

TERMS OF REFERENCES FOR HIRING A CONSULTANT TO UPDATE THE KFHR Procurement manual and standard bidding documents

1. Background

King Faisal Hospital, Rwanda (KFHR) is a multi-specialty quaternary Hospital with a mandate to provide specialized health care in East and Central Africa. It has more than 160-beds specialty referral and teaching Hospital in Kigali, Rwanda. KFHR contributes greatly to realizing Rwanda's Health Sector Strategic Plan IV priorities and targets. The Hospital was constructed between 1987 and 1991 with the help of the Saudi Fund for Development (SFD).

For the last 22 years, KFHR has concentrated on clinical excellence, efficiency, and quality in health service delivery. With an effort to avail the best medical care, it has assembled some of the finest medical talents, including physicians, surgeons, nursing professionals, and technicians, enriched with international experience. Some of the available specialties are as follows: Neurosurgery, Cardio-thoracic surgery, Orthopedic Surgery, Cardiology, Nephrology, Pediatrics and its subspecialties, Radiology & Imaging, Pathology, and other medical subspecialties.

Among the primary drivers of changes, the Hospital intends to harness its human capital, modern technology, and research capacity to improve patients' expectations and risk mitigation strategies. KFHR also intends to better its corporate communication, rewards, and recognition, staff participation in designing processes and systems, and many other aspects of the work environment that contribute to a patient-centered culture as well as services.

For achieving its daily responsibilities, KFHR has a procuring Directorate which has the responsibilities to help the procuring entity (KFHR) to purchase goods, works, consultancy services and non-consultancy services for each and every delivery services from the successful bidders through the established procedures to meet its needs basing on private and public procurement law and regulations.

In this regard King Faisal Hospital –Rwanda is seeking the consultancy services of a competent individual that will support the elaboration of updated KFHR Procurement Manual and standard bidding documents;

The stated KFHR procedure manual to be updated was established and approved in May 2014 as indicated by article 75 of that procedure manual. The KFHR, R as a private company also needs the appropriate standards bids documents related to that new procedure manual.

II. Objective of the assignment

The objective of this assignment is to elaborate and update KFHR Procurement Manual and standard bidding documents inclusive.

III. Scope of Work

The consultant will be required to elaborate and update KFHR Procurement Manual and standard bidding documents. The procurement procedure manual must reflect on the procurement activities (Procurement planning, procurement process, with execution and delivery).

1. The provisions of the manual should reflect corporate aims of KFHR, R so that the Hospital achieves its mission through an efficient and effective procurement process.
2. The provisions of the manuals should satisfy the expectation of the government, the key shareholder, and should incorporate principles of: Transparency, completion. Economy professionalism, fairness and inclusiveness, Efficiency and sustainability, Value for money and fast work and Accountability as well.
3. The provision of the manual should cover the whole procurement cycle, from the identification of requirements to the closure of the contract mainly should provide for (i) organs of procurement function, (ii) procurement planning, (iii) procurement methods (iv) procedures for review, (v) contract execution, for works, suppliers, consultancy services and non-consultancy services.
4. The manual should provide for the role and power of actors of corporate governance throughout the procurement process, i.e. depending on the established of thresholds, defining tender award decisions that are taken exclusively by the Hospital tender committee, and those that require prior approval of the board of Directors;
5. The manual should respect the principle of checking balance between other that are involved in the procurement process (procurement function for the tender awarding, finance for payment, and logistics for reception and store management) which should be separated but collaborative;
6. The manual should have provision on risk management referring to those on the address and qualification of bidders, on bid and performance securities, auditing mechanism;

