



GOVERNMENT OF ASSAM

**ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS)
4TH FLOOR, NAYANTARA SUPERMARKET, SIXMILE, GUWAHATI-22**

**TERMS OF REFERENCE (ToR)
FOR STATE PROCUREMENT EXPERT (SPE)**

A. BACKGROUND AND OBJECTIVES OF THE PROJECT

(a) The Assam Health Infrastructure Development & Management Society (AHIDMS) has been created under the Medical Education & Research Department, Government of Assam (GoA), headed by Hon'ble Health Minister as Chairman and Senior Most Secretary, Medical Education & Research Department, GoA as the Member Secretary of the Governing Body. The Project Management Unit (PMU) is headed by a Project Director (PD). The key mandate of the Society is to function as an apex autonomous body of the GoA for monitoring, coordination and/or implementation of JICA, World Bank and any other Externally Aided Project (EAP).

(b) AHIDM Society is now taking initiative to implementing 'Assam Secondary Health Care Systems Reform Project' (ASHSRP) with financial and technical support from the World Bank. The project aims to strengthen management capacity, access and quality of health care in secondary healthcare hospitals in Assam. The project will target investments towards health care facilities and locations across the state over the six-year project duration where the demand for health services is high and required capacities are in place to maximize the impact of the project. The project aims to address critical gaps in Assam's secondary healthcare system to enhance its performance to optimum levels by implementing interventions under following two components:

Component 1: Improving Governance and management capacity of health systems at the state and district level (Results based financing)

Component 2: Improving quality and coverage of secondary health care services and investment in supply and demand side intervention (quality and access).

The project aims are having internal performance contracts to boost the efficiency of teams in the directorate and at the district management level. Besides, the project will be investing in select District and sub district hospitals to expand the portfolio and improve the quality of service.

With this background, the project intends to hire a **State Procurement Expert (SPE)** as a contractual consultant member of the Project Management Unit (PMU), to support the procurement related activities under the project. The ToR shall be as given below:

B. OBJECTIVE(S) OF THE ASSIGNMENT:

The objective of the assignment is to provide technical and operation support for all the procurement activities planned under the project. And also support the intermediate steps required for completion of procurement process for goods, services and works till the time of contract signing and closure of the contract on completion of work.

C. SCOPE OF WORK:

The **State Procurement Expert (SPE)** will support the Project Management Unit (PMU) in overall management of the procurement of goods, services, consultancies (firms and individuals) and civil works, including quality assurance and contract management. The consultant will perform his/her duties as per the directions of Project Director (PD). Also closely work with State health procurement corporation in planning institutional reform for improved procurement systems.

D. JOB RESPONSIBILITIES:

The job responsibilities of the SPE shall include the following:

- (a) Responsible for overall planning and implementation of all procurement activities including contract management functions of the project as per the World Bank Procurement Regulations applicable to the project.
- (b) Assist in preparing and updating procurement plan with cost estimates, appropriate procurement method, procurement timelines, etc. and upload in the World Bank's online Systematic Tracking of Exchanges in Procurement (STEP) system with the approval of PD and manage all procurements transactions through the STEP.
- (c) Assist in obtaining necessary clearances from the World Bank through STEP system, wherever applicable for the Procurement Plan, TOR, etc. and for all prior review cases.
- (d) Identify risks in different procurement activities and suggest appropriate mitigating measures.
- (e) Assist in drafting all procurement documents such as Invitation of bids (IFB), Request for Expression of Interests (REOI), Terms of Reference (ToR), technical specifications (TS), Request for Proposals (RFPs), Bidding Documents (BDs), etc. as per the World Bank Standard Procurement Documents (SPD) and templates.
- (f) Assist in inviting bids/ proposals, pre-bid/ pre-proposal conference meetings, bid/ proposal opening, evaluation process, contract negotiations, etc. during the procurement cycle.
- (g) Assist in preparing shortlist of consultants, bid evaluation reports (BER), draft contract agreements and any other related procurement documents.
- (h) Assist in drafting response to queries received from the bidders/consultants, minutes of pre-proposal/pre-bid conference and issue amendment/s to the procurement documents.
- (i) Review and manage technical, commercial and legal aspects of procurement in consultation with technical, legal and policy teams as found necessary.
- (j) Resolve procurement issues and queries from various stakeholders on bidding and contract award.
- (k) Participate in the meetings with the project team and World Bank missions' meetings with updated information on project procurement transactions.
- (l) Liaison with the World Bank for key procurement related issues.
- (m) Provide procurement training to the staff on World Bank's Procurement Regulations and contract management aspects.
- (n) Prepare a range of procurement-related documents and reports as required.

