Request for Proposal (RFP)

**RFP Number**: LHSSBD-10/2021

**Issuance Date**: 10 October 2021

**Deadline for Offer**: 18 October 2021

**Title of the Assignment:** Request for proposal (RFP) of **Consultant for Continued Facilitating, Supporting, Executing, Managing and Leading the Routine and Special Procurement Activities for SSK cell, Health Economics Unit (HEU), MOHFW, GOB, Funded by**: United States Agency for International Development

**Contract No**.: 7200AA18D00023/7200AA19F00014; Local Health System Sustainability Activity

**Implemented by**: Abt Associates, Inc.

**For:** Local Health System Sustainability Project-(LHSS) Bangladesh

**Address:** Concord Bilkis Tower (2nd Floor), 40/6, North Avenue, Gulshan-2, Dhaka-1212

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| **\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\***Abt Associates is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Abt Associates does not tolerate fraud, collusion among offerors, falsified quotations/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.Employees and agents of Abt Associates are strictly prohibited from asking for or accepting any money, fee,commission, credit, gift, gratuity, object of value, or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Abt Associates will inform USAID and the Office of the Inspector General of any supplier offers of money, fees, commissions, credits, gifts, gratuities, objects of value, or compensation to obtain business.Offerors responding to this RFQ must include the following as part of the quotation submission:* Disclose any close, familial, or financial relationships with Abt Associates or project staff. For example, if an offeror’s cousin is employed by the project, the offeror must state this.
* Disclose any family or financial relationship with other offerors submitting quotations. For example, if the offeror’s father owns a company that is submitting another quotation, the offeror must state this.
* Certify that the price in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror for the purpose of restricting competition.
* Certify that all information in the quotation and all supporting documentation are authentic and accurate.
* Certify understanding and agreement to Abt Associates prohibitions against fraud, bribery and kickbacks.

Please contact EMAIL with any question or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Abt Associates U.S. Office  |

**Abt Associates**is a mission-driven global leader in research, evaluation, and program implementation in the fields of international development, health, and social and environmental policy. Known for its rigorous approach to solving complex challenges, Abt is regularly ranked as one of the top 20 global research firms and one of the top 40 international development innovators. The company has multiple offices in the U.S. and program offices in more than 40 countries. Serving both the public and private sectors, Abt supports participatory governance processes that empower citizens and promote accountability and transparency across sectors. Our impact is felt in responsive and inclusive institutions, empowered communities, equitable access to public services, improved mobilization and management of financial resources, and enhanced enabling environments for economic growth and opportunity.

### Program background:

The LHSS Project is USAID’s flagship initiative in integrated health systems strengthening, with a goal to help low- and middle- income countries transition to sustainable, self-financed health systems as a means to support universal health coverage. The project will support country-level efforts to reduce financial barriers to health care, ensure equitable access to essential health services for all people, and improve the quality of health care. Equally important, it will equip host countries to sustain progress after the project ends. It will do so by ensuring that local institutions and organizations have the technical capacity and expertise to independently design, implement, and manage continued health system strengthening activities.

USAID Bangladesh is supporting the Government of Bangladesh in its efforts to achieve Universal Health Coverage (UHC) by 2030. Bangladesh has directed attention toward improving coverage, efficiency, and quality of essential health care services, with a particular focus on improved governance, stewardship, financing, monitoring, and community engagement in urban areas. It is critical in order to achieve UHC that the GOB strengthens its capacity and commitment to financing self-reliance of the health sector.

