

# UTTARAKHAND HEALTH SYSTEMS DEVELOPMENT PROJECT

Implemented by Uttarakhand Health and Family Welfare Society

## **TERMS OF REFERENCE** **CONSULTANT-PROCUREMENT**

### **A. BACKGROUND:**

Uttarakhand Health Systems Strengthening Project (UKHSDP) is conceived as a strategic initiative to enhance people's access to quality health care services in the state of Uttarakhand. The project seek to support Uttarakhand in progressing towards Universal Health Coverage, as measured by improvement in access to and quality of health services and in providing health financial risk protection. Specifically, the project would focus on improving access to health services for the predominantly remote population of the state, through strengthening public and private health-delivery systems; promoting greater stewardship and managerial capacity in the state directorate; improving information systems; augmenting monitoring and research; and extending coverage of RSBY beyond hospitalization to include primary healthcare services. A key area the project supports is innovative mechanisms for Uttarakhand to engage with private health care providers, expanding their role in meeting the unmet access needs of the state's population. A greater involvement of the private sector would create additional human resource availability for the public health system as a whole, also providing an opportunity to deploy existing public staff in a more efficient and effective manner.

### **B. OBJECTIVE:**

Following is the scope of roles and responsibility for the Procurement Consultant.

#### **1. Roles and Responsibilities**

The principal tasks will be to assist the Assistant Director -Procurement

#### **1.1 TASKS:**

##### C.1. General

- Based on PIP, inputs shall be obtained from the UKHSDP and its officials on prioritising the urgent procurement and packaging so as to ensure optimum competition, economy and efficiency.
  - Coordinate for publication of the procurement plan on the UKHSDP's website and advertisement.
  - Maintain systematically the procurement related records and documentations for audit/ review by the World Bank as well as Controller of Aid Accounts and Audit.
  - Provide procurement related reports/updates to the UKHSDP and the World Bank as and when required.
  - Handle the procurement related complaints, if any, received by the Cell as per the agreed procedure for the project.
  - Support and assist the UKHSDP officials in any and all procurement activities.
  - Work with Nodal Officer designate to plan work-plan budgets, develop activity budgets, review expenditure, submit timely expenditure reports and ensure overall efficient use of available resources.
  - PPP experience
- C.2 .Procurement of Goods, Works and Non Consulting Services:
- Coordinate with the UKHSDP and the World Bank in finalising the technical specifications of the goods/works to be procured. Based on the standard bidding documents agreed with the World Bank, prepare the bid document for various activities mentioned in the procurement plan as per agreed timelines.

- Co-ordinate with the World Bank for obtaining “No Objection” for the technical specifications and the bid document (only for prior review cases).
  - After finalisation of the bid document, issue the advertisement in newspapers. Handle issuing of the bid documents to the interested bidders.
  - Receive the bids till the agreed deadline, and open the bids as per the time indicated in the bid document.
  - Coordinate with UKHSDP and World Bank in the technical and commercial evaluation of the bids.
  - Share the bid evaluation report with the World Bank and obtain the “No Objection” (only for prior review cases)
  - Prepare and issue the contract document to the winning bidder and provide the feedback to unsuccessful suppliers, if requested.
  - Publish the contract award notice (only for prior review cases)
  - Monitor the contract management including timely supply of the goods, verification and documentation invoices release for payment, issuing contract amendments, inventory management etc.
- C.3.Procurement of Services:
- Coordinate with UKHSDP and the World Bank in finalising the Terms of Reference (TOR) of the services to be procured.
  - For consultancy assignments, invite expressions of interest (EOI) through advertisements in Newspapers and at UKHSDP website. Coordinate with UKHSDP and WB in the evaluation of the EOI and finalisation of the Shortlist.
  - Based on the standard request for proposal documents of the World Bank, prepare the request for proposal (RFP) for various activities mentioned contained in the procurement plan as per agreed timelines.
  - Co-ordinate with the World Bank for obtaining “No Objection” for the TOR (all cases), the shortlist and the RFP document (only for prior review cases).
  - Issue the RFP document to the shortlisted consultants. Arrange the reply of queries, if received from invited consultants before the deadline for submission of proposals.
  - Receive the proposals till the agreed deadline, and open the technical proposals as per the time indicated in the bid document.
  - Coordinate with UKHSDP, UK and WB in the evaluation of the technical proposals.
  - Share the technical evaluation report with the World Bank and obtain the “No Objection” (only for prior review cases)
  - Open the financial proposals of the technically qualified consultants and coordinate with MoTA and WB in the evaluation of the commercial proposals
  - Decide the top ranked consultant and seek the No Objection of the World Bank for contract award recommendations (only for prior review cases)
  - Prepare and issue the contract document to the winning consultant and provide the feedback to unsuccessful consultants, if requested.
  - Publish the contract award notice (only for prior review cases)
  - Monitor the contract management including timely completion of the assignment, release of payment, issuing contract amendments etc.