- (o) Manage all the contracts relating to the project procurement activities in consultation with PD and technical experts and take necessary actions as directed.
- (p) Maintain systematically all the procurement related records, database and documentations for audit by the Government and for review by the World Bank.
- (q) Prepare responses to the post procurement review (PPR) by the World Bank/Consultants engaged for the task.
- (r) Provide procurement related reports/updates, contract details to the World Bank as and when required.
- (s) Required to undertake field-visits, visit to the project sites, etc. as directed by the PD.
- (t) Any other tasks related to procurement and as per the requirement of the project and as assigned by the PD.

E. DELIVERABLES

- (a) Development of procurement plan along with specification and timely revision of the same with progressing implementation agreeable to Project Director.
- (b) Stakeholder consultation report with clear recommendations for procurement aligned with project objectives
- (c) Provide implementation support to the project in managing the procurement process in order to achieve project objectives
- (d) Periodic review of procurement plan and its progress as per the project document for respective areas
- (e) Conduct field visits and meetings with Government departments and other contractors to resolve procurement related issues
- (f) Development of procurement documents following the World Bank procurement regulation
- (g) Any other task as assigned by the Project Director with specific deliverable determinant to achieving the project objectives.

F. KEY QUALIFICATION AND SKILLS:

- (a) Master degree in Management/ Administration/ Procurement/ Logistics/ related discipline or a Graduate in Engineering from any Government recognized university/ institution with training in public procurement. Excellent understanding of the World Bank Procurement Regulations is desirable
- (b) **Experience:**
 - Must have at least 10 years' experience in managing procurement
 - Experience of working in the North East and in the Health Sector will be preferred.
- (c) **Skills and Competencies:**
 - Excellent communication and presentation skills, analytical and interpersonal abilities along with advocacy and negotiations skills

- Excellent oral and written communication skills in English language is essential. Proficiency in local language will be an advantage.
 - Demonstrated ability to work in a multi-disciplinary team environment.
 - Demonstrated experience in operationalizing health program at field level / working in strengthening of district level health systems would be an advantage.
 - Willingness to travel to districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
 - Non discriminating, transparent, participative
 - Advocacy, Negotiations, and communication skills
 - Experience in World Bank Project will be an added advantage.
 - Computer proficiency and familiarity with MS Word, Excel, PowerPoint.
- (d) **Age limit:** Upto 50 years as on date of advertisement.

G. SALARY AND CONTRACT TERMS:

- (a) Consolidated Pay of **Rs.1,20,000/- (Rupees one lakh twenty thousand) to Rs.1,50,000/- (Rupees one lakh fifty thousand)** per month.
- (b) **Reporting and performance review:** Engagement of the **State Procurement Expert (SPE)** will be on a full-time basis. The SPE will report to the Project Director (PD) or the other senior staff designated by the Project Director. The performance of the SPE will be reviewed periodically by the PD.
- (c) **Contract Term:** The assignment is purely on contractual basis. The tenure of contract is intended for entire duration of the project and co-terminus with the project period. However, the tenure is initially for eleven (11) months and will be extended upon his/her satisfactory performance.
- (d) **Travel:** The **SPE** may be required to travel frequently within the State. TA / DA for such approved travel shall be paid/ reimbursed as admissible as per the HR Policy of the AHIDMS.
- (e) **Leave:** The provisions of leave shall be as per the leave Policy of the AHIDMS
- (f) **Facilities to be provided:** The **SPE** will be provided with access to all the available documents, correspondence, and any other information associated with the project and as deemed necessary. No clerical assistance or other facilities will be provided.

Note: This is a draft indicative ToR; The PD, AHIDMS reserves the right to change, update or modify this ToR at any stage during the recruitment process.