7. The manual should include in procurement methods the less competitive method and framework agreement.
8. The manual should provide the use of a particular procurement method depending on the nature and availability of the item at the market, and on the importance of the item to the business of the enterprise/company.
9. The manual should provide the modalities of building and managing the relationship between the enterprise and constructors, suppliers, and service providers.
10. The manual should provide administrative sanctions, specifically violation, both for the company staff, bidders and contractors who contravene the procurement procedures.
11. The manual should be written in a user friendly format (Article grouped in chapter) and cover different step of procurement.
12. The manual should have the possibilities to cancel all bids and the reasons for cancellation.
13. The manual should provide the possibilities to reject all bids and the reasons for rejection.
14. The consultant should ensure the quality, coherence and consistency of procedure manual with the standard bids documents.
15. The manual should provide the possibilities of price adjustment and formula for price adjustment with the reasons to why.
16. The manual should provide the time for keeping procurement records referring to the company needs (King Faisal Hospital, Rwanda (KFH, R)).
17. The manual should provide the manner for debarment of the bidders and define debarment procedures, for sanctions on specific violation, and the authority who has power to debar a bidder.

IV. Profile of the consultants:

- ✓ A master's 'degree in Procurement management or Supply Chain
- ✓ A Master's degree in Economics, Business studies and related fields with Bachelor Degree in Procurement or Supply Chain Management (a must).
- ✓ Demonstrable experience of leading complex processes and delivering quality results
- ✓ Understanding of private, national and international procurement science and supply chain management
- ✓ Prior work experience in procurement science and management and other related.
- ✓ Excellent writing and fluency in English. Knowledge of French would be an added advantage.

V. Deliverables

The Consultant will be required to provide the following deliverables:

- (a) Inception Report: The Consultant will submit an inception report within one week of the commencement of the assignment, outlining their understanding of the scope of work, the proposed methodology, and the work plan.
- (b) Draft Report: The Consultant will submit a draft report which would cover as much as possible the desk review for review by the KFHR, R Procurement Department, senior management, and KFHR BoD, within four weeks of the commencement of the engagement.
- (c) Final Report: The Consultant will submit a final report within two weeks incorporating feedback from the draft report.

The final report must cover the followings:

- ✓ Final updated (KFHR,R) procedure manual;
- ✓ Standard bidding document for large works
- ✓ Standard bidding document for small works'
- ✓ Standard bidding document for consultancy services;
- ✓ Standard bidding document for small consultancy services
- ✓ Standard bidding document the supply of goods and other services
- ✓ Standard Contracts of all types

VI. Reporting Arrangement:

The consultants will report to the Deputy Chief Executive Officer (DCEO) and copy to the Director of Supply Chain and Logistics Management. The final document will be approved by KFHR Board of Directors.

VII. Details the services, facilities and counterpart staff

The consultant will be working closely with Directorate of supply chain management and Logistics who will provide the information required.

VIII. Duty Station and Contract Duration:

The contract duration is two months' calendar; the consultancy will be undertaken at KFHR and the consultant is expected to spend the entire period of the assignment in King Faisal Hospital Rwanda (KFHR, R).

VI. Other point judged important:

The consultant can advise the Client other points judged important not specified in the above terms of reference.

VII. Evaluation and scoring criteria

N°	CRITERIA	SCORE
1	<p><u>General experience of the Consultant</u></p> <p>A least 10 years of experience in procurement management of all types, Understanding of private and Government, national and international procurement process, supply chain management proven by related training certificates.</p>	10
2	<p>Methodology</p> <p>Quality of the methodology proposed as per expectations to undertake the assignment, innovation and clear understanding of the terms of references, as well as work plan</p>	25
3	<p><u>Relevant experience</u></p> <p>Provision of similar assignments implemented within organizations widely recognized, with certificates of good completion (At least 4 certificates within the last 5 years).</p>	40
4	<p>Qualifications</p> <p>A master's 'degree in Procurement management or Supply Chain</p> <p>A Master's degree in Economics, Business studies and related fields with Bachelor Degree in Procurement or Supply Chain Management (a must).</p>	15
5	<p>Being a local and knowledgeable of Government and Private administrative procedures and policies.</p>	5
6	<p>Excellent communication and report writing in English. Knowledge of French would be an added advantage</p>	5
TOTAL		100