



IOM International Organization for Migration  
المنظمة الدولية للهجرة

Terms of Reference

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<b>Duty station:</b>	<b>Baghdad</b>
<b>Organizational Unit:</b>	<b>Medical Unit.</b>
<b>Duration of contract:</b>	<b>One (1) year with possibility of extension.</b>
<b>Type of contract:</b>	<b>Specialist consultation services.</b>

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Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM Iraq was established in 2003, and has built a strong network of staff, offices and logistics capacity. With more than 1,500 staff and main offices in Baghdad, Erbil, and Basra and 16 sub-offices in key locations, IOM works in cooperation with the Government of Iraq to provide support across all of Iraq's 18 governorates. IOM works in partnership with UN agencies, Non-Governmental Organizations (NGOs) and Community Service Organizations (CSOs) as a member of the United Nations Country Team (UNCT) for Iraq.

IOM Iraq's resettlement assistance programme is an important contribution to international solidarity and burden sharing to find durable solutions for refugees and other vulnerable groups in Iraq who are unable to return to their country or area of origin, for fear of continued persecution or because they do not have an option to stay in their location of displacement.

IOM works closely with the Government of Iraq, the Kurdistan Regional Government, Governments of countries of destination, and the United Nations High Commissioner for Refugees (UNHCR) in the implementation of the resettlement programme.

IOM Iraq's resettlement unit handles the movements of migrants and refugees travelling under the auspices of IOM from the point of departure to the destination country. IOM's assistance starts when a migrant is accepted by the resettlement country and a request to assist in the migrant's movement is sent to IOM by its government authority, such as an embassy or the immigration department.

Health assessments in the context of refugee resettlement constitute one of IOM's most established services. Refugees are a particularly vulnerable population, with health profiles that vary according to the displacement experience, pre-existing health conditions and epidemiological profiles, among other factors. Health Assessments and Travel Health Assistance ensures that refugees and migrants are fit to travel and meet the requirements of the resettlement country.

The Migration Health Assessment Centers (MHAC) in Erbil and Baghdad assists the refugees and immigrants in Iraq with through the provision of quality-assured migration health assessments (MHA) and travel assistance services. MHAC supports the health of the migrants through thorough health assessment / screening. Screening includes the care and treatment of significant health conditions, which, if left untreated, might negatively impact the migrant's



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health during time of travel and possibly impact the public health of those in Iraq, the transit countries, and the destination countries.

Against this backdrop, IOM is seeking proposal from qualified national and international partner organizations who are interested in implementing activities in support of the population groups outlined above. Bidders are free to apply for one or several sectors, in one or both geographic locations.

**Specialists Consultation services:**

1. The specialist doctor would agree to evaluate the medical condition and report to IOM per the latter's request.
2. (Cardiology): The service Provider shall perform the necessary medical services according to the medical cover letter (Annex I) provided by IOM, including: full history and physical examination, electrocardiogram (ECG), cardiac ultrasound (Echo), treadmill test (TMT) and other types of medical services; and shall submit the complete typed medical report within 24 hours after the service is performed.
3. (neurology): The service Provider shall perform the necessary medical services according to the medical cover letter (Annex I) provided by IOM, including: full history and physical examination, Neurology evaluation and other types of medical services; and shall submit the complete typed medical report within 24 hours after the service is performed.
4. (psychiatry): The service Provider shall perform the necessary medical services according to the medical cover letter (Annex I) provided by IOM, including: full history and physical examination, mental and psychiatric evaluation and other types of medical services; and shall submit the complete typed medical report within 24 hours after the service is performed.
5. (pulmonology): The service Provider shall perform the necessary medical services according to the medical cover letter (Annex I) provided by IOM, including: full history and physical examination, chest evaluation, review of TB investigation results and treatment documents and other types of medical services; and shall submit the complete typed medical report within 24 hours after the service is performed.
6. (Gynecologist): The service Provider shall perform the necessary medical services according to the medical cover letter (Annex I) provided by IOM, including: full history and physical examination, chest evaluation, review of TB investigation results and treatment documents and other types of medical services; and shall submit the complete typed medical report within 24 hours after the service is performed.
7. (Paediatric Cardiologist): The service Provider shall perform the necessary medical services according to the medical cover letter (Annex I) provided by IOM, including: full history and physical examination, chest evaluation, review of TB investigation results and treatment documents and other types of medical services; and shall submit the complete typed medical report within 24 hours after the service is performed.

**Specialist's Clinic Requirements:**

1. A clinic with a waiting room and a toilet w/ elevator & parking area.
2. The premises should have accessibility for disabled persons.
3. The premises should have all necessary equipment to make it fully operational.



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4. The SP should warrant that the facility is, financially sound and duly licensed with adequate human resources, equipment, competence, expertise and skills necessary to provide fully and satisfactory services to IOM.

**Requirements of the Service Provider (SP):**

1. Only fully trained, qualified and insured medical personnel in accordance with applicable national medical standards related to health care shall perform the requested services. Upon request, the Service Provider will make available for IOM's inspection licenses and certificates, which indicate that the medical personnel performing the Services under this Agreement are duly licensed as well as documentation related to the maintenance of the equipment, procedures, safety measures and quality of consumables.
2. All the equipment used shall comply with the highest applicable national standards on medical examinations and safe radiation levels. The Service Provider's facilities shall, at all times, observe the international standards of sterile technique in all samples handled.
3. The SP should have relevant insurance coverage including but not limited to insurance coverage for the premises and equipment
4. The SP should maintain all financial records, supporting documents relevant to the services provided to IOM for at least 7 years. Further, it should make all these records available to IOM or IOM's representatives at all reasonable time.
5. The SP should warrant that it does and will comply with all applicable laws, ordinances, rules and regulations when performing its obligations.
6. Before examination, the SP is required to confirm the identity of the applicant against their passport and record their identity verification in their report.
7. If there are any concerns that the individual presenting does not match the photo on the identification document or referral letter, please notify IOM immediately.
8. Unlike standard medical consultation, applicants may not be fully transparent about their medical history and may attempt to conceal significant clinical findings. Therefore, special care and attention should be made to ensure that all relevant findings are identified and recorded accurately.
9. If additional investigations not included in the contract are required and there are clear clinical indications, IOM should be notified immediately for approval.
10. The SP should provide detailed high-quality reports in English, including clinical findings of the current status, diagnosis, results of all necessary investigations and a description of the recommended management and likely prognosis of the medical condition. Substandard reports will not be accepted.
11. IOM expects to receive the requested report of the examination on the same day or latest by the next day of the patient's visit.

**IOM Iraq**

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12. The SP should submit the invoice in English no later than 4 weeks after the completion of the service and the covering letter should be attached with it. Payments will be made through IOM cheques or Bank transfer, which will be received after 1-2 weeks from the date of receiving the invoice.
13. The SP should keep confidentiality of our medical records and findings in line with the IOM data protection principles (IN 138) and should not share the test results with anyone except IOM.
14. The SP should carry out the tasks under this TOR with discretion and responsibility and conduct themselves in accordance with the IOM Standards of Conduct and IOM Policy on the Prevention of Sexual Exploitation and Abuse (attached).
15. Professional Resumes and certificates will need to be attached to the application.

**The following medical equipment's shall be available:**

1. ECG machine and echocardiogram(Cardiologist)
2. Portable ultrasound (Gynecologist)
3. Blood pressure manometer (All)
4. Infra-red thermometer(All)
5. Height and Weight scale (paediatrician)