

## Ministry of Health

### COVID 19 Emergency Response and Health System Preparedness Project

Sri Lanka COVID 19 Emergency Response and Health System Preparedness Project Funded by World bank is implemented under the purview of the Ministry of Health, is looking for a prospective candidate for the following position on **Short Term Contract Basis**.

Position	: <b>Individual Consultant</b>
Duty Station	: <b>Sri Lanka ERHSP Project, No. 191, J.R. Jayawardena Center, Colombo 07</b>
Eligibility	: <b>Only Sri Lankan Residents and candidates who are legally eligible to work in Sri Lanka are eligible to apply.</b>
Estimated Start Date	: <b>Immediately</b>
Closing Date for the applications: <b>On or before 04<sup>th</sup> May 2022</b>	

#### Education Qualifications

- Certificate/Diploma in Information Communication Technology related discipline.

#### Experience

- Experience in working with International development agencies and World Bank STEP (Systematic Tracking of Exchanges in Procurement) System.
- Minimum of three years of experience in working with Information Technology based functional information systems (e.g. procurement information systems).
- Minimum of one-year experience in the field of procurement.

**For more details on job description and to find the TOR (Terms of Reference), Please visit**

<http://www.health.gov.lk/>

Interested candidates are invited to submit their detailed curriculum vitae and cover letter including two non-related referees with their contact details via email to [srilankacovid@gmail.com](mailto:srilankacovid@gmail.com) indicating position mentioned above or by post to following address.

Only short listed candidates will be contacted for the interview.

**Project Director,  
Sri Lanka COVID 19 Emergency Response and Health System Preparedness Project  
No. 191, J.R. Jayawardena Center,  
Colombo 07  
Telephone:**

## Ministry of Health

### Sri Lanka COVID 19 Emergency Response and Health System Preparedness Project

## Terms of Reference

### Short Term Individual Consultancy Service to Support Procurement Documentation Work of Sri Lanka Covid-19 Emergency Response and Health Systems Preparedness Project

#### I Background

Sri Lanka COVID 19 Emergency Response and Health Systems Preparedness (ERHSP) Project funded by World Bank is implemented under the purview of the Ministry of Health. Objective of the project is to prevent, detect and respond to the threats posed by COVID-19 and strengthen national health systems for preparedness in Sri Lanka.

#### Brief Description of the Project:

The project has four components;

1. Strengthening Surveillance and Response Systems
2. Strengthening National and Sub-National Institutions for Prevention and Preparedness
3. Strengthening Multi-Sectoral National institutions and Platforms for One Health and
4. Implementation Management and Monitoring and Evaluation.

All the Project procurement activities are carried out through the Systematic Tracking of Exchanges in Procurement (STEP) systems of the World Bank and it is an online system to help the World Bank and borrowers plan and track procurement activities under Bank-financed projects. It transforms data into knowledge, speeds up the procurement process, and improves accountability and transparency – driving results for development.

#### II Objective of Consultancy

The main reason of the proposed consultancy assignment is to support the Project Management Unit (PMU) of the ERHSP Project to update the STEP System of the WB by uploading all relevant documents of all procurement activities carried out during period (2020-2021) of emergency pandemic situation in order for the WB to clear and finalize the said procurement activities.

#### III Scope of work

STEP system the procurement transaction platform employed to communicate the procurement transactions between the project and the World Bank. The proposed consultancy is to support the system related documentation work – mainly verify and upload procurement data and information to STEP.

The main tasks of the consultant would be to:

- (I) Upload documents to the STEP system as appropriately.
- (II) Complete the system entries after verifying all documents.
- (III) Liaise with the relevant focal person to obtain the scanned copies of the documents.
- (IV) Report to the PD of any missing information promptly.
- (V) Delete activities that are not required, from the STEP system upon confirmation by the Project Director.

### **1V Deliverables (Expected outputs)**

- All documents pertaining to the activities performed during the said period as provided by the Project team are uploaded to the system.
- 'Complete' all those system entries once all documents are successfully uploaded.

### **V Duration of assignment and required information**

The assignment is expected to be completed within two months from the date of signing of the Contract. The consultant may obtain required information and necessary guidance, to render these services in a time bound and efficient manner, from relevant staff of PMU.

### **VI Reporting requirements**

The Consultant shall report to the Project Director(PD) with relevant documentation and reports.

- All reports shall be prepared in English. The Consultant shall present a report within one week after signing of the contract outlining methodology and work plan with timeline.
- The Consultant shall present weekly Progress Reports to the PD.
- The Consultant shall work closely with relevant officials of the PMU.

### **VII Data, Services and Facilities to be Provided by the Client**

- Scanned copies of the documents pertaining to each contract in an identifiable manner.
- Workspace if required.

### **VII Qualifications / experience**

Educational qualification

- Certificate/Diploma in Information Communication Technology related discipline.

Experience

- Experience in working with International development agencies and World Bank STEP (Systematic Tracking of Exchanges in Procurement) System.
- Minimum of three years of experience in working with Information Technology based functional information systems (e.g. procurement information systems).
- Minimum of one-year experience in the field of procurement.

### **VIII Client (PMU) Inputs**

The PMU will facilitate and provide the following:

- Coordination with relevant parties and stakeholders
- Provision of available documents with PMU

### **IX Payment**

An attractive lump sum payment will be made after completing the tasks, as specified above.