

No. No.T 11025/8/2011-NACO
Government of India
Ministry of Health & Family Welfare
(National AIDS Control Organization)

6th Floor, Chandralok Building
36, Janpath, New Delhi- 110001

Dated: 13-4-2011

OFFICE ORDER.

National AIDS Control Programme Phase III is ending in 2012 and preparatory process for NACPIV is on the anvil by forming Working Groups on key areas..

The Working Groups would facilitate the process by discussing all issues through meetings and submit recommendations within the 6-8 week time frame

The following working group is formed for Procurement

- Dr. Rajan Khobragade, Team Leader (NTSU) – Convener & Facilitator
- Dr. Sandhya Kabra ADG (Blood Safety)
- Mr. Kanwaldeep Singh, Director (Finance)
- Dr. Mohammed Shaukat, ADG (CST)
- Mr. Shankar Lal, Representative from World Bank
- Mr. Shine Joseph ,Procurement Specialist from DFID
- Mr. Satya prakash Varma, Proc. Specialist
- PD -Gujarat, Orissa SACS
- Mr. Deepak Dobhal, NTSU
- Ms. Nandana Bhasavapura, Procurement Officer, AP
- Representative from Empowered Procurement Wing (EPW) of the Ministry of H&FW
- Representative from RITES
- Representative from TSG(Condom promotion)
- Representative from TNMSC
- Representative from public sector, say NTPC and private sector (on need basis)
- Rep. from NRHM

Support Staff:-Mr. Vivek

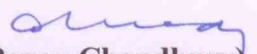
Detailed TOR and guidelines are attached

The composition of Working group would be as under:-

- Convener/Facilitator : A Senior Officer from NACO will be the facilitator and be the convener of each working group.
- Chair Person : Each working group will have a chair person. The chair person will moderate the discussion and develop a consensus on subject based on the terms of reference for each working groups
- Rapporteur : Chair person will identify a rapporteur for the group whose responsibility is to prepare the draft report of meetings.
- Number of Meetings : It is envisaged that each group will have at least 2 meetings.
- Final Report : The final report must be submitted by chairperson to NACO.
- Format for Report : The final report should address all the issues addressed in the TORs and must have specific actionable recommendation. The report should be concise and not exceed 20 pages
- Time Frame : The time frame for activity is 6-8 weeks

The conveners should co-ordinate with the members and start the activities immediately

This issues with the concurrence of Secretary &DG NACO


(Benoy Choudhury)
Under Secretary to the Govt. of India

To

- 1) Conveners of Working group
- 2) Divisional Officers, NACO
- 3) Officers NACO
- 4) Sr. PS to Secretary&DG
- 5) PS to AS NACO

Terms of Reference

- Review of the existing system of procurement and supply chain management of goods, works and services for NACP-III at national, state, district and peripheral levels;
- Review of the existing delegation of authorities at different levels for effectively conducting planned procurement activities;
- Review of the existing manpower structure for carrying out procurement and supply chain management activities at national, state and peripheral levels;
- Review of the existing arrangements for training and other capacity building activities for personnel dealing with procurement at national, state and peripheral levels;
- Review of the strengths/best practices, bottlenecks/weaknesses/constraints/challenges in the existing system of procurement at various levels;
- Review of the system existing at SACS, NGO and peripheral units which have been allowed limited purchases;
- Review of the system/MIS for reporting of procurement matters at various levels
- Review of the functioning of the audit requirements and compliance at various levels
- Review of the special needs of North-Eastern States and far flung areas like Andaman & Nicobar and Lakshadweep and suggest measures to meet their requirements;
- Study of some of the best practices in public and private sectors and suggest measures for suitable adaptation for National Aids Control programme
- Suggest measures for strengthening the procurement and supply chain managements systems at various levels with a view to ensure efficient, transparent and responsive system of procurement.
- Suggest measures for strengthening the system of capacity building and training of procurement staff at various levels;
- Suggest measures for strengthening the reporting systems/MIS
- Suggest measures for better compliance with the requirements of audit;

- Suggest measures to overcome the constraints/challenges in the existing system;
- Suggest any other measures necessary for meeting the challenges of future.
- Sustainability of the processes initiated
- Regional hubs strengthening and Long term Plan
- Logistic Chain Management, Function strengthening all levels

Deliverables: Draft Report with Annexure

Time-frame: 6-8 Weeks

NACP IV (2012 – 2017) Programme Plan Preparation Working Group Guidelines

The National Aids Control Programme, Government of India is initiating the programme plan preparation process the NACP IV phase of the programme. Having initiated the process of reversal through focused effort on prevention linked to care support and treatment, the next phase of the NACP will focus on accelerating this reversal process and ensure integration of the next programme response.

NACP IV seeks to consolidate the gains of NACP III and learn from the lessons of the previous phases of programme implementation. It aspires to further strengthen and decentralize the programme management capacities to state and district levels in particular. The focus will remain as prevention oriented plan with adequate coverage of the HIV care in the context of the concentrated epidemic situation in India.

The cross cutting issues which require focus in all WG discussions are

1. Innovation
2. Integration and Convergence
3. Capacity Building
4. GIPA
5. GENDER

Facilitators are encouraged to invite facilitators/members from other groups when issues which relate to other groups are discussed.

Separate meeting and discussion with Facilitators and core group is planned at the end of 1st and 2nd round of meetings.

Working Group Activity Guidelines:

Convener	A Senior Officer from NACO will