

# **Engagement of Consultants for Procurement and Supply Chain Management under RNTCP**

## **1. Position :**

- a. Sr. Consultant – Logistics & Supply Chain Management (LSCM) (2)
- b. Consultant – Logistics & Supply Chain Management(LSCM) (2)
- c. Consultant – Procurement (2)

## **2. Age Limit : Upto 62 years**

## **3. Essential Qualification/ Requirements:**

- a. Sr. Consultant – LSCM : - Graduate in any discipline from a recognized University with MBA or Post Graduate Diploma in Supply Chain Management. 5-7 years' experience in managing supply chain of drugs & other commodities.
- b. Consultant – LSCM : - Graduate in any discipline from a recognized University with MBA or Post Graduate Diploma in Supply Chain Management. 4-5 years' experience in managing supply chain of drugs & other commodities.
- c. Consultant – Procurement :- Graduate in any discipline from a recognized University with MBA or Post Graduate Diploma in Procurement. 4-5 years' experience in procurement of drugs & other commodities.

## **4. Preferential Qualification:**

- a) Preference will be given for experience in any public health Programme at National/ State Level.
- b) Working knowledge of computers

## **5. Date of Walk in Interview: 06.04.2017 (Thursday) 10.00 AM.**

## **6. Job Specification/ Responsibilities :**

### **Procurement**

- Trend analysis and projection of procurement requirements, procurement forecast and aligning procurement plan with National Strategic Plan.

- Assist RNTCP to develop Procurement Plan for Anti-TB Drugs, Diagnostics, Lab Equipments, consumables etc on an annual basis, keeping in view the technical requirements, donor-based requirements, available budgets etc.
- Develop systems for efficient quantification of TB specific commodities to avoid any mismatch between demand and supply and ensure availability at all levels
- Assist CTD in quantification and procurement of accessories/cartridges for CBNAAT/LPA, BMs and LED based on case load and shelf-life
- Providing support/ data inputs to **CTD** officials in respect of procurement and quality assurance functions of Anti-TB Drugs and other logistics
- Coordination with WHO/GDF/GFATM/World Bank & other donor/support agencies to carry the process of procurement of Anti TB drugs & other supplies under RNTCP
- Assist CTD in provisioning of AMC for Lab equipments, BMs, LEDs etc
- Assist RNTCP in forecasting drug availability at the GMSDs, States & National Levels to alert RNTCP in taking proactive measures
- Resolving issues relating to logistics and supply chain including road permits in respect of transportation including assistance in issuance of excise & custom duty exemption documentation, as the case may be.
- Interact with CTD, Ministry of Health, Procurement Agency (hired by GOI) and State/ District/PHC/CHC level, to obtain information on centralized and decentralized procurement; and for timely delivery of supplies.
- Monitor the Consignee Receipt Certificates (CRCs)/Final Acceptance Certificates (FACs) for drugs/equipments/consumables supplied to consignees and submission of acknowledgements of the same to the Procurement Agency/MoHFW.
- Constant follow up with Procurement Division, MoHFW, attend meetings with Procurement Agencies for updation of procurement status
- Develop Monthly/Need-based reports on Procurement Status, Supply status, Consignee wise Quantity Supply Status etc.
- Assist CTD in gathering information on Marketing intelligence; estimated rates for the procurement of required drugs, diagnostics, lab equipments & consumables etc.
- To collect and analyse program data required for planning procurement.
- To assist central TB Division in updating revising procurement guidelines based on the changes in national policies on procurement.
- To assist Central TB Division to align the procurement guidelines of the program with procurement guidelines of NRHM.

- To develop suitable indicators to assess the performance of the procurement and supply chain management system and efficiency of any recruited nodal agency.
- Any other relevant job as and when assigned by the CTD

