



Training on Procurement Management

(26-28 December 2023)

Course Guidelines



Health Economics Unit
Health Services Division
Ministry of Health and Family Welfare



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(26-28 December 2023)

Course Management Team

Course Advisor	: Dr. Md. Enamul Haque Director General (Additional Secretary)
Course Director	: Dr. Muhammad Mustafizur Rahaman Director Admin (Joint Secretary)
Course Coordinator	: Md. Dabir Al Kader Deputy Director-2 (Deputy Secretary)



Health Economics Unit, Health Services Division
Ministry of Health and Family Welfare

Background of Health Economics Unit

Establishment of Health Economics Unit

- Health Economics Unit (HEU) was established in 1994.
- Initially, it was a project under the Fourth Population and Health Project (PHP) of Ministry of Health and Family Welfare (MoHFW).
- The project was supported by the Overseas Development Administration (ODA) of the United Kingdom.
- HEU was re-organized as a Policy Research Unit (PRU) in the 1st health sector program (1998-2003).
- PRU had three different units.
 1. Health Economics Unit,
 2. Human Resources Development Unit (HRD) and
 3. Gender, NGO and Stakeholder Participation Unit (GNSPU)
- In 2002, the Policy Research Unit (PRU) was renamed again as the Health Economics Unit comprised of GNSP and HEU.
- Quality Improvement Secretariat (QIS) started their work under HEU from 2015.

Mission and Vision of HEU

Vision:

Universal Health Coverage

Mission:

To improve the performances of the health, population and nutrition sector for increased provision of quality services for the entire population, especially the poor, women and the disadvantaged, through use of resources in economically efficient manner with a focus on equity and participation.

Activities of Health Economics Unit

1. Policy Advocacy & Recommendation
2. Study, Research & Policy Document Development
3. Capacity Building
4. Piloting

Components of HEU

1. Universal Health Coverage (UHC)
2. Health Expenditure Tracking
3. Quality Improvement Secretariat (QIS)
4. Gender, NGO, Stakeholder Participation (GNSP)
5. Climate Health Financing (Proposed)
6. Shasthyo Surokhsha Karmosuchi (SSK)

Training Title:

Training on Procurement Management

Introduction:

Procurement management is a cornerstone of efficient operations within the Ministry of Health and Family Welfare. The acquisition of medical supplies, equipment, pharmaceuticals, and services is essential for delivering quality healthcare services to the population. However, the procurement process in this sector is often intricate, requiring adherence to strict regulations, ethical considerations, and a deep understanding of healthcare-specific requirements.

Tailored specifically for professionals within the Ministry of Health and Family Welfare, procurement management training programs aim to address the unique challenges and nuances inherent in procuring healthcare-related goods and services.

Objectives of the Training:

This procurement management training aims to enhance performance and efficiency by increasing the knowledge and skills of organization staff in managing the procurement of goods, works and services. Participants will understand the elements of procurement within the wider discipline of supply chain management. However, major objectives of the training are;

5. Providing participants with insights into the details of procuring medical supplies, pharmaceuticals, medical equipment, and healthcare services. Understanding specific regulations, quality standards, and compliance requirements within the healthcare domain is crucial.
6. Emphasizing the importance of ethical considerations and compliance with healthcare regulations, ensuring transparency, fairness, and integrity in procurement processes.
7. Exploring methods for strategic sourcing, effective vendor selection, and fostering robust relationships with suppliers to guarantee the procurement of high-quality, cost-effective healthcare products and services.
8. Introducing technological tools and innovations relevant to healthcare procurement, such as e-procurement systems, to enhance efficiency and decision-making.
9. Highlighting the significance of procurement decisions on public health outcomes while balancing cost-effectiveness and optimal resource allocation.

