



**MINISTRY OF
HEALTH &
WELLNESS**

**TERMS OF REFERENCE
PROCUREMENT COORDINATOR
KINGSTON PUBLIC HOSPITAL REDEVELOPMENT PROJECT**

1. BACKGROUND

Public institutional medicine was first established in Jamaica with the opening of the Kingston Public Hospital on December 14, 1776. In 1859, the hospital began offering 24-hour service seven days per week. A number of buildings were added in the 20th century, the original design of which catered to the tropical climate in which the facility is located. In 1936, the then Senior Medical Officer, Dr. Westmoreland separated surgical from medical cases for the first time. Four new operating theatres were built in 1962, in addition to the two previously built in 1928.

The Kingston Public Hospital (KPH) is a facility of the South East Regional Health Authority (SERHA), which is a statutory body of the Ministry of Health and Wellness. SERHA is one of four Regional Health Authorities formed as a part of the Health Sector reform, by passage of the National Health Services Act in 1997. SERHA is responsible for the delivery of health care services to the residents of St. Catherine, St. Thomas, Kingston and St. Andrew. This represents 47% of the population of Jamaica. KPH has evolved into the largest multidisciplinary hospital in the Government Health Service as well as the largest trauma centre in the public hospital system. The facility is the main provider of critical services such as Hemodialysis and Radiotherapy for Jamaica and the English-speaking Caribbean.

Over the years, many efforts have been made to rehabilitate the Kingston Public Hospital facilities. The Government with the help of a number of stakeholders, have made significant investments in restoration of the waiting area, bathrooms, and the operating theatres.

Notwithstanding, services continue to be hampered by many issues, inter alia, inadequate financial resources for rehabilitation and purchase of equipment and its maintenance, infrastructural damages caused by weathering and design deficiencies, outdated infrastructural characteristics which are no longer permitted and insufficient access to parking subsequently resulting in the Kingston Public Hospital's inability to efficiently provide its mandated.

As a result, the Ministry of Health and Wellness and the South East Regional Health Authority are embarking on a rehabilitation programme for the Kingston Public Hospital.

2. ROLE SUMMARY

The Procurement Coordinator, under the general direction of the Project Manager of the Kingston Public Hospital Redevelopment Project will be responsible for supporting the execution of procurement activities for the Kingston Public Hospital (KPH) Redevelopment Project.

3. SCOPE OF WORK

The scope of work to be performed by the Procurement Coordinator will include:

- Prepare and update as necessary, the annual procurement plans and to ensure their approval, publication, execution, and monitoring is on schedule. It will be coordinated with the Project Manager and the respective technical units within the South East Regional Health Authority and the Ministry of Health and Wellness.
- Participate in negotiations with suppliers and service providers on behalf of the project.
- Prepare and review technical specifications in collaboration with stakeholders, refining terms of reference (ToR) and preparing request for proposals (RFPs) and bidding documents.
- Develop evaluation criteria, arrange tender review/ evaluation meetings, provide technical input in the processing of bids.
- Prepare and submit progress reports on status of procurement under the Project.
- Maintain a comprehensive contract register of all contracts associated with the project and provide periodic reports on these.
- Support the bidding evaluation and selection process for the procurement of goods and services
- Provide technical support as necessary to ensure speedy and timely completion of the contracting process.
- Procurement documents including reviewing Terms of References through contract evaluation and selection for goods, works and services

4. DELIVERABLES

Deliverable(s)	Frequency	Delivery Date
Progress report including status on procurement activities for the redevelopment of Kingston Public Hospital	Monthly	5 th working day of the following month
Procurement plan tracking and deviation report for KPH Rehabilitation quarterly performance review	Monthly	5 th working day of the following month

5. SUPERVISION

The Procurement Coordinator will report directly to the Project Manager.

6. PERFORMANCE STANDARDS

- Key deliverables are produced within agreed time frames to required standards.
- Procurement of materials and services complies with guidelines established by the GOJ and relevant funding agency.

7. EVALUATION

The Procurement Coordinator will be required to complete an annual evaluation, which shall be conducted at the end of each contract anniversary year. The evaluation will seek to establish the performance of the Procurement Coordinator in the execution of the contract over the period.

8. CHARACTERISTICS OF THE ASSIGNMENT

Reporting Relationships:	The coordinator will report to the Project Manager, Kingston Public Hospital Redevelopment Project.
Nature of the Assignment:	The assignment is on contractual basis. This contract will be for a period of two (2) years.
Level of effort:	Full time level of effort, Mondays through Fridays. Some weekend or evening hours may be necessary. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing, cabinets and fax machines.
Duration of Contract:	Twenty-four (24) months.
Location:	Kingston Public Hospital.
Type of Consultancy:	Individual.
Type of Contract:	Payments made in equal monthly instalments based on the delivery of monthly reports.
Financing Arrangements:	Consultant will be paid by the South East Regional Health Authority

9. REQUIRED QUALIFICATION AND EXPERIENCE

The incumbent must meet the minimum required qualifications as detailed below:

- A Bachelor's Degree in Public Procurement, Business Administration, Management Studies, or any other relevant field, from a recognized and accredited University;
- Certification in Procurement from an accredited institution
- Minimum five (5) years working experience in Procurement;
- Excellent knowledge of Government of Jamaica procurement system, rules, procedures, and guidelines;
- Knowledge of the Public Procurement Act and Regulations
- Proficiency in Computer Software, namely Microsoft Word, Excel, and PowerPoint;
- Project management training would be an asset;
- Working familiarity with the Health Sector and Contract Management.

10. REQUIRED COMPETENCES

The incumbent is expected to demonstrate the following competencies in order to successfully accomplish the requirements of the position.

- Ability to work independently and as part of a team.
- Ability to work in a fast-paced environment.
- Good judgement and problem solving
- Forward thinking with excellent strategic and analytical and decision-making skills
- Keen attention to detail
- Excellent oral and written communication skills;
- Good planning and organizing skills;

11. EVALUATION CRITERIA

QUALIFICATIONS	RATING	SCORE
Bachelor's Degree in Public Procurement/Business Administration/Management Studies, or any other related field.	MANDATORY (15)	
Certification in Procurement from an accredited institution.		
WORK EXPERIENCE		
Five (5) years working experience in Procurement	MANDATORY (15)	
SKILLS AND KNOWLEDGE		
Knowledge of Government of Jamaica procurement system, rules, procedures, and guidelines	10	
Strong problem-solving/critical-thinking skills	10	
Proficiency in Computer Software, namely Microsoft Word, Excel, and PowerPoint;	10	
Outstanding organizational/coordination abilities; ability to process and prioritize information and plan effectively	10	
Ability to work with tight deadlines and deliver exceptional results	10	
Forward thinking with excellent strategic and analytical and decision-making skills	10	
Excellent communication skills (verbal/written)	5	
Ability to use online information management systems	5	
	100	

The procuring entity will interview the Individual Consultant/s and may request references in order to validate your qualifications, experience, etc.