicable portfolio standard for adoption across ASTHA CARE facilities and beyond.

3. Scope of Work / Roles and Responsibilities

Working independently and based on documented evidence, the STE will deliver the assignment through a combination of desk review, field consultation, and technical design. The scope of work encompasses:

- Reviewing the current laboratory and diagnostics portfolio, the ASTHA CARE service package and concept documents, and applicable regulatory requirements – including but not limited to DGHS facility registration/licensing, Directorate General of Drug Administration (DGDA) requirements for the on-site pharmacy, and, where any imaging is in scope, BAERA licensing, complemented by one (1) field visit to an operating CarePoint in Jaldhaka, Nilphamari.
- Refining and standardising the portfolio into a tiered package (Category A, B, and C), specifying device classes and technical specifications for each tier, and identifying indicative brands and qualified supply sources per major device class.
- Assessing the interoperability and automation potential of diagnostic devices within the tiered portfolio, and recommending specifications that support seamless digital integration — including automated data capture and transmission — with ASTHA CARE's digital patient record system.
- Recommending laboratory setup, biosafety, calibration, maintenance standards, and scopes of technology integration. This also includes identifying the scope for integrating technologies (AI/ML, etc.) within ASTHA CARE.
- Providing independent technical validation of the specification, performance, and pricing of equipment offered by partners and suppliers, to support competitive and quality-assured procurement.
- Coordinating with the project's field resources to gather ground-level information about the existing portfolio.

4. Qualification of the STE

The STE must be a senior healthcare and diagnostics professional who combines hands-on laboratory setup expertise with hospital management and quality accreditation credentials, and who is demonstrably independent of any equipment-supply interests. The following are required:

- A postgraduate qualification in hospital management or a related health discipline, underpinned by a background in biomedical or life sciences (e.g., biochemistry, microbiology, molecular biology or equivalent).
- At least five (5) years of demonstrated experience in the planning, design, setup, and standardisation of clinical laboratories and diagnostic or medical facilities.

- Demonstrated expertise in diagnostic equipment management (evaluation, specification, selection, and installation) together with working knowledge of the Bangladesh medical device supply and import market.
- A proven track record of establishing laboratory quality, biosafety, and accreditation systems to recognised international standards (e.g., ISO 15189, ISO 15190, ISO 17025, CAP, etc.), providing the technical authority to independently assess the quality and specifications.
- No current commercial, ownership, or relationship with diagnostic equipment manufacturers, importers, or suppliers. A signed declaration of no conflict of interest will be required.

5. Duration and Modality of the Contract

The contract will be valid from **16 August 2026** to **30 September 2026**. Please note that this is an indicative level of effort; it will be confirmed based on the agreed methodology and work plan. Bidders should propose their estimated level of effort in the financial proposal.

3. Reporting and Other Provisions:

The consultant will report to the **Team Leader-ASTHA** but will work closely with the **Coordinator–Partnership & Innovation, ASTHA**.

6. Deliverables

The STE will submit one **Final Consolidated Report** that incorporates the key components discussed in the scope of work. A draft of the report will be presented to Swisscontact ASTHA for feedback prior to finalisation.

7. Scoring Criteria

The applicant will be evaluated based on the combined technical and financial proposal. For the evaluation of the proposal, the following criteria will be applied:

Sl.	Criteria	Weight (%)
1	Efficiency of the proposed plan	5%
2	Understanding of the assignment	10%
3	Demonstrated skills and experience (from CV/Resume)	20%
4	Proposed Methodology	25%
A	Technical Proposal (1+2+3+4)	60%
B	Presentation	20%
C	Financial Proposal	20%
	Grand Total (A+B+C)	100%

Bidders who obtain at least 70% marks (42 marks or more) in the technical evaluation will be invited to deliver a short presentation. Financial proposals will be opened only for those who achieve a minimum of 70% marks (56 marks or more) based on the combined score of the technical evaluation and the presentation. The following method will be applicable for the evaluation of the potential firm:

- A Quality and Cost (Q&C)-based evaluation will be conducted by an evaluation team.
- The bidder achieving the highest score out of 100 will be awarded the contract, provided both parties reach an agreement on the final budget.

- If there is no agreement on the final budget, then the bidder with the second-highest score will be considered.

8. Submission Guidelines

Please email the following documents to bd.procurement@swisscontact.org. Please include the exact title of the position, **"Short-Term Expert – Clinical Laboratory & Diagnostics Specialist,"** in the subject line of your email. Applications must be submitted **on or before 06 August 2026, 5:00 PM**.

Sl.	Document	Submission Guidelines
1	Your CV/Resume	Maximum 2 pages, highlighting your skills and experience.
2	Technical Proposal	Please attach a document, no more than eight (8) pages, outlining the key understanding of the assignment, proposed methodology, deliverables, timeline, and estimated level of effort. Please send your technical proposal in an email to the Senior Coordinator – Procurement & Govt. Relations at bd.procurement@swisscontact.org , with "Short-Term Expert – Clinical Laboratory & Diagnostics Specialist" in the subject line.
3	Administrative and legal documents	Alongside the technical proposal, please send the following documents in the same email: a. National Identification Number (NID) b. Tax Identification Number (TIN) c. Latest Tax Return (at least 2025-26 or after) d. A signed statement, testifying that all information within the proposal is correct and true.
3	Financial Proposal	Please submit a separate document, outlining your expected consultancy fee based on the deliverables and the estimated level of effort. Also, include a provision for a day-long field trip to Jaldhaka, Nilphamari in your financial proposal. Only the hard copy (no soft copy) of the financial proposal should be submitted in a sealed envelope to the address below: <i>Coordinator – Procurement & Govt. Relations Swisscontact Bangladesh House 28, Road 43, Gulshan 2 Dhaka 1212, Bangladesh</i> The subject line "Short-Term Expert – Clinical Laboratory & Diagnostics Specialist" must appear on both the envelope and the email.

- DO NOT use AI to generate the entire proposal. You may use it to proofread the document.
- DO NOT reach out directly to any project members via any personal channel (ex, WhatsApp, LinkedIn, etc.) outside the formal channel.

Any violation of the submission guidelines may result in disqualification. Swisscontact reserves the right to accept or reject any or all candidates without assigning any reason.