

Terms of Reference and Scope of Services of the Procurement Specialist

Title of position: Procurement Specialist

Project title: The LLF-Project for Improving of Maternal, Neonatal, and Child Health in the Four Districts of the Khatlon Region of the Republic of Tajikistan

Project No.: TJK1029

The Ministry of Health and Social Protection of Population has received financing from the Islamic Development Bank (IDB) respectively, in the amount of USD 23,000,000 to finance the LLF-Project for improving maternal, neonatal and child health services in the four districts of the Khatlon region of the Republic of Tajikistan».

The Project objectives are: i) Enhancing availability/accessibility of Maternal, Neonatal, and Child Health (MNCH) services; ii) Institutional and human resources capacity building in the targeted health facilities; iii) Improving public awareness and health-seeking behavior; and, iv) Establishment of a functional referral system in the Khatlon region.

Project Components: The Project comprises the following components: i) Provision of equipment and medical supplies and civil works for construction/rehabilitation of hospitals/clinics; ii) Inter-related studies and training courses for supporting institutional and human resource capacity building; iii) Community mobilization and awareness campaigns; and, iii) Support to the Project management.

A dedicated full-time Project Management Unit (PMU) is established within the Ministry of health and social protection of population of the Republic of Tajikistan (hereinafter called "the Ministry") to ensure efficient management of the project and implementation of the Project within its scope/timeline.

To provide support to the procurement of goods, works and services under the project, a Procurement Specialist (PS) will be recruited and based at the Project Management Unit (PMU). The PS will be part of the PMU and will report to the Manager of the PMU.

Scope of Work of the Procurement Specialist:

The Procurement Specialist will report directly to the PMU Manager. S/he will:

- Submit regular reports on procurement activities to the relevant state agencies of Tajikistan and IsDB;
- Plan all procurement activities and regularly update the project procurement plan in close collaboration with the Ministry and IsDB. Timely and high quality implementation of the Procurement plan is an indicator of good performance of the procurement specialist;
- Preparation of the documents for procurement of Goods and Works: SPN, bidding documents, Bid Evaluation Reports, draft negotiated Contracts with Suppliers/Contractors;
- Preparation of the documents for selection of Consulting Services: TORs, REOI, RFP, Proposal Evaluation Reports, draft negotiated Contracts with Consultants;
- Advising the Ministry and Evaluation Commission on procurement of Goods, Works and Services under the project as well as application of IsDB Guidelines and procedures;
- Negotiation and management of the contract/s implementation;

- Ensuring compliance of all the procurement activities under the project with the IsDB Procurement Guidelines and procedures as specified in the PAD and Financial Agreements of the project;
- Advising the PMU Manager as well as the Ministry on the cases when the provision of contracts/agreements are not observed by suppliers, contractors, or consultants;
- Establishment and maintenance of the procurement database/archive;
- Coordination of timely delivery of goods by suppliers, execution of works by contractors and consultants in conformity with agreed work plan/s;
- Timely submission of regular procurement reports to the PMU Manager and the Ministry.
- Any other procurement and contract administration related assignment by the PMU Manager.

Qualifications:

The Procurement Specialist will have the following competencies and qualifications:

- Academic (preferably Master) degree in management, finance, economics and health;
- Minimum seven years of procurement experience in the project financed by the international financial institutions (IFIs);
- Knowledge of public procurement procedures in Tajikistan;
- Fluent in Tajik and Russian language; Knowledge of English language is an advantage.
- Adequate computer skills: Windows XP, Excel, Word and ability to learn new systems quickly;
- Result-oriented with the ability to deliver results within the specified scope and timeframe.

Competencies:

- Communication skills: the ability to communicate appropriate and accurate information in written and verbal formats;
- Concern for accuracy and attention to details: the ability to ensure and maintain a high degree of accuracy and quality in work, including work under pressure and multiple assignments;
- Problem solving: ability to make reasonable judgment and take initiative in all operational processes and propose practical and realistic solutions to address them;
- Planning and organizing: ability to operate independently with minimum control, prioritize and schedule workload. Effectively manage high volume of multiple tasks;
- Team work: building effective communication and relationships both within and outside the team. Sharing knowledge, information and best practices with others;
- Results orientated: ability to ensure the goals and operational targets are achieved;
- Constantly seeking to improve operational processes.

Contractual conditions:

- The duration of the contract will be for the project implementation period (four years), subject to annual performance evaluation.
- The salary will be paid on monthly basis in accordance with the agreement to be signed with the Ministry and salary scale of the PMU agreed upon by the Ministry of Finance.
- The position will require regular travel to the project sites around Tajikistan. Travel expenses such as per diem, accommodation, etc. will be reimbursed as per appropriate procedures.
- The PS will be provided a working place by the Ministry in Dushanbe.

Required documents: i) CV and cover letter in Tajik & English; and, ii) University diplomas and transcripts and Other relevant certificates along with English Translation.