TERMS OF REFERENCE

Consultant/Expert to provide training for Family Doctors on ASD Identification and Screening

Position: Consultant/Expert
Type of Contract: Service Contract
Modus operandi: 10 trainings for family doctors and pediatricians in 10 districts across Moldova
Evaluation type: Mixed (Technical terms, financial terms, interview)
Period of consultancy: October – December 2025
Eligible candidates: Legal entity or natural person which is not registered as an entrepreneur

1. Background and Context

People in Need (PIN) Moldova and SOS Autism are jointly implementing the multi-year project INCLUDE, funded by the Czech Development Agency (CzDA) until December 2027. The action is carried out in close partnership with the Ministry of Health, the Ministry of Labour and Social Protection, the Ministry of Education, and local civil society actors.

The overall goal of the INCLUDE project is to strengthen the inclusion and empowerment of people with autism spectrum disorder (ASD) in Moldova. Within this framework, Output 2.4 aims to build the capacity of family doctors and pediatricians, as specialists of primary medical assistance, to meet the needs of persons with ASD.

Activity 2.4.1 will provide targeted training to about 200 family doctors and pediatricians from 35 District Health Centers to strengthen their ability to identify and screen children for ASD using tools aligned with the Ministry of Health's clinical protocols. As primary healthcare providers, family doctors and pediatricians play a crucial role in early diagnosis and timely referrals to the specialized services.

This activity will include 10 capacity-building workshops, in 10 districts, on:

- Early developmental milestones and behavioral indicators of ASD.
- Administration and interpretation of standardized screening tools (e.g., M-CHAT-R/F for children under 4 years old, ASQ after 4 years old, and other relevant instruments).
- Referral pathways to Early Intervention Centers and Mental Health Community Centers.

By the end of the training, participants will be able to confidently use ASD screening tools and ensure appropriate referrals, thereby improving early detection and intervention outcomes.
Tentatively locations of trainings are Balti, Cahul, Chisinau, Comrat, Causeni, Hancesti, Edinet, Orhei, Ungheni, Soroca. Transportation is provided by PIN.

2. Scope of Work

The consultant will:

1. Prepare the training agenda, methodology, and pre/post-training questionnaires.

2. Deliver 10 one-day regional training sessions for family doctors and pediatricians. Ten trainings will be on the subject of early diagnosis and timely referrals to specialized services.
3. Draft the referral methodology based on the standardized clinical protocol.
4. Produce a training report including pre/post-test analysis and recommendations.

3. Deliverables and Timeline (2025)

Deliverable	Consultancy Days	Deadline	Notes
Preparation of training agenda, materials, and pre/post questionnaires	3	15 Oct 2025	Agenda and materials approved by PIN
Delivery of 5 regional training days to 100 family doctors in 5 regions	10	01 Dec 2025	Subject will focus on early identification and referral.
Draft of the referral methodology based on the standardized clinical protocol.	4	10 Dec 2025	The methodology should focus on the referral pathways of children with ASD signs to specialized services.
Draft training report with pre/post-test analysis	1	15 Dec 2025	Submitted to PIN

Total consultancy days: 18 days

5. Selection Process

A. Qualification Criteria

Mandatory qualification criteria - candidates must possess the following mandatory minimum qualifications, which will be evaluated based on the **Pass/Fail** criteria. Failure to meet any qualification criterion will result in immediate disqualification from the bidding process:

- Residency in Medicine (e.g. Pediatrics, Family Medicine, Psychiatry, or related field);
- At least 5 years of experience as a practicing physician, pediatrist, family doctor, psychiatrist or other relevant specialization).
- Certificates and experience in early childhood development, neurodevelopmental disorders, and/or ASD screening.
- At least 2 years of experience delivering professional training to health sector professionals using interactive/practice-based methods.
- Fluent knowledge of Romanian and Russian.

