

Terms of Reference for Contract Management Specialist	
Project Name	Damal Caafimaad Project
Job Title:	Contract Management Specialist
Duty Station:	Somaliland, Hargeisa
Individual/Firm:	Individual
Reporting to:	Senior Project Coordinator
Deadline:	
Ref No.:	SO-MOHD-367741-CS-INDV

The Ministry of Health (MOHD) of the Government of Somaliland (GoSL) invites suitably qualified individuals to apply for the position of **PIU Contract Management Specialist (PIU-CMS)** with the Improving Essential Healthcare Services in Somaliland (“Damal Caafimaad”) Project, funded by the World Bank and the Government of Somaliland. The ideal candidate will be self-motivated with excellent organisational skills. Female Candidates are strongly encouraged to apply for the position.

1. BACKGROUND OF THE PROJECT

The MoHD is implementing Damal Caafimaad Project with financing from the International Development Association (IDA) of the World Bank Group and the Global Financing Facility for Women, Children and Adolescents (GFF). The 18 months project will expand and contribute to delivering the Essential Package of Health Services (EPHS 2023) implementation aimed at improving the coverage of essential health and nutrition services in project areas and strengthening the stewardship of the MoHD of Somaliland at regional and national levels. The Damal Caafimaad Project, funded by the World Bank, has three key components:

- (a) Expanding the coverage of a prioritised EPHS in selected geographic areas.
- (b) Strengthening the Government’s stewardship to enhance service delivery.
- (c) Project Management, M&E, Knowledge Management, and Learning.

The Project will focus on expanding an essential package of high-impact health and nutrition services across the population in the project target region(s) within available resources and service delivery capacity. Also, the project aims to develop the ability of the district, regional and National offices of the MoHD to act as stewards of the health sector.

Component one (1) will finance the delivery of a subset of essential health and nutrition interventions outlined in the EPHS, focusing on communicable diseases, maternal and child health, non-communicable diseases, and other primary healthcare services to address the leading causes of mortality and disability in Somaliland.

Component two (2) will support the development of the government’s stewardship capacities at the district, regional and national levels of the MoHD in areas such as health management information systems, data use, public financial management, contract management, health financing, private sector development and regulatory reforms, and organisational

development.

Component three (3) will support day-to-day project management, including coordination, administration, communication, management, procurement, M&E, and dissemination of project activities at district, regional and national levels. In addition, a zero-cost component known as a Contingency Emergency Component (CERC) will provide immediate surge funding in a public health emergency, such as a disease outbreak, is included if the need to reallocate funds arises. This component will only be triggered in the case of a public health emergency and when specific actions, as agreed by the Government and World Bank.

2. SCOPE OF WORK AND RESPONSIBILITIES

The **PIU-CMS** will play a crucial role in implementing the Damal Caafimaad project and will support the program's implementation. The procurement and subsequent **PIU-CMS** of the EPHS service delivery agents will be performed according to World Bank procurement regulations. The **PIU-CMS** is expected to work according to principles of good practice in contract management and bear responsibility for performance management and cost-effectiveness of contracts. The **PIU-CMS** contributes throughout the procurement process, e.g., planning and executing the procurement activities and managing these contract(s) during the implementation phase. The **PIU-CMS** will support the contract management of the Damal Caafimaad program and will review -service delivery contractor deliverables (including inception, quarterly and end-of-project reports) promptly to provide clear and concise feedback in line with expectations as outlined in the contract.

The **PIU-CMS** is expected to perform the following tasks:

- Contribute actively to developing ToRs for Invitations to Bid/Expressions of Interest, Requests for Bids/Proposals, and other required documentation for procurement in line with MoHD and WB Procurement guidelines and templates.
- Prepare procurement contracts and include results of the negotiations of certain conditions of agreements.
- Conduct at least two field visits to project sites per year to assess technical, administrative, and financial processes and implementation progress of the contract by the contracted agency and discuss and document project strengths and challenges.
- Act as the MoHD focal point and liaison for the contracted agency for Damal Caafimaad Project
- Organise and conduct [quarterly] progress review meetings with the contracted agencies.
- Take the lead in preparing a template/checklist to standardise quarterly and annual progress review meetings with contracted agencies, assessing technical and financial reporting, progress towards indicators, and overall performance.
- Review financial data submitted by the contractor in support of the Finance department.
- Meet regularly with MoHD regional project officer in problem-solving with contractors, as needed.
- Prepare and submit a monthly report about project-related work and deliverables to the Senior Project Coordinator. Report on the outcomes of all the quarterly contract

review meetings.

