



Sindh Human Capital Investment: 1000 Days Integrated Health and Population Program



Terms of References Procurement Specialist

Background

The project envisages universal health coverage (UHC) through enhanced access to integrated reproductive, maternal, neonatal, child, adolescents, health, nutrition (RMNCAH+N) and family planning services. It is based on continuum of care approach and aims at women empowerment including women economic empowerment through skill development and micro-financing managed by a third party.

To achieve the objective of the program, following core components are taken to execute

- Component -1: Ensuring and improving RMNCAH & Nutrition (RMNCAH+N), Secondary Healthcare, FP Services Utilization and Public Health Emergencies Response.
- Component -2: Strengthen demand for and utilization of RMNCAH+N and FP Services and Women Empowerment.
- Component -3: Project Management, Monitoring and Evaluation

The project objective emphasizes to ensure the provision of minimum service delivery of Primary Healthcare, to minimize the health burden and availability of 24/7 BemONC services for the vulnerable and poor communities of Sindh. Furthermore, the Program has primary healthcare services with integrated approach for the provision of Reproductive Maternal, Neonatal, Child, Adolescent and Nutrition (RMNCAH&N) services with the focus on Family Planning and Immunization.

Program Development Objective(s) (PDO):

To improve the utilization and quality of RMNCAH+N services for the poor and vulnerable population, especially adolescents and women, in targeted areas of Sindh. The program will sustainably improve and build the health and economic resilience of communities in the project locations by adopting an integrated approach to address the socioeconomic determinants, effects of natural disasters, and pandemics that impact vulnerable populations (especially poor women).



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Job Functions:

Reporting to PD and closely working with relevant stakeholders, the incumbent will perform following functions:

- Provide all the required procurement related support to PD and Other relevant duties assigned.
- Carry out all the procurement activities under the program as per the approved procurement plans.
- Assist PD to plan and organize the meetings of the procurement committee.
- Act as focal point of World Bank, IsDB and GoS on procurement related matters/issues.
- Ensure that all the procurements are carried out strictly in accordance with the World Bank regulations and guidelines.
- Prepare contract management tracking sheets for all contracts, including timelines, staff month consumption, cost and time overruns, insurances & guarantees, approvals, deliverables, payment updates, required extensions and variations.
- Maintain records of procurement and coordinate with the financial management staff to ensure that all procurement related financial records are maintained and updated as per the applicable rules and procedures and reported as and when required.
- Monitor project spending against planned procurement activities on regular intervals and initiate corrective actions.
- Submit periodic written procurement reports to keep Project Director updated about the procurement activities of the project and the related issues.
- Prepare and revise procurement plans periodically.
- Monitor and record the progress of procurement activities by regularly updating Systematic Tracking of Exchanges in Procurement (STEP).
- Comply with the monitoring system for procurement and ensure the completion of the procurement process according to the procurement plan besides the Contract Management adhering to the Contract Agreements/Supply Orders.
- Assist various audits/ex-post review outfits in performance of their tasks by ensuring that procurement document is efficiently filed and provide complete track of procurement cycle.
- Ensure adherence of the ongoing contract agreements/supply orders with all the defined conditionalities and processing of the payments after taking compliance report on deliverables from technical experts.



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Qualifications and Experience

- Postgraduate degree from HEC recognized university in preferably engineering. Basic degree in engineering and master's in business or any other relevant field may also be considered.
- Should possess relevant post qualification experience of 08 or more years, with substantial experience on procurement of works, goods and consultancies.
- Experience on donor funded projects will be preferred.