Training Methods/Tools:

The training will be using following methods;

- Lecture
- Power Point presentation
- Handouts
- Experience sharing, and Group discussion

Course Delivery Details:

Total day: 3 (Three) days

Duration: From 9:00 AM to 3:45 PM

Language: Bangla, English

Sessions:

- Inauguration session
- Technical sessions
 - Procurement methods for Goods and Works, specially OTM, Quotations, Direct Procurement System (DP) etc.
 - Procurement methods for Intellectual Services, specially QCBS, SSS, ICS & Out sourcing
 - PDS and PCC for Services, TDS and PCC (Goods and Works)
 - Proposal Evaluation, Specification/ToR
 - Managing e-GP
 - Contract Administration and Management

Module on 26.12.2023:

Date	Time	Subject	Detail Points of the Subject	Resource Person
26.12.2023	9.00-09.30 AM	Registration		
	9.30-10.00 AM	Opening Speech and Context	-----	Dr. Md. Enamul Haque Director General (Additional Secretary)
	10.00-11.00 AM	Procurement Methods for Goods and Works Specially OTM, Quotations, DPM etc	OTM, DPM, LTM, RFQ, OSTETM, TSTM etc	Md. Aknur Rahman, Ph.D. Director (Joint Secretary)
	11.00AM -11.15 AM	Tea Break	---	-----
	11.15 AM-12.15 PM	Procuring Methods for Intellectual Services Specially QCBS, SSS, ICS & Procurement of Non-consultations Service(Out Sourcing)	QCBS, SSS, ICS, FBS, LCS, CSOS, SBCQ, DCS etc	Md. Aknur Rahman, Ph.D. Director (Joint Secretary)
	2.15 PM-03.15 PM	PDS and PCC for Services, TDS and PCC (Goods and Works)	PDS, PCC, Types of Goods, Package, Lot, Item etc	Md. Aknur Rahman, Ph.D. Director (Joint Secretary)

Module on 27.12.2023:

Date	Time	Subject	Detail Points of the Subject	Resource Person
27.12.2023	9.30-10.00 AM	Re-cap	-----	-----
	10.00-11.00 AM	Proposal Evaluation including Practices	Project Efficiency, Project Approval, Evaluation of Tender, Exercise etc.	Mst. Mausumi Habib Deputy Secretary
	11.00-11.15 AM	Tea Break	-----	-----
	11.15AM-12.15 PM	Different Specifications and TOR	Technical Specification, Performance based, Specification, Road Roller, Specification, Good Specification, Writing Specification, Elements of Specification etc.	Mst. Mausumi Habib Deputy Secretary
	02.15PM-03.15 PM	Practices on Managing e-GP	e-GP, Public Procurement, Procurement System, Joint Collaboration, Evaluation of Digitization, DoFP, TOR Etc.	Mst. Mausumi Habib Deputy Secretary

Module on 28.12.2023:










Date	Time	Subject	Detail Points of the Subject	Resource Person
28.12.2023	9.30-10.00 AM	Re-cap	-----	-----
	10.00-11.00 AM	Practices on Evaluation of Proposal and Shortlisting of Services	Statement of requirements, Preparation of application, Submission of application, Evaluation of application, Evaluation criteria etc.	Md. Wahedun-Nabi Sarker Joint Secretary (Retired)
	11.00-11.15 AM	Tea Break	--	--
	11.15AM-12.15 PM	Practice on NOA & Contract Administration and Management	Contract administration, Stages of contract management, Types of breach of contract, NOA, CPTU, BPPA etc.	Md. Wahedun-Nabi Sarker Joint Secretary (Retired)
	2.15PM-3.15 PM	Exercise on Procurement Plan and APP, Tender Invitation and REOI (TOR)	Procurement Process, REOI, TOR, Project Approval of Award, Signing Contrat, Exercise etc.	Md. Wahedun-Nabi Sarker Joint Secretary (Retired)
	3.15- 3.45 PM	Closing Speech		Dr. Md. Enamul Haque Director General (Additional Secretary)

Evaluation method:

Training program evaluation is the regular analysis of how efficient and effective training programs are. It helps to find out whether training programs meet their goals and objectives. The results of training evaluation are used to improve training programs in future. This training will use pre and post-evaluation survey questionnaire to assess the effectiveness of the training.

Work force of Health Economics Unit

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