

TERMS OF REFERENCE

Contract	National Individual Consultant – Procurement Officer		
Project	Health System Response Project -AIIB		
Expertise	Procurement		
Source	National	Category	Individual

**Objectives and Purpose of the Assignment:**

The objective of the assignment is to ensure that the project procurement activities are implemented according to procurement plan defined by the Asian Infrastructure Investment Bank and the government of Sri Lanka. The purpose of the assignment is to help facilitate the procurement processes required under the Health System Response Project (US\$ 60 million) to fast-track procurement to expedite project implementation.

**Scope of Work**

The officer will ensure that procurement activities are conducted as per the procurement plan. The expert will follow AIIB procurement guidelines, rules and regulations and standard bidding documents and will work in the Project Management Unit (PMU).

**Detailed tasks and expected outputs:**

**The consultant will:**

- The officer will responsible for all project related procurements, including quotations, analysis and approvals for purchase / imports etc.
- Support in the execution of the procurement of goods, such as medical equipment, Health products, Non-Health products and Non-Health equipment, Services including consultancy services, Civil works, complying with the AIIB and NPA procurement guidelines and Ministry of Finance regulations on procurement.
- Preparing necessary documentation for procurement e.g. Bid documents to invite bids under Open Competitive Bidding (International) Open Competitive Bidding (National) and National Shopping Procedures.
- Responsible to conduct Prebid Meetings as required and prepare and issue relevant minutes of meetings/addendums.
- Responsible to conduct Bid openings and assist bid opening committee to prepare bid opening records.
- Ensuring that all procurements are according to AIIB guidelines, rules and regulations.
- Support the Technical Evaluation Committee with the preparation of the Technical Evaluation Committee Report in line with the AIIB and NPA guideline.
- Support the Project Procurement Committee (PPC) with regard to the award of contracts and other issues related to procurement and ensure minutes of meeting and documentation are available.
- Review the procurement activities of the PPC and Ministry Procurement Committee (MPC) for compliance
- Maintain records of all items purchased and relevant details there of with registers of assets and inventoried items.
- Preparation of Awarding Letters/Purchase Orders and Contractual Agreements.
- Maintain contact with supplies and ensure goods/orders are delivered on time to the correct location as per instructions issued
- Any other task related to procurement assigned by the Project Director

Schedule:

Payment is based on actual time inputs, settled monthly upon approval of the time sheet submitted by the Officer.

Places of Assignment	Day Estimated	Dates
Health System Response Project, Project Management Unit No, 81/4 Rosemead Place, Colombo 07	As required with in the contract period  (Not less than 22 days per calendar month)	Engagement is 12-man month
TOTAL DAYS (Intermittent)	Not applicable	

NOTE : Actual Schedule to be confirmed with user unit