### LHSS’s work will span three key objectives:

**Objective 1**: Improved governance in financial management and health service delivery

**Objective 2**: Models for financial protection (FP) and service delivery (SD) tested and scaled

**Objective 3**: Increased private sector investment for health

**Background of SSK Cell:** SSK (Shasthyo Surokhsha Karmasuchi) is the social health protection scheme developed by the Health Economics Unit (HEU) of the Ministry of Health and Family Welfare (MOHFW). SSK is designed to improve access of the poor population to hospital services, to reduce out of pocket payments (OOP), and to improve efficiency of hospital care. Under the supervision of MOHFW, SSK is managed by SSK Cell and operated by Scheme Operator, selected through competitive bidding. Beneficiaries are from poor households with below poverty line subject to fulfilling the set poverty criteria and premium is paid by the Government of Bangladesh (GoB). SSK members are receiving necessary health care through Upazila Health Complexes (UHC), and on a structured referral basis from District Hospitals (DH). Non-government health facilities is planned to be included into the SSK system in due course based on the need and availability of accredited health care providers. The SSK Cell is paying hospitals for inpatient services on a per case basis following a simplified DRG (Diagnosis Related Groups) system. Inclusion of outpatient services (OPD) in SSK scheme particularly for chronic diseases is also under consideration. Hospitals receive the public budget plus the claim/payment from SSK. With the additional funds they have room to improve and expand services. Currently the Program is running in three Upazilas of Tangail, but the expansion to the remaining Upazilas of Tangail districts including Tangail Sadar Municipalities is underway.

***Scope of Work:*** LHSS is working with Health Economics Unit (HEU), Ministry of Health and Family Welfare (MOHFW). LHSS will provide Technical Support by engaging a **Procurement Specialist** to **Continued Facilitating, Executing and Managing the Routine and Special Procurement Activities for SSK cell, Health Economics Unit HEU, MOHFW, GOB**. The assignment is for the duration of 12 Months liable to be extended/renewed/contracted subject to satisfactory performance and requirement of GOB.

**Objective for the Assignment:**

Proper procurement and supply of commodities is the key to provide required services to the beneficiaries. The performance of the service by SSK cell is dependent on the timely procurement of goods and services. HEU is expected to undertake extensive routine and special procurement of goods and services under SSK cell meant for beneficiaries, service providers and management team. There has been a plan to engage one procurement specialist for undertaking various tasks. This will require engagement of a procurement specialist, so that these tasks can be efficiently managed and completed on time.

The procurement Specialist will lead procurement functions of the SSK cell. This will involve handling the procurement process starting from assessing needs, developing Terms of References (TORs), Specifications and tender documents, processing tender/proposal with bidding documents, preparation of award of contract/purchase orders, management of execution of contract.

**Specific Tasks for Procurement Specialist:**

In Coordination with SSK Cell of HEU and under the direction of Director General/Director (Research), HEU the procurement specialist will undertake the following tasks:

1. Conduct needs assessment
2. Develop procurement plan for goods, works and services and take necessary steps for approval
3. Update/adjust the procurement plan on required basis and ensure submission of plan to the authority for approval
4. Prepare ToRs, Specifications and tender documents (e.g., Tender Schedule, REOI, RFP, NOA, LOI etc.), Contract documents
5. Guide and conduct procurement process in accordance with PPA 2006, PPR 2008 and other relevant rules and regulations.
6. Support various cost centers of SSK cell in drafting and scrutinizing bidding documents, request for proposal (RFP), request for quotation (RFQ), preparing bill of quantity, terms of reference, and scope of services etc.
7. Lead/support the cost centers in post-bid evaluation meeting
8. Assist in preparing different Types of procurement related report, like pre-bid or pre-proposal meeting minutes, tender opening report, and tender post-bid evaluation report, complain resolution etc
9. Provide necessary training to the cost centers/field level SSK staff on procurement of goods, works and services at local levels, so that staff acquire adequate procurement knowledge and hands on expertise to be able to independently carryout routine procurements
10. Monitor procurement activities in reference to the procurement plan timeline and procurement approval process of the GOB
11. Prepare monthly report on procurement status and report to HEU
12. Make necessary administrative and logistics arrangement to deliver and install the procured good, works and services in target sites.
13. Liaison with CPTU, CMSD, HED, PWD and other relevant organizations/departments for procurement and its execution
14. Conduct procurements activities under the HEU using CPTU’s e-GP portal as applicable
15. Any other related Tasks assigned by the HEU as and when necessary

**Key Deliverables: The key deliverables of the procurement specialist will be:**

1. Complete and updated procurement plans having the following:

 (i) Logical demand of items verified with the users

(ii) Adjusted type and quantity of items

(iii) Approved procurement plan

(iv) Minutes of all procurement related meeting

1. Procurement related Documents, such as, REOI, RFP, RFQ, bidding documents, contracts/PO/SO, billing documents etc.
2. Training Outline for staff training, participant list, training register and Training Evaluation Report
3. Quarterly, Six Monthly and Yearly Procurement progress Report
4. Quarterly monitoring Report of procurement status like goods and service of each contract, its progress, its quality and compliance with PPR, PPA and other relevant rules and regulations
5. Procurement documentation and records are systematically maintained, so as to be readily available for Review and Audit.
6. Monthly activity Report to Abt/LHSS site office endorsed by HEU; and
7. Consultant should submit an **inception report** mentioning the roadmap of procurement management with assumptive timeline for performance.
8. ***Qualifications and Requirements***