Under the direct supervision of the Senior Project Coordinator and with the support of additional team members within the PIU at the regional and national MoHD, the incumbent is expected to execute the following tasks:

Procurement:

- Contribute actively to developing ToRs for Invitations to Bid/Expressions of Interest, Requests for Bids/Proposals, and other required documentation for procurement in line with MoHD and WB Procurement guidelines and templates.
- Organise one or more pre-bid in-person/video conferences and establish e-mail procedures for submitting (potential) bidder's queries; prepare minutes and responses to bidders' queries and circulate the minutes to all bidders; keep all records on file.
- Review submitted bids/EOIs/proposals considering the procurement rules and the established ToRs; determine the eligibility of the bid and check, validate, and correct any irregularities in the submitted documents.

Prepare procurement contracts and include results of the negotiations of certain conditions of contracts in full compliance with the Government Procurement Law and World Bank procedures; send the contract files for approval and signature where needed to the [DG, Minister of Health Development] and the contracted agency.

Contract management and activation of payments:

- Conduct at least two field visits to project sites per year to assess technical, administrative, and financial processes and implementation progress of the contract by the contracted agency and discuss and document project strengths and challenges.
- Act as the MoHD focal point and liaison for the contracted agency for Damal Caafimaad Project; facilitate the resolution of challenges faced during implementation when they are within the power of the MoHD to address; keep written records of discussions and outcomes of intervention.
- Organise and conduct [quarterly] progress review meetings with the contracted agencies.
- Take the lead in the preparation of a template/checklist to standardise quarterly and annual progress review meetings with contracted agencies, assessing technical and financial reporting, progress towards indicators, and overall performance – taking into account inputs from all PIU team members (M&E, Procurement, feedback from the regional project manager, financial reporting, quality and timeliness of deliverables, etc...); complete the checklist jointly with the PIU project team before each progress review meeting, and agree on common messages based on available evidence; where evidence indicates that NGO performance is poor, agree on a standard set of remedial actions.
- Based on the outcomes of the contract negotiations and the [quarterly] monitoring meetings, activate payment processes for the first/subsequent tranche as stipulated by the contract.

- Ensure all formal and informal meetings and discussions with the contracted agency are documented and records adequately filed.
- Work with the regional project officer to address any problems with the contractor that cannot be resolved at the regional level.
- Document learnings and best practices from the implementation of the project.
- Liaise with regional-level contract project officers to stay current on contractor performance, incorporate regional feedback on contractor performance into the review of/ comments on deliverables and meet with contractors.
- Review financial data submitted by the contractor in support of the Finance department.
- Work with relevant MoHD departments to ensure contractor payments happen promptly, facilitating payment requests through relevant departments/approvals within MoHD.
- Conduct performance management missions to monitor the work and performance of the contractors at the regional level, looking into all aspects of contract implementation.
- Convene meetings with the contractors to discuss and resolve implementation issues.
- Share updated policies and strategies with the contractors and all revised technical guidelines.
- Contribute to the formulation of any contract changes.

Reporting and record keeping:

- Prepare and submit a monthly report about project-related work and deliverables to the Senior Project Coordinator. Report on the outcomes of all the quarterly contract review meetings.
- Prepare, record, maintain and complete all procurement documents related to World Bank supported projects and governmental procurement.
- Facilitate visits of World Bank auditors, Governmental Audit and procurement teams and ensure all supporting documents are kept, obtained, and made available for auditing purposes.
- Develop and maintain a well-organized and complete system for adequate documentation and filing of procurement transactions for archiving and auditing purposes.
- Prepare and disseminate a newsletter on the project every six months -documenting best practices and recognising best performers.
- Perform any other function-related tasks as requested by the supervisor.

