

## **Terms of Reference for National Immunization Support Project (NISP)/PREP Technical Procurement Officer**

### **Background**

National Immunization Support Project (NISP) is a five year (31<sup>st</sup> August 2016 to 31<sup>st</sup> Dec 2021) Project. The project aims to support the Pakistan national EPI to immunize all children below 23 months against eight vaccine preventable diseases. Children under two years of age in Pakistan are to be the primary beneficiaries of NISP – particularly children in the lowest wealth quintiles in which immunization coverage is lowest. In addition, children aged under 5 years are targeted during Pakistan's supplementary immunization activities (SIAs) for polio and under 10 years for measles. The success of these activities depends substantially on the presence of a strong routine immunization system. Children aged under 10 years are thus secondary beneficiaries under the project. Pakistan is one of the last two countries globally in which polio is endemic. This project aims to strengthen EPI in Pakistan at the critical endgame stage of polio eradication, and therefore its ultimate beneficiaries also include all children globally.

Core EPI Program activities include provision of immunization services, management and operational support, the purchase and supply of vaccines, maintenance of an effective vaccine supply chain, surveillance for outbreaks of vaccine-preventable diseases and demand generation. EPI services are provided almost exclusively through the public health delivery network through fixed centers and outreach and mobile services. Centers manned by vaccinators have been established in health facilities supported by facility staff; vaccinators with lady health workers (LHWs) undertake outreach services.

The Federal and Provincial governments have prepared and endorsed the 2014-18 National Comprehensive Multi-Year Plan (cMYP) for the Pakistan National EPI Program, which outlines a new resolve to improve program performance and rebuild the system. The cMYP envisages a) Enhancing equitable coverage of immunization services, b) Strengthening routine immunization and c) introducing a systems strengthening approach.

**Number of Position:** 1

**Location:** 1. Islamabad (Federal EPI)

**The specific tasks are included:**

### **Procurement:**

1. Facilitate to Project Leadership NISP and Procurement Committee in Ministry as well as in Federal EPI and Procurement Specialist for preparation of Procurement Plan.
2. Facilitate in Procurement of Goods , work and services under NISP
3. Facilitate Procurement Committee in Ministry and Procurement Specialist in Identifying critical policy, business, operational and other issues relating to procurement, maximizing efficiency of the procurement cycle, while ensuring necessary controls for cost effectiveness and soundness of all procurements.
4. Contribute to the development of the Annual Work Plan, ensuring alignment with project's strategies, agreement on annual targets in the work plan with budgeting;



5. Assist technical teams with development of generic and policy compliant TORs and specifications; as relevant;

**Supply Chain Management:**

- Assist in custom clearance of all COVID-19 commodities including Funding by all Donors (ADB, JICA, World Bank, )to be received by Ministry via UNICEF at Islamabad / Karachi ports to Federal EPI
- Facilitation on all Operations on Warehousing, inland & Air/seaports operations
- Monitoring shipment pipeline of all funded COVID-19 related supplies /Vaccines to be procured by UNICEF.
- Liaising with relevant staff of MONHSR&C, NISP /PREP EPI, UNICEF, WB, NDMA and other organizations for COVID-19 commodities procurement, warehousing, distribution, data entry, and stock record & maintenance and stock delivery to end destinations/facility level.
- Coordination with the Ministry, WB, UNICEF and other stakeholders Provincial DG offices on COVID-19 vaccine in and out data stock status.

**QUALIFICATION AND EXPERIENCE**

He shall have:

- Nationally/ internationally recognized degree Engineering or MS degree or MBA finance or equivalent in any field of Master.
- Maximum **3** minimum **2**years' experience in Procurement Prior experience of donor funded and public sector projects will be accorded due weightage.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).
- Experience of working in Health programme/project will be preferred.

**Reporting:** He will be responsible for reporting of Federal NISP/PREP COVID Vaccines Record data Management from UNICEF. The incumbent shall directly report to the National Programme Manager Expanded Programme on Immunization.

**D. Schedule and Duration**

The position needs to be filled immediately initially for 6 months under world Bank Guidelines January 2011 Selections Section V and the assignment is likely to



be extended basis for the remaining period of the project depending upon satisfactory performance and the recommendation of National EPI Programme Manager.

**E. Reporting/ Place of Duty**

The incumbent will work within the Federal EPI cell in Islamabad and will report to National Program Manager, Federal EPI.

**F. PAYMENT**

The Incumbent will be paid market Base Salary per Month for the subject Position.