B. Evaluation criteria

The evaluation team will evaluate and award the contract on the basis of the following **evaluation criteria:**

- **70% Weightage for Technical Proposal**
- **30% Weightage for Financial Proposal**

Evaluation of Technical Proposal

Evaluation committee will assign points for the best quality of the sample, based on the following evaluation grid:

Criteria	Scoring	Max Points
Years of professional experience as a practicing physician, pediatrist, family doctor, psychiatrist or other relevant specialization	5 years – 5 pts; +1 pt per additional year (max 10 pts)	10
Experience in early childhood development, neurodevelopmental disorders, and/or ASD screening	5 years – 5 pts; +1 pt per additional year (max 10 pts)	10

Experience delivering professional training to health sector professionals using interactive/practice-based methods	From 2 to 3 years – 5 pts; +1 per additional year (max 10 pts)	10
Language skills (Romanian & Russian required; English is an asset)	RO & RU – 0 pts ; EN – 5 pts	5
Interview evaluation (*Will be determined by interview*)		
Understanding of Moldova's health system and referral pathways for neurodevelopmental disorders	Not meeting expectations – 0 pts Meeting some expectations – 3 pts Meets Expectation – 7 pts Exceeds Expectations – 10 pts	10
Knowledge and application of standardized ASD screening tools (e.g., M-CHAT-R/F, ASQ) and national clinical protocols	M-CHAT-R/F, ASQ – 10 pts. Other relevant tools +5 pts.	15
Clear, understandable communication skills	Not meeting expectations – 0 pts Meeting some expectations – 3 pts Meets Expectation – 7 pts Exceeds Expectations – 10 pts	10
Proven experience to work with government health institutions and/or international organizations	Not meeting expectations – 0 pts Meeting some expectations – 3 pts Meets Expectation – 7 pts Exceeds Expectations – 10 pts	10
	Total	80

The technical score is calculated as:

S = (Points B/Points A) × 70

Where:

S = score for technical evaluation

Points A = highest points score from all submitted offers;
Points B = actual points score received from committee.

Evaluation of Financial Proposal

The financial offer should be submitted in MDL and must include all applicable taxes for natural persons (applicant) and VAT 0% for legal entities (applicant).

The financial score is calculated as:

S = (Fmin / F) × 30

Where:

- **S** = score for financial evaluation
- **Fmin** = lowest financial offer
- **F** = financial offer under consideration

5. Contract Award

The contract will be awarded to the bid that receives the Highest Combined Score. In the event of an equal number of points, the contract will be awarded to the bid with the lowest price.

6. Application Process

Applications must include:

- CV or Resume and certificates attesting the knowledge and skills in early childhood development, neurodevelopmental disorders, and/or ASD screening.
- Cover letter.
- Two professional references.
- Completed Technical and Financial Offer (Annex 1)

Applications should be sent by 8 October 2025, EOD to tender.moldova@peopleinneed.net with the subject line: "**ASD Screening Training** – [Name, Surname]".
Only shortlisted applicants will be contacted.

Annex 1 – Template for Technical and Financial Offer

Please fill in the table below as part of your application. It will be used to assess both the technical quality of your approach and the cost-efficiency of your offer. The total price must be expressed in MDL (Moldovan Lei), gross, including all applicable taxes and deductions.

No	Task	Deliverable	Methodological Approach (Briefly describe how you will complete the task)	Consultancy Days	Daily Rate* (MDL)	Subtotal (MDL)
1	Preparation of training agenda, training materials (PPT, handouts), and pre/post-training questionnaires	Approved agenda, materials, and questionnaires		3		
2	Delivery of five one-day regional training sessions for 100 family doctors (Chisinau, Bălți, Cahul, Comrat, Orhei)	Training delivered;		10		
3	Draft of the referral methodology based on the standardized clinical protocol	5 online sessions completed		4		
4	Drafting of training activity report (including pre/post-test analysis and recommendations)	Training activity report submitted		1		
	TOTAL, MDL*					

Estimated Total Days: 18 days

***Financial offer for natural person which is not registered as an entrepreneur will be submitted in Moldovan Lei, including income tax, health insurance and social security contribution.**

***Financial offer for legal entity will be submitted in Moldovan Lei with 0% VAT Rate (Net Price).**