**Terms of Reference – To hire Procurement Services Agency /Consultant to facilitate the bidding exercise to finalize an agency to implement RMNCH+A Branding across 1286 Hospitals in Uttar Pradesh**

**Background:** The Government of India (GOI) has approved funds to implement branding in 1286 Hospitals across the 75 Districts of the state. This branding falls under the signage and quality assurance of the government. Under the activity, NHM has prepared detailed plans to strengthen the management capability of the Directorate of Health by strengthening various Cells in the Directorate of Medical & Health and to improve the quality of public health service delivery by strengthening quality assurance of the selected health facilities.

UNICEF completed the branding facility of 5 hospitals for NHM and created demonstration sites to replicate the same in all over the state. On successful completion of this activity NHM requested UNICEF to provide their technical guidance in scaling up the aforementioned activity in larger area of implementation. Considering the implementation challenges, huge size and marginal timelines UNICEF advised NHM to hire a dedicated full time consultant/ Individual to streamline the entire bidding process and implementation seamlessly. UNICEF agreed to support NHM in preparation of the TOR in which NHM has to identify and hire the agency as per their rules and guidelines and requested them to hire the agency/ consultant as per the requirement and UNICEF will pay directly to the agency upon certification of the work completion by NHM.

**Objectives of the Assignment** The Agency/Consultant is required to assist in the entire bidding process of NHM which includes handling the entire procurement of goods and services including quality assurance and contract management (except making payment) to achieve value for money, efficiency, transparency, probity and adherence to the agreed procurement arrangement for the NHM.

**Tasks to be carried out: -** The agency/consultant will primarily be required to handle the entire bidding process of communication branding of facilities in an effective manner in 1286 L2 and L3 level Health Facilities.

The Tasks to be completed are:-

a) Agency /Consultant will assist NHM in drawing up a draft work plan including realistic time line and a user-friendly monitoring formatbased on the demand forecasting done by NHM within 4 weeks of the start of its contract, the Agency /Consultant will present to the NHM. The Agency /Consultant will hold regular meetings with NHM for sharing and discussing the progress, emergent lessons and outcomes.

1. Agency /Consultant will support NHM in improving initial specifications prepared by NHM to the point where specifications are broad, clear, complete and suitable for the purpose of seeking competitive bids from suppliers/contractors. Ensuring that specifications provide no preference to one supplier/contractor, or that the reasons for purchase of proprietary or named goods from a particular supplier/contractor are in accordance with the agreed procurement guidelines for the NHM.
2. Agency /Consultant will assist NHM Identifying the potential suppliers/contractors through pre-qualification if so required (and agreed in the plan) on case to case basis by ensuring that suppliers/contractors selected are financially sound and have appropriate technical capacity.
3. Agency /Consultant will prepare invitation for bid, if pre-qualification was not used and Bid documents (based on standard bidding documents of NHM) and inviting bids in accordance with the agreed procurement arrangements8 for the NHM.
4. Agency /Consultant will arrange pre-bid conference and issue the Minutes of Meeting and corrigendum

to bid document for NHM, if required.

1. Agency /Consultant will assist NHM in Receiving of bids, public opening and conducting preliminary examination. Undertake and record technical and commercial evaluation of the bids on the basis of the evaluation criteria agreed in the bidding document. Advice NHM in seeking clarifications (only of historical nature) from bidders, if required and permitted under the procurement guidelines during the bidding process.
2. Agency /Consultant will seek the financial concurrence of NHM once the preferred bidder is identified.
3. Agency /Consultant will prepare the NOA for NHM and after the concurrence of the NHM is received, assist NHM in issuing the notification of award (NOA) and prepare the effective contractual document to enter into contract with the recommended bidder to NHM.

j) Agency /Consultant will Record and respond to complaints received during the bidding process and afterwards, compile and share the report to NHM, collect the feedback and prepare a responsorial note for NHM to share with bidders. During the bid evaluation process. Agency/consultant will be responsible for identifying the indicators of collusion and other indicators of fraud and corruption, if any and share it with NHM.

k) Agency /Consultant Draft the Publish contract award information and a debriefing note to unsuccessful Bidders to NHM, if requested. Agency/ Consultant will also be responsible for maintaining the data base of contracts issued, bids received etc. and also data collected through various market surveys etc.

l) Agency /Consultant will confirm the suitable Incoterm to NHM for the respective assignment.

m) Agency /Consultant will prepare contractual document for NHM to handle issues related to contract enforcement, warranties, recall, claims etc.

n) Agency /Consultant is expected to maintain all the procurement related records/files of this project in

a systematic fashion and retain all the procurement statistics, communications with them, which

may be presented to NHM whenever reasonably required.

o) Agency /Consultant will prepare all the communication with the supplier for NHM.

p) Agency /Consultant may provide necessary advice to NHM wherever requested in procurement related

matters in this project such as updating of implementation plans if appropriate, estimating budgets for

procurement,advising onbest method of tendering, assistance to preparatory and review missions

regarding procurement for this project on all related issues.

q) Agency /Consultant will prepare the contract information which will mainly include preparation of bid

Documents, Minutes of pre-bid meeting, corrigendum to bid documents, contract award information, etc

and handover to NHM for publishing on its website and newspapers.

r) Agency /Consultant should able to submit fortnightly / monthly reports to NHM throughout the contract period which should clearly indicate the progress on continuous procurement activities of the Project .

s) Any other tasks related to the above.

t) Agency /Consultant will also attend the meetings called by NHM to monitor the progress.

u) Agency /Consultant will work from NHM office, Lucknow and assist appropriate authorities in NHM taking technical decisions of the Procurement at their level.

For detail application procedures and TOR please visit [www.upnrhm.gov.in](http://www.upnrhm.gov.in) and [www.iecrmncha.in](http://www.iecrmncha.in) and interested agency/ individuals please apply with confidence to [sbcccellup@gmail.com](mailto:sbcccellup@gmail.com) with a detail CV along with minimum two references and covering letter by 29th January 2016, 5 pm. Only short listed candidates / agency shall be called for interview.