

## **Terms of Reference Consultant (Procurement)**

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare (MoH&FW) is seeking applications from qualified candidates under NPMU for Implementation of “India COVID 19 Emergency Response and Health Systems Strengthening Package” for the above mentioned post purely on contractual basis.

### **A. PROJECT BACKGROUND AND OBJECTIVES**

An outbreak of the coronavirus disease 2019 (COVID-19) caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) virus strain has been spreading rapidly across the world since December 2019, following the diagnosis of initial cases in Wuhan, Hubei Province, China. In response to the rapid rise of COVID-19 cases in India, the India COVID-19 Emergency Response and Health Systems Preparedness Project has been initiated by the Government of India (GOI). The project objectives is to prevent, detect, and respond to the threat posed by COVID-19 and strengthen national health systems for preparedness in India.

### **B. SCOPE OF WORK**

The Consultants (Procurement) will work closely with the MOHFW and its implementing agencies—the National Health Mission (NHM), the National Center for Disease Control (NCDC), the Indian Council for Medical Research (ICMR) and others to will support implementing entities in procurement of works, goods and services as part of the project with the following tasks:

#### **Responsibilities:**

1. Support MOHFW and procurement divisions of the implementing agencies and assist in all aspects of procurement including planning, drafting bid documents, bid evaluation, preparing award recommendation, contract drafting & signing, handling STEP portal, liaising with procurement agents of the ministry, liaising with international agencies and embassies, Monitoring and reporting on procurement & contract management and conducting post procurement reviews (PPR)
2. Use of Systematic Tracking of Exchanges in Procurement (STEP) portal a key platform for planning and executing procurement under World Bank funded projects;
3. Preparation of procurement plan in consultation with Implementing agencies and uploading on STEP;
4. Cost estimation of planned procurements, identification of appropriate method of procurement, preparation of bidding documents as per the regulations, uploading of documents on the portal and handling of e-procurement portals as applicable;
5. Preparation of Bid Evaluation Report (BER), contract drafting, monitoring & Reporting on procurements
6. For procurements from abroad- liaison with international agencies and Indian missions for procurements from other countries, contract document preparation and contract management.
7. Contract management: Post award contract management, change proposal, payments issues, performance securities issues, monitoring & Reporting of overall progress etc., as assigned;
8. Provide quarterly status of all the Procurement and status of their execution as on date.
9. Procurement Agent- Preparation of TOR for recruitment of Procurement Agent, onboarding of Procurement Agent after selection including training and handholding.
10. Compilation of data about procurement handled by all the implementing agencies under the Project including stock monitoring
11. Coordination with various creditors procurement team on other related matters
12. Undertake any other activities / tasks as assigned by the supervisors.

#### **Essential Qualification / Requirements**

Graduate in any discipline from a recognized University with PG Diploma in Procurement/ Supply Chain Management.

More than 5 years' experience in managing procurement and supply management, preferably of drugs & other health care commodities

#### **Preferential Qualification/Skills**

Experience in Public Health programme at national/ state level.

Related experience in COVID emergency response would be desirable.

Experience of working with donor agencies like WB, ADB etc. would be an added advantage.

Working knowledge of computers.

Formal educational qualification, experience and age could be relaxed for exceptional candidates.

**Reporting**

The overall In charge of Consultants (Procurement) would be the nodal officer COVID-19, MOHFW.

**Age**

Up to 40 years and ready to travel extensively

**No. of Position**

Two (02)

**Remuneration**

Maximum up to Rs. 100,000/- per month

**Location:** Delhi

**To Apply:** Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to [npmu.covid.03@gmail.com](mailto:npmu.covid.03@gmail.com) only, by **18-Dec-2020**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.