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**Terms of Reference**  
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**Procurement Consultant**  
**for**  
**Mizoram Health Systems Strengthening Project**

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**Background**

The Department of Health and Family Welfare, Government of Mizoram is implementing a project titled ‘Mizoram Health Systems Strengthening Project’ with financial and technical assistance from the World Bank. The proposed project aims to improve the management, quality, accessibility and delivery of health services in the state of Mizoram. The project will target investments towards health facilities and locations across the state over the five-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 will accomplish these objectives through implementation of four components:

- I. Strengthen management and accountability through Internal Performance Agreements (IPAs)
- II. Improve the design and management of the state health insurance programs
- III. Enhance the quality of health services and support innovations
- IV. Contingent Emergency Response Component

**Project Duration:** 5 years.

**Consultancy Service duration:** 48 months

**Scope of work:**

The Procurement Consultant 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).

**Job Responsibilities:**

The Procurement Consultant will be responsible for the following:

- i. 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.
- ii. 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.
- iii. 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.
- iv. Identify risks in different procurement activities and suggest appropriate mitigating measures.
- v. 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.
- vi. Assist in inviting bids/ proposals, pre-bid/ pre-proposal conference meetings, bid/ proposal opening, evaluation process, contract negotiations, etc. during the procurement cycle.
- vii. Assist in preparing shortlist of consultants, bid evaluation reports (BER), draft contract agreements and any other related procurement documents.
- viii. 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.
- ix. Review and manage technical, commercial and legal aspects of procurement in consultation with technical, legal and policy teams as found necessary.
- x. Resolve procurement issues and queries from various stakeholders on bidding and contract award.
- xi. Participate in the meetings with the project team and World Bank missions' meetings with updated information on project procurement transactions.
- xii. Liaison with the World Bank for key procurement related issues.
- xiii. Provide procurement training to the staff on World Bank's Procurement Regulations and contract management aspects.
- xiv. Prepare a range of procurement-related documents and reports as required.
- xv. Manage all the contracts relating to the project procurement activities in consultation with PD and technical experts and take necessary actions as directed.
- xvi. Maintain systematically all the procurement related records, database and documentations for audit by the Government and for review by the World Bank.
- xvii. Prepare responses to the post procurement review (PPR) by the World Bank/Consultants engaged for the task.

- xviii. Provide procurement related reports/updates, contract details to the World Bank as and when required.
- xix. Required to undertake field-visits, visit to the project sites, etc. as directed by the PD.
- xx. Any other tasks related to procurement and as per the requirement of the project and as assigned by the PD.

### **Qualification Required:**

The qualifications as required are as follows:

- Bachelor's degree in Management/ Administration/ Procurement/ Logistics/ Engineering and related discipline from any Government recognized university/ institution with training in public procurement,
- Must have at least 5 years' experience in procurement,
- Experience of working in the North East and in the Health Sector will be preferred.
- Excellent understanding of the World Bank Procurement Regulations is desirable.

### **Languages Required:**

Fluent working knowledge of English (written and verbal) is essential.

### **Emoluments (negotiable):**

Consolidated Pay of Rs. 50,000/- (Rupees Fifty thousand) per month with 5 percent increment annually on extension of contract.

### **Reporting:**

The Procurement Consultant will report to the Project Director through the Head of the Procurement Team.

### **Contract Term:**

The assignment is purely on contractual basis. The tenure will be co-terminus with the project duration. The contract will be for one year at a time, and extended based on satisfactory performance.

### **General Information:**

Engagement of the Procurement Consultant will be on full time basis. However, frequent travelling within the State may be required. TA/ DA for such travelling shall be paid/ reimbursed as admissible and as per Project Operation Manual agreed between Bank and State Government.