



## Job description

<b>Job title</b>	Procurement Advisor
<b>Location</b>	Kathmandu, Nepal
<b>Reporting to</b>	Governance and Accountability Lead
<b>Liaison with</b>	Team Leader, Advisors, members of other workstreams; members of the Senior Management Team; MOH counterparts and EDPs
<b>Hours</b>	40 hours per week, plus out-of-hours meetings, workshops, seminars, consultation sessions and similar relevant activities as approved by Team Leader
<b>Type of contract</b>	Fixed term until 31 December 2023

## About Options

We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.

With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.

As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.

We believe in a world where everyone can access the high-quality health services they need, without financial burden.

## Our Values

In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:

- Our expertise delivers sustainable impact
- Our work generates profit with a purpose
- Through growth and learning, we find new ways to solve complex problems
- We act with integrity, always
- We are building a truly equitable workplace

## Background

The Nepal Health Sector Support Programme 3 (NHSSP 3) had begun in March 2017 as the technical assistance (TA) component of FCDO's Nepal Health Sector Programme 3 (NHSP3), and included two TA components, the General Health Technical Assistance (GHTA) to support the federal MoHP to deliver its Health Sector Strategy 2015-2022; and the Retrofitting and Health Infrastructure TA (RHITA) to MoHP and Department of Urban Development and Building Construction (DUDBC) to support the retrofitting and rehabilitation of two priority hospitals in earthquake affected areas. A no-cost extension for the programme was confirmed recently, to provide support for completion of retrofitting of the two public hospitals, and to enable essential components of health reform in the context of federalism. The no-cost extension is referred to as RHITA+ reflecting this dual purpose and will be delivered by Options.

The health systems strengthening component of RHITA+ will mainly have a sub-national focus and provide support for the early implementation phase of the new Nepal Health Sector Strategic Plan, 2022-2030. The federal constitution mandates local governments to deliver the Basic Health Services package (BHS) and provincial governments are now responsible for most of the referral services. Support is required to enable these sub-national governments to strengthen their capacity for governance and accountability, and to provide quality health services which everyone can access without financial burden.

## Main purpose of job

The Procurement Advisor will work to enhance the capacity of the Logistics Management Section (LMS) across all aspects of the procurement cycle with a particular emphasis on strengthening the Consolidated Annual Procurement Plan (CAPP) and three-year master plan as well as supporting the development and roll out of Standard Operating Procedures (SOPs). The Procurement Adviser will support procurement and logistics reform such that the Logistics Management Section is more responsive and accountable for health sector procurement and logistics management through the following strategic areas:

- Building an enabling environment for structural and systems reform in procurement and logistics areas under federalism
- Capacity enhancement of LMS to ensure it has the right mix of skills and authority for procurement and logistics management
- Policies and strategies for timely, transparent and accountable procurement system promoting equitable access to health services

## Main duties

### Technical

- Help to protect the integrity of the procurement process, and assist the ministry in the procurement of goods, services and works including quality assurance to meet MOHP's requirements to achieve value for money, efficiency, transparency, probity, accountability and adherence to the agreed procurement arrangements for the health sector during the implementation of the NHSS;
- Support the MoH, DoHS/LMS in strengthening Consolidated Annual Procurement Plan (CAPP) and three- year master plan for procurement and logistic management.
- Support LMS and respective divisions and centres to develop a system for timely forecasting of their needs development of consolidated procurement plan.

- Support LMS to enhance their capacity in procurement and logistics management through strategic engagement in procurement processes and coaching, mentoring and training programmes to dedicated procurement carders of LMS
- Help LMS to undertake a capacity assessment relating to hardware, software, and human resource capacity for LMS for roll out of e-procurement.
- Provide technical support to LMS to strengthen the systematic use of LMS's specification bank. Help them to develop and update coding for specifications to be used by all procurement entities for their CAPP development.
- Support the LMS to ensure real-time information on stock levels in the system. Help LMS to undertake the review of the existing LMIS including identifying ways that we can work with other EDPs supporting procurement and logistics management.
- Support the systematic use of Standard Operating Procedures (SOPs), provide planning support, on the job mentoring, guidance and formal training on the implementation of the SOPs.
- Develop training manuals and provide comprehensive training for LMS and district level staff to equip them with the knowledge, capacity and confidence to use the SOPs.
- Support LMS in enhancing accountability and transparency in the procurement cycle.

### Overall programme delivery and support

- Work effectively with government and national programme counterparts as required.
- Support the Team Leader, SMT and Advisors as required.
- Provide technical input to the development and design of all relevant payment deliverables including quarterly reports.
- Provide technical support to government and national programme counterparts as required.
- Contribute to reporting and effective communication with donors and partners.
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### One-team approach, Collaborations and Relationships

- Adopt an "one team approach" to delivery of the programme and aim to achieve the cross-cutting objectives of building the resilience and improving the equity and quality of the Nepal health system while Leaving No-One Behind.
- Work collaboratively with any international, national and provincial technical advisors and coordinators

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

**Signed by:**

**Date:**

### Person specification

Criteria	Essential	Desirable
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<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Master degree, or other appropriate qualification, in public administration, social science, management studies or other related discipline from recognised university</li> </ul>	✓	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Minimum five years' experience in procurement of goods and services</li> <li>• Demonstrated understanding of Government of Nepal procurement rules, procedures and legislation</li> <li>• Deep understanding of the context of health procurement in Nepal</li> <li>• Previous experience of working with the Public Sector</li> <li>• Understanding of organisational development and of change management</li> <li>• Experience working with senior members of government</li> <li>• Strong writing and presentation skills</li> <li>• Ability to provide exceptional attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Skills and attributes</b>		
<ul style="list-style-type: none"> <li>• Strong organisational skills, with the ability to handle multiple tasks and activities with competing deadlines</li> <li>• High level of communication skills, verbal and written.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	
<b>Other requirements</b>		
<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> <li>• Fluency in written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	