### **C. DUTY STATION:**

The duty of the procurement expert will be at UKHSDP office at Dehradun, Uttarakhand.

### **D. DURATION:**

The appointment is contractual in nature. The total contract period is for 6 years, subject to a comprehensive review of performance after every 11 months. Renewal of contract shall be solely

on the basis of satisfactory annual performance review report, after each year. The contract may be extended thereafter based on the project need. The contract may be terminated at any point due to non-performance, indiscipline or other reasons, after giving one month's notice.

## **E. QUALIFICATION, SKILLS AND ATTRIBUTES**

### **Essential:**

- Full time MBA or Masters in Procurement or Materials or Supply chain or Inventory management, **Finance** and similar fields
- or
- CA/ICWA from recognized universities

Should have minimum experience 5 (five) **years** of extensive experience required in managing procurement of large scale development activities of the Government in National, International bidding procedure esp. preparation of EOI/NIT/RFP/BID Documents/BID procedures, preferably projects funded by large multilateral organizations like World Bank and similar international organizations. With extremely proficiency in computers  
Desirable

### **Required Skills:**

- Effective Communication skills
- Good Interpersonal skills
- Ability to work effectively as a member of multi-disciplinary team
- Ability to work closely and effectively with Government and NGOs
- Previous work experience in Government sector will be an added advantage
- Proficient to work on computer using MS office and other related software.
- MS office and procurement softwares
- WB or similar projects procurement trainings
- PG Diploma in material management

Desired:

- Candidates possessing demonstrated experience and competence in design and management of public-private partnership (PPP) projects in health sector including planning, contract design, proposal development, contract management, etc.with

## **F. REPORTING**

The procurement Consultant would be reporting to Project Director/APD through Asst Director (Procurement)

## **G. REMUNERATION (Rationalization)**

INR 60,000-90,000 per month (Negotiable), remuneration will commensurate with experience and past employment history of the candidates and will provide excellent reward for the right person.

Age should be < 45 yrs.

## **H. HOW TO APPLY**

Interested candidates are requested to apply by sending a copy of recent CV along with a covering letter describing how your qualification and experience makes you suitable for the desired position through email to [ukhsdp.hr@gmail.com](mailto:ukhsdp.hr@gmail.com) or send by post to Additional Project Director, UKHSDP, First Floor Homeopathy Directorate, Directorate of Medical Health and Family Welfare, Danda Lakhond, Sahastradhara Road (Near IT Park), Dehradun-248001, Uttarakhand, India. Clearly specifying post applied for in subject line of the email (if applied by email) and on top of envelope (if applied by post).

Kindly note that CVs without Cover Letter or without clearly mentioning post applied for will not be entertained.

Last date for receiving applications is **9<sup>th</sup> July 2018**, no applications will be entertained after last date under any circumstances. Only short listed candidates will be contacted through email. This activity may be cancelled at any time without prior notice.