

Terms of Reference and Scope of Services

Health Sector Enhancement Project (HSEP) Procurement Expert /Consultant

A. Background

Health Sector Enhancement Project - Additional Financing (HSEP-AF) (hereinafter referred to as the Project) has been implemented since 2011 in accordance with the Credit Agreement number 4912-BA signed between Bosnia and Herzegovina and the International Development Agency (IDA) and co-financed by the Council of Europe Development Bank credit in accordance with the Framework Credit Agreement between Bosnia and Herzegovina and the Council of Europe Development Bank (LD 1747 (2011)), including local co-financing by the Federation of Bosnia and Herzegovina Government. Due to delayed effectiveness of the Council of Europe Development Bank's credit, the Agreement with this organization has been extended through 30 June 2016 when the Project is expected to finally end.

The Project effectively supports implementation of goals defined under the strategic documents of health sector reforms, particularly strategic goals of the Primary Health Care reform.

Goals of the project include:

- Improve efficiency of the health care system by restructuring and strengthening of Primary Health Care through continued development of Family Medicine model,
- Improve health sector management capacities,
- Strengthen policy making process by development and implementation of the health sector performance monitoring and evaluation system.

The Project is implemented in three major components including:

- Primary Health Care restructuring
- Improvement of health sector management capacities
- Health policy formulation and project support

In the course of Project activities related to procurements it is necessary to hire a part time Procurement Expert/Specialist who will work in accordance with procedures proscribed for procurement of goods, works, and services related to the Project and in accordance with the World Bank procedures.

B. Job description

Procurement Expert/Consultant will be expected to:

- Work closely with the Sector for Project Implementation, routinely reports to his/her immediate supervisor, i.e. Assistant Minister for Project Implementation on his/her work.

- Ensure that the procurement of goods, works, and services is in line with guidelines of the World Bank for all items financed from the credit proceeds, using standardized documentation of the World Bank.
- Take part in development and revision of the procurement plan, development of monthly, quarterly, and annual reports related to project activities and also take part in development of work programs related to the Project.
- In the Sector for Project Implementation (“the Sector”) organize and maintain the database of interests sent to suppliers of goods, works, and services in order to facilitate that they are potentially included in the future shortlist or for future consultations.
- Assist staff members of the Sector in formulation of relevant criteria for evaluation, develop draft documentation for bidding and send those document to the World Bank for their timely review and no objection in accordance with the requirements of the World Bank pursuant to the credit arrangement and formal documents of the Project (such as Technical Annex and Project Appraisal Document).
- Work to develop technical specifications for agreed list of equipment (medical equipment and furniture, including Information technology, office equipment and stationary, vehicles, etc.).
- Oversee preparation of proposals and ensure that they are safely kept until such time as they are opened at the formal bidding opening event.
- Execute procedure of public bid opening during procurement of goods, works, and services for the needs of the Project and make notes and records of such openings.
- Provide assistance to bid evaluation committees in the process of bid evaluations for individual procurements based on specific criteria as defined in bidding documentation.
- Ensure that the goods and services procured under the credit were actually procured under the World Bank guidelines; provide assistance to the Sector staff members in definition of job description, definition of technical specifications, contract negotiation, etc.
- Ensure that comprehensive evaluation report in accordance with the standards of the World Bank are developed and sent in timely fashion to the World Bank for their review and no objection.
- Inform successful bidder, establish all necessary contacts and facilitate signing of the contracts by authorized individuals on the behalf of the Federation of BiH Ministry of Health once No Objection has been secured by the World Bank.
- In the premises of the Federation of BiH Ministry of Health’s Sector for Project Implementation set up and maintain archive of the overall documentation related to procurement of goods, works, and services.
- Procurement Planning, preparation of procurement plans, updates of PP in regular manner, etc.
- Publication of upcoming packages advertisements and follow up to ensure sufficient competition.
- Publication of all contract awards in accordance with Procurement and Consultants guidelines requirements on contract awards.

C. Experience and qualifications

- BSc or BA in social or technical sciences (an economist, a lawyer, or an engineer).
- Minimum 1 year of experience in working in the area of procurement in international projects, preferably the World Bank projects.
- Proficiency in use of information technology.
- Proficiency in English language.
- Additional advantage is knowledge of the health care system and prior experience in working in the area of health care.

D. Duration of assignment

The Consultant will be hired on part-time basis over the course of maximum 12 months. The Consultant will be paid on the monthly basis against the report of work provided to be submitted by the Consultant.