Personal integrity

- The incumbent is expected to work in a disciplined manner, with honesty and integrity, and to avoid all conflicts of interest.
- The incumbent's signature on all project-related documentation signifies that they have honoured the above and understand that they will be held accountable

accordingly.

3. DURATION OF ASSIGNMENT

The PIU-CMS will be engaged full-time and is expected to commence the assignment on for 12 months, with a 6 months probation period. The contract is renewable annually, subject to satisfactory performance.

Engagement can cover two years, subject to an annual performance review with an intermediate performance evaluation in the first six months of services rendered. Terms of Reference and a detailed work plan with agreed targets will be used to evaluate performance.

The PIU-CMS recruitment should follow the Somaliland Government and the World Bank's procurement guidelines, ensuring transparency.

4. REPORTING

The PIU-CMS will report to the Senior Project Coordinator at the PIU of MoHD and be expected to work closely with the PIU members and the relevant teams at the district and regional level in the execution of duties.

5. QUALIFICATIONS EXPERIENCE

- Master's degree in management discipline such as business administration or public administration, OR Master's degree in public health, epidemiology, Medical degree
- The ideal candidate will have a combination of training in health / public health and management competencies
- At least five years of experience in a project or programme management position with government, NGOs, or development agencies in the health sector is required. In addition, at least three years of experience collaborating with NGOs or development agencies is required.
- Familiarity with current health policies and the functions and use of existing M&E tools such as DHIS2, supportive supervision tools
- Desirable: Experience working in senior and contract management positions with government and international institutions would be an advantage.
- Strong skills in using MS Office (Word, Excel, PowerPoint)
- The ability to work with flexibility in a multi-disciplinary environment.
- Excellent teamwork and communication skills and the ability to take the initiative.
- Strong communication skills and the ability to collaborate with partners from various backgrounds and positions, including local and national authorities.
- Team worker with the ability to produce results.
- Good negotiation and communication skills.
- Excellent written and oral communication of English and Somali.

6. COMPETENCIES

- **Leading and innovating:** Apply critical thinking to current approaches, identify areas for improvement and try new solutions that deliver results. Inspires and influences others to drive innovation.
- **Drive for results:** Assumes personal responsibility and responsibility to meet deadlines and achieve agreed results and has the personal organisation to do so. Defines challenging goals and continually seeks improvement. Acts as a trusted strategic consultant, partnering with employees to deliver results. Understands the most pressing challenges of stakeholders and contributes to solutions.
- **Collaboration within and between teams:** Contributes productively to work and team performance. Keeps others informed to ensure integration and significant results. Exhibits a sense of reciprocity and respect and resolves conflicts productively. Seeks and listens to other people's opinions to inform their decisions and share information openly.
- **Creates, applies and shares knowledge:** Contributes to an environment where knowledge is created, applied and shared transparently. Contributes to the unit's body of knowledge, applying lessons learned and experience. Actively invests in self-knowledge and seeks feedback. Builds personal and professional networks inside and outside the work group.
- **Discernment and analytical decision-making:** Searches and analyses facts, data and lessons learned to support sound and logical decisions about the work of one's own and others. Shows initiative when necessary and makes timely decisions.

7. WORK LOCATION

The PIU-CMS will be based in the Project Implementation Unit (PIU) to be established within the national Ministry of Health development office, with site visits to health facilities to support project understanding and implementation on an as-needed basis. The duty station is MoHD in Hargeisa, Republic of Somaliland.

8. TERMS AND CONDITIONS

1. The MoHD of the Government of Somaliland shall make and provide the following to the PIU-CMS:
 - Relevant documents, data, statistics, and information are required for the execution of the project.
 - When necessary, assign counterparts to assist the PIU-CMS in executing assigned duties.
 - Office space and equipment for carrying out the assignment.
 - The Contract Management Specialist shall not accept any courtesies/invitations offered from any parties other than the direction of MoHD.
2. Documents or data provided by the MoHD for this project shall be for official use only and should not be disclosed to irrelevant third parties without prior approval.
3. The PIU-CMS should not have any potential conflicts of interest, will undertake the assignment with the highest professional standards, and exercise confidentiality in discharge.

To ensure impartiality, the PIU-CMS must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods and services to the Project.