

01. Term of Reference for Medical Insurance

Humanity & Inclusion is an independent and impartial aid and development organization working in situations of poverty and exclusion, conflict and disaster. We work alongside disabled and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.” HI is currently implementing more than 300 projects in nearly 60 different countries. Our goals are: i) to prevent invalidity, impairment and disability linked to diseases, accidents and violence; ii) to ensure the service offer in our sectors of activity is available, adapted and accessible; and iii) to strengthen capacities, to promote social participation and the application and exercising of our beneficiary public’s rights. For further information about the association: www.hi.org

Humanity and Inclusion (HI) has been operating in South Sudan since 2006, with a specific mandate to address the needs of persons with specific needs, heightened vulnerabilities and protection risks across the country. This is achieved through a comprehensive range of activities, including: functional rehabilitation, individualized and group-based Mental Health Psychosocial Service Support (MHPSS), comprehensive protection case management, with disability inclusion a core transversal component.

2. Background and objective

HI currently employees over 70 staff members across South Sudan. Our teams operate from 4 permanent locations of Juba and Yei and a number of temporary sub-areas of Bentiu, Aweil and Pibor. In order to ensure that staff members have an access to a quality medical cover in South Sudan, as well as in neighboring countries of Uganda, Kenya, Sudan, Ethiopia and Egypt and elsewhere, HI is launching a Medical Insurance tender launch to identify a qualified medical cover provider able to provide health services in country and cross border for the staff and their family members.

3. Requirements for technical and financial offers

Qualified suppliers will provide comprehensive technical and financial offers. Including, but not limited to the following;

Technical offer;

List of services provided to staff, including cover limits.

Additional benefits (if any).

Detailed general cover terms.

Detailed exclusion list.

List of regional and national service providers. The list must include addresses, operational hours, service provided (inpatient/outpatient/Optical/maternity/work injuries/accident).

Past and current experience. Organizations with prior experience with INGOs, NGOs, UN agencies and embassies will be prioritized.

Financial offer. Detailed financial offer, including different options for the number of family members covered. (offer for 4 and 5 dependents)

4. Qualifications

HI will consider following medical insurance providers;

1. At least 2 years of experience in providing medical cover.
2. Ability to provide services across South Sudan.
3. Ability to provide services in neighboring countries of Uganda, Kenya, Ethiopia, Sudan and Egypt and beyond.
4. Providers must provide a set of flexible options for number of family members, as well as services.
5. Proven previous experience with NGOs, INGOs, UN agencies and embassies will be considered highly advantageous.

5. Selection criteria

Applications will be scored on the following criteria:

1. Technical offer (50 POINTS);
 - 1) Services provided (including cover limits) (15 POINTS)
 - 2) Additional benefits (5 points)
 - 3) General cover terms (5 points)
 - 4) General exclusion list (5 points)
 - 5) Regional and National Health Service providers (5 points)
 - 6) Reimbursement terms (5 points)
 - 7) Past and current experience (10 points)
 - 8) Financial offer (50 points)

Name _____ Position: _____

Signature & Stamp: _____ Date: _____