

TERMS OF REFERENCE

MINISTRY OF HEALTH AND MASS MEDIA (MoH & MM) PROJECT COORDINATION AND MANAGEMENT UNIT (PCMU) PRIMARY HEALTHCARE SYSTEM ENHANCING PROJECT (PHSEP)

Individual Consultant- PROCUREMENT

1. BACKGROUND

The World Bank has approved \$150 million in financing for Sri Lanka to improve the quality and utilization of its primary healthcare services. The newly approved Sri Lanka Primary Healthcare System Enhancing Project will help improve quality of care and increase the use of primary medical care institutions, which provide essential health services to local communities.

The project will scale up these efforts to cover 100% of Primary Medical Care Institutions across all districts of Sri Lanka, expanding to over 1,000 facilities with a more comprehensive service package and improved quality of care. This project will support the country's forward-looking primary care reorganization agenda, laying the foundation for a more responsive and people-centric healthcare system.

Non-communicable diseases such as hypertension, diabetes, and cervical cancer are a leading cause of mortality and morbidity in Sri Lanka, accounting for 80% of deaths. Effective control and management of non-communicable diseases require robust screening, early diagnosis, treatment and follow up. Additionally, Sri Lanka has the fastest aging population in South Asia, necessitating health system adaptations to meet the growing healthcare needs of the elderly. This project is designed around these evolving health priorities, helping invest in preventive care and promoting primary care facilities as the first point of care.

In addition, the project will support the provision of comprehensive primary healthcare services by expanding capacity to cover mental health, palliative, geriatric, rehabilitative, and emergency care, which are particularly important for the aging population. The project will also bolster pandemic preparedness by expanding the capacity of primary medical care institutions to detect and respond to future infectious disease outbreaks. This will help Sri Lanka's healthcare system to adapt and respond effectively to new and emerging challenges.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to provide technical support to PCMU in procuring goods, works, non-consulting services, and consultant services under the Project per WB procurement procedures.

3. SCOPE OF WORK

- Assist PCMU at all stages of Project procurement to ensure that the correct procedures are followed;
- Report to the Project Director of PCMU for all activities /work related to procurements under the PCMU;
- Assist MoH to achieve PBCs on time;
- Liaise with other Government Institutions (ex. Ministry of Finance, National Procurement Commission of Sri Lanka, Auditor General's Department) if any;

- Attend Procurement Committee Meetings and obtain necessary approval for procurements; Assist in preparing the procurement plan for the Project and update regularly for PCMU approval and submission to the WB for review;
- Assist PCMU in maintaining an effective monitoring and recording system on the procurement process, information, and recording for document keeping; and use the systematic tracking of exchanges in procurement (STEP);
- Support PCMU in developing an action plan to strengthen transparency and accountability in the procurement process (including complaint-handling mechanism, integrity pacts, and sanctions procedures as per procurement rules of the Government and WB's Procurement Regulations) and also work with relevant divisions, if relevant, to enhance and ensure systematic disclosure of procurement related documents in the PCMU/MoH websites;
- Regularly upload procurement documents into STEP for WB's review and process related documentation on time; solve related problems with WB technical staff; print out procurement documents for the Projects' staff and management;
- Assist in developing and implementing a streamlined Project Procurement Strategy for Development (PPSD);
- Draft all procurement documents, such as Request for Expression of Interest (REOI), Special Procurement Notice (SPN), Request for Proposal (RFP), Request for Bid (RFB), Bid/Proposal Evaluation Reports, Contract Agreements, etc. for goods, works, consultants and non-consultant services per the schedule in the procurement plan and WB Procurement Regulations;
- Support PCMU in conducting all evaluations and negotiations as required during the procurement process;
- Liaise with the WB for obtaining clearance on procurement activities;
- Conduct contract management by performing tasks such as monitoring the progress of contract implementation to ensure that it abides by the stipulated standards, procedures, and planned procurement timetable;
- Assist the project team to ensure adequate annual budget allocations for project activities;
- Assist the project team in preparing regular implementation status reports as required by the Project Steering Committee, PCMU/MoH and WB;
- Provide inputs in updating the project Operations Manual and other project documents as required;
- Build up the capacity of the PCMU staff on procurement as required, including via hands-on training and formal training as requested;
- Support other project-related activities as may be assigned by the Project Director/Deputy Project Director;
- Lead and implement the procurement process of hiring individual consultants and consulting firms; and
- Ensuring continuous compliance with the legal covenants in the Financing Agreement between World Bank and GoSL.

4. REPORTING OBLIGATION

The Procurement Consultant (PC) will report directly to the PCMU Project Director and will work closely with other PCMU staff.

5. DURATION OF THE ASSIGNMENT

This is a full-time work assignment at PCMU of PHSEP, MoH. The services of the PC are required for a period of 1 year with a possible extension for up to 4 years of the Project duration. The PC's services shall be subject to annual performance evaluation based on performance indicators specified below. The performance evaluation shall be the basis for the extension or termination of the services. Facilities such as office space, intercom telephone facilities, personal computers, printing facilities, Internet access, and stationery will be provided.

6. PERFORMANCE INDICATORS

The following performance indicators shall be used for performance assessment:

- Positive progress and good performance of the entrusted procurement activities, as per the procurement plan;
- Timely production of accurate procurement reports and procurement documents;
- Positive evaluation of performance by PCMU/MoH and WB during prior and ex-post review;
- Timely monitoring, tracking, and follow-up of the project procurement plan;
- Regular update and download of documents through STEP, to avoid delays in procurement implementation;
- Efficient teamwork and coordination of procurement activities;
- Support in implementing the capacity-building agenda related to Procurement; and
- Accurate and regularly updated procurement filing system, in both hard and soft copies.

7. CONFIDENTIALITY AND CONFLICT OF INTEREST

The consultant undertakes to comply with MoH's and WB's policies and rules concerning corrupt and fraudulent practices, conflict of interest, and confidentiality. The consultant shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without the prior written consent of the Project Director-PCMU. Any draft reports and other documents produced by the consultant will be discussed and cleared with the PCMU before their final issue. A non-disclosure agreement (NDA) will be signed between the MoH/PCMU and the selected candidate to be attached to the contract.

8. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in finance, management, business administration, or a related field, with a Postgraduate degree in the related field;
- A Public Procurement degree and specialized professional training will be an advantage;
- A minimum of 10 years of relevant work experience in the public procurement profession, including a minimum of 3 years of procurement experience in WB-funded projects;
- A past similar assignment of the same level and nature in a Government or International Financial Institution project is highly desirable;
- Knowledge of and experience with the application of WB procurement procedures is required or any other foreign funded project application of procurement procedures is also considered;
- High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word and PowerPoint) and Internet; knowledge and experience using STEP (WB Projects) or similar software is a strong advantage;

- Excellent report writing and good command of both spoken and written English and Sinhala is required.
- Strong communication skills and persuasiveness in presenting, negotiating, problem-solving and capable of managing complex matters, and operational and policy issues.
- High ethical standards, motivated and hardworking, and ability to work under pressure and meet deadlines.

9. METHOD OF PROCUREMENT

The procurement method is an individual consultant selection method) in line with the World Bank Procurement procedures.

¹ Namely, the World Bank's "Procurement Regulations for IPF Borrowers" (Procurement Regulations) dated November 2020, and the "Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants", dated October 15, 2006, and revised in January 2011 and as of July 1, 2016, and other provisions stipulated in the Legal Agreement.