In order to perform the job well, the consultant will be required to have, but not limited to, the following qualifications:

* A Bangladeshi national, and due to COVID-19 travel requirements, the persons must be the one who currently resides in the country
* Masters in business/procurement/commerce or other relevant fields
* Advanced academic/ professional qualification in procurement/ purchasing and supply chain management
* At least 5 (five) years’ experiences in carrying out public Procurement with primary responsibilities and substantial content of his/her position in practical application of national and internationally accepted procurement and contracting procedures and documents for works, goods and services. Additional years of experience will be treated as added value
* Hands-on experience in managing all steps in the procurement process, including procurement planning, preparation of bidding/contract documents, bid/proposal evaluation, contract award and implementation monitoring of national and internationally competitive procurement of goods, works and consultant services
* Sound understanding of Government of Bangladesh’s Public Procurement Rules/Act and other relevant laws and regulations
* In depth knowledge of technical, commercial and legal aspects of procurement in development projects, financed by the government and donor agencies
* Hands on experience in e-GP (electronic government procurement of Bangladesh government)
* Analytical capability in identifying and resolving procurement issues
* Strong coordination and communications skills in presenting, discussing and resolving difficult issues
* Ability to work efficiently and effectively in a multidisciplinary team
* Excellent computer skills and presentation skills
* Excellent English writing and speaking ability.

Other Conditions:

* During the term of the contract the consultant shall not be associated with any other Government agency, consulting firm or private business entities
* Applicants from Government Services must be able to get permission from competent authority and
* Consultant should submit their Technical & financial proposal and **should have** **Tax (TIN) & VAT (BIN) registration certificate.**

***Period of* Performance expected Level of Effort (LOE), reporting, and travel Period of Performance and LOE:** The consultant’s period of performance will be from 17 October 2021 – September 30, 2022 (A full time Job). This assignment is a LOE based consultancy which meant that the consultant will be required to complete timesheet/log-sheet to indicate time and activity he/she has worked and spent. The payment then will be compensated based on that LOE and the agreed monthly consolidated fee. However, the total number of days needed for this assignment should not exceed 240 working days. The tenure may be adjusted (reduced/extended as per the progress, further need assessment by the LHSS/USAID and cooperation from the government) coping with the COVID-19 situation.

**Reporting To:** The consultant will directly report to Chief of Party, LHSS and Technical Report to Director (R), HEU. The procurement Specialist will also perform duties with a collaboration with Principal Health Finance Advisor of LHSS.

**6.*Offer Deadline and Protocol****:* To apply, CV is to be submitted and an application letter/email message that provides details of relevant qualifications **to LHSS\_Bangladesh@abtassoc.com by October 18, 2021**. Please specify “**Consultant for Continued Facilitating, Supporting, Executing, Managing and Leading the Routine and Special Procurement Activities for SSK cell, Health Economics Unit HEU, MOHFW, GOB”** inthe email subject line.

**7.*Technical Queries***: For technical queries, interested applicants may contact: Name of the Person Dr. Md Saidur Rahman, Chief of Party, LHSS-Bangladesh Email: Md\_Rahman@abtassoc.com

**8.*Terms and Conditions:*** This is a request for proposals only. Issuance of this RFP does not in any way obligate Abt Associates or the Project to make payment for costs incurred by potential offerors in the preparation and submission of an offer/proposal. This solicitation is subject to Abt Associates' standard terms and conditions. Please note the following terms and conditions will apply:

Abt Associates' standard payment terms are net 30 days after receipt, acceptance of any deliverables and Invoice from the Consultant. Payment will generally be made from Abt's office in Dhaka, Bangladesh via check or electronic transfer. However, the consultant may propose their own payment schedule in their proposal. **Source VAT and Tax should be deducted as per Government revenue policy of Bangladesh from Payment. VAT Exemption Coupons will be issued to the Consultant in lieu of VAT upon submission of Mushok-6.3 (if Applicable) with the invoice**. Payment will only be issued to the entity submitting the offer/proposal in response to this RFP, payment will not be issued to a third party.