

Terms of Reference
Consultant (Procurement) (CTD)

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Central TB Division, Ministry of Health & Family Welfare (MoHFW) is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

Responsibilities:

1. Trend analysis and projection of procurement requirements, procurement forecast and aligning procurement plan with National Strategic Plan.
2. Assist NTEP to develop Procurement Plan for Anti-TB Drugs, Diagnostics, Lab Equipments, consumables etc on an annual basis, keeping in view the technical requirements, donor-based requirements, available budgets etc.
3. Develop systems for efficient quantification of TB specific commodities to avoid any mismatch between demand and supply and ensure availability at all levels
4. Assist CTD in quantification and procurement of accessories/cartridges for CBNAAT/LPA, BMs and LED based on case load and shelf-life Providing support/ data inputs to CTD officials in respect of procurement and quality assurance functions of Anti-TB Drugs and other logistics
5. Coordination with WHO/GDF/GFATM/World Bank ®&_ other donor/support agencies to carry the process of procurement of Anti TB drugs & other supplies under NTEP
6. Assist CTD in provisioning of AMC for Lab equipment, BMs, LEDs etc Assist NTEP in forecasting drug availability at the GMSDs, States & National Levels to alert NTEP in taking proactive measures
7. Resolving issues relating to logistics and supply chain including road permits in respect of transportation including assistance in issuance of excise & custom duty exemption documentation, as the case may be. Interact with CTD, Ministry of Health, Procurement Agency (hired by GOI) and State/ District/PHC/CHC level, to obtain information on centralized and decentralized procurement; and for timely delivery of supplies.
8. Monitor the Consignee Receipt Certificates (CRCs)/Final Acceptance Certificates (FACs) for drugs/equipment/consumables supplied to consignees and submission of acknowledgements of the same to the Procurement Agency/MoHFW.
9. Constant follow up with Procurement Division, MoHFW, attend meetings with Procurement Agencies for updating of procurement status
10. Develop Monthly/Need-based reports on Procurement Status, Supply status, Consignee wise Quantity Supply Status etc.
11. Assist CTD in gathering information on Marketing intelligence; estimated rates for the procurement of required drugs, diagnostics, lab equipment & consumables etc.
12. To collect and analyse program data required for planning procurement.
13. To assist central TB Division in updating revising procurement guidelines based on the changes in national policies on procurement. To assist Central TB Division to align the procurement guidelines of the program with procurement guidelines of NRHM.
14. To develop suitable indicators to assess the performance of the procurement and supply chain management system and efficiency of any recruited nodal agency.
15. Any other relevant job as and when assigned by the CTD

Essential Qualification / Requirements

1. Graduate in any discipline from a recognized University with MBA or Post Graduate Diploma in Supply Chain management.
2. 4-5 years' experience in managing supply chain of drugs and other commodities.

Preferential Qualification/Skills

1. Experience in Public Health programme at National/ State Level
2. Working Knowledge of Computers

Reporting

The overall In charge of Consultant (Procurement) would be the ADDG-TB.

Age

Upto 65 years and ready to travel extensively

Remuneration

Remuneration Range: Between Rs. 90,000/- to Rs. 1, 30,000/- per month

To Apply:

Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to recruitments.ctb@gmail.com only by **22-Jul-2020**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.