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**TERMS OF REFERENCE  
PROCUREMENT OFFICER**

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**NATIONAL HEALTH SUPPORT PROGRAM  
KHYBER PAKHTUNKHWA HEALTH DEPARTMENT**

### **1. Background**

The **National Health Support Program (NHSP) Khyber Pakhtunkhwa (KP)** is an initiative designed to strengthen the healthcare delivery system across the province, addressing both structural and functional aspects to improve public health outcomes. The KP-NHSP aims to achieve comprehensive healthcare improvements by focusing on primary healthcare services, infrastructure development, and community engagement, ensuring equitable and quality healthcare for all citizens of KP.

### **2. Project Components**

The project National Health Support Program aims to improve access to an essential package of quality health services at PHC level for the population of Khyber Pakhtunkhwa.

There are 3 result areas encompassing 09 DLIs i.e. as under;

1. Primary Health Care (PHC) facilities meeting essential health services delivery norms, including in lagging areas and addressing climate risks
2. PHC providers delivering quality essential health services, including in lagging areas
3. Timely and appropriate referral between PHC level and higher levels of care, including in lagging areas.
4. TB case notification
5. Average provincial coverage of Penta- 1 and fully immunized children (FIC) within zero-dose priority districts.
6. Health information systems strengthened through greater integration and use of dashboard, including in lagging areas
7. PHC facilities reporting reductions in stock outs of select FP and nutrition commodities and essential drugs/medicines, including in lagging areas
8. Improved budgeting and budget flow practices
9. Domestic resource mobilization for PHC.

### **3. Objective**

To strengthen equitable delivery and quality of essential health services at the primary health care level in support of Universal Health Coverage.

In particular the project will:

1. Strengthen equitable delivery and quality of essential health services at PHC level.
2. Improving coverage and quality of essential health services.
3. Strengthening Governance and Accountability.
4. Improving Health Financing and PFM.

Specific objectives of this technical assistance are:

1. To enhance the capacity of health managers and healthcare providers, improving the quality-of-service delivery.
2. To provide governance and accountability (M&E) support through the use of information technology and improvement in the capacity of the DGHS.
3. To deliver direct technical assistance for cross-cutting reforms for primary health care by providing consultants and third-party support to the DoH.

### **4. Structure and Staffing of the Project Management Unit (PMU)**

The Department of Health, KP, oversees the NHSP implementation, supported by a Project Management Unit (PMU) led by a **Project Director (PD)**. The PMU includes specialists in health, procurement, finance, monitoring and evaluation, Coordinators and Research Associates to ensure effective project management and execution.



### **5. Scope of Work for Procurement Officer**

The Procurement Officer for the National Health Support Program (NHSP) in Khyber Pakhtunkhwa will be supporting the Procurement Specialist in managing and executing all procurement activities in line with the project's requirements and donor guidelines. This includes preparing procurement plans, drafting bidding documents, and overseeing the tendering, evaluation, and contract award processes. The officer will ensure compliance with procurement laws, rules, and best practices while achieving value for money. They will liaise with vendors, manage contracts, and handle procurement-related documentation and reporting. Additionally, the Procurement Officer will coordinate with the Project Management Unit (PMU) team to ensure timely delivery of goods and services.

### **6. Duties and Responsibilities**

The Procurement Officer shall be responsible for the following tasks:

- To assist the Procurement Specialist.
- To maintain all the office record in proper order.
- To keep vigilant watch over the office belongings.
- To keep the office record in safe & tidy condition.
- To support all the project officials in the office work.
- Any additional task assigned by PD

### **7. Qualification:**

BA/B.Sc in economics/statistics/Biological Sciences/Social Sciences/LLB/with good analytical skills with at least five years procurement experience.

### **8. Resources and Facilities**

The Procurement Officer will be provided with necessary resources, office space, and facilities to effectively manage procurement activities under the NHSP. Close collaboration with the PMU team, Health Department officials, and World Bank representatives is expected.

### **9. Reporting Requirements**

The Procurement Officer will report directly to the Project Director and DPD, KP-NHSP, and submit regular progress reports, including monthly, quarterly, and annual updates, on procurement activities to the PMU and the World Bank.

### **10. Duration and Location**

This is a full-time position based in Peshawar, KP, with the requirement to travel frequently to project sites across the province.