**Terms of Reference and Scope of Services**

**Reducing Health Risk Factors Project**

**Procurement Specialist**

# A. Background

The Swiss Agency for Development and Cooperation (SDC) together with the World Bank, through Trust Fund, has provided financial support (grant fund) to the Federal Ministry of Health in designing and implementing effective promotion and prevention programs for reducing risk factors for number of mass non-communicable chronic diseases (hereinafter: “NCD”) for population of the Federation of BiH.

Reducing Health Risk Factors in Bosnia and Herzegovina grant project (hereinafter “the Project”) consists of two parts. The first part relates to adoption and implementation of strategies and laws on the use of tobacco in both BiH entities, and it is designed to target the entire population. The second part relates to activities concerning social mobilization, advocacy and media campaigns, interventions, and monitoring and evaluation of implemented interventions which target the population in two selected communities (Zenica and Mostar in the Federation of BiH).

In the course of fiduciary activities related to procurements it is necessary to hire a part-time procurement expert 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 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 grant 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 World Bank requirements pursuant to the grant arrangement and formal documents of the Project.
  + Work to develop technical specifications for equipment.
  + Oversee receiving 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 grant 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.

**C. Experience and qualifications**

* BSc or BA in social or technical sciences (an economist, a lawyer, or an engineer).
* Minimum 3 years of experience in working in the area of procurement in 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.
* 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.

**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.