### **Inventory/Logistics Management**

- Assist CTD in ensuring consumption of expirable items based on the principles of First- Expiry- First- Out (FEFO) method
- Establish buffer stock levels for State/district/TUs/PHCs for proper Inventory control System
- Assistance with the implementation of Drug Logistic System (DLS) processes instituted for Multi Drug Resistant (MDR) and Extra Drug Resistant (XDR) drugs and for Purified Protein Derivatives (PPDs)
- Assistance to Central TB Division (CTD) in the implementation of Revised Guidelines on drug related treatment, as required
- Uploading required data on the website of funding agencies
- Prepare state-wise reports on the requirements of M / XDR drugs based on the National Programmatic Management of Drug Resistant TB (PMDT) Plan
- Coordination with the states to forecast, calculate & replenish their requirement of M / XDR anti TB drugs based on their PMDT plan.
- Monitor expiry and short expiry items and advise RNTCP regarding diversion to other needy States/Districts; condemnation and disposal.
- Prepare Assistance in the compilation of periodic reports on expired drugs written-off/ pending write-off by states
- Develop Monthly/Need-based reports on National/State/District level stock position of Anti-TB Drugs & other supplies.
- Assist CTD in indicating and helping GMSDs/States in resolving discrepancies identified, with mechanism for reminders, tracking and input of response
- Assist RNTCP in assessment of storage spaces for drug stores for storage of Anti-TB drugs
- Assist CTD in developing guidelines for storage facilities, (i.e., warehouses, stores and cold rooms) and training and capacity building of staff at all levels so as to ensure best storage practices at all levels.
- Suggest an optimal infrastructure and human resource at all level for effective implementation of Inventory Management System.
- Assist RNTCP in issuing reply letters to Parliament Questionnaire, RTI, Anti-Corruption and any other correspondences related to Anti-TB drugs and supplies
- Any other work assigned by Central TB Division

## **Supply Chain Management**

- Assist Central TB Division (CTD) in managing distribution, recording, reporting and inventory management of drugs (Adults, Pediatric, M / XDR), Diagnostics, Lab equipment's & consumables at the State/District/PHC/CHC levels
- Monitor drug stock position at the Government Medical Supply Depots (GMSDs), State Drug stores (SDS), District Drug Stores (DDS), including verification and check for internal consistencies of stocks reported at the start of each quarter/month, supplies made during the quarter/month, quarterly utilization and the ending stock for each of the drugs
- Interact with CTD, Ministry of Health and State/ District/PHC/CHC level, on matters relating to supply chain of drugs, diagnostics, lab equipments & consumables etc.
- Project future utilization and supply needs for drugs for State Drug Stores (SDS), districts and/or other stock points, ensuring maintenance of desired buffer stocks
- Assist in preparation of releases /need-based releases on GMSDs,for supply of drugs to SDSs and/or districts
- Monitor fulfillment of the above and shipment of drug supplies to SDSs and districts
- Initiate corrective action promptly to resolve any discrepancies or delays in fulfillment of releases to states/districts
- Monthly information to the Programme & MoHFW with regard to the drug supplies and utilization at district, state and national levels, with more frequent briefings as needed
- Monitoring and sharing of data of drug logistics on the GoI monitoring softwares developed for Procurement & supply chain. Assistance to CTD in streamlining stock reports on the above software for RNTCP drugs in co-ordination with concerned departments under MoHFW
- Any other work assigned by Central TB Division

## **Training and Capacity Building**

- Development / Updation of 'Standard Operating Procedures (SOPs)', Manuals for State and District Drug Stores as well as 'Training Manuals' for States/Districts/Sub-district level officials dealing with supply chain of Anti TB drugs & other commodities under RNTCP.
- Assist in training / workshop of Trainers (TOTs) for Medical/Paramedical staff dealing in drug management on the SOPs mentioned above for Procurement and Supply Chain Management under RNTCP.
- Any other work assigned by Central TB Division

## Monitoring & Evaluation

- Conduct monthly periodic field visit to selected States / Districts to check their alignment with the RNTCP guidelines.
- Post procurement review of states/districts
- Review of other programmatic issues/ activities
- Any other work assigned by Central TB Division

Interested candidates may walk-in for interview on the dates indicated above, sharp at 10.00 A.M. in room No.522, C-Wing Nirman Bhawan, MoHFW, New Delhi along with bio-data and photo copies of the testimonials and original certificates for verification and NOC from employer, if employed. No TA/DA will be paid for the interview. It is reiterated that these are contractual positions only and no other benefits except monthly consolidated remuneration is admissible. The Govt. shall not be liable for any regularization of the contractual services.

  
**Additional Deputy Director General (TB)  
Central TB Division**

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Addl. Deputy Director General (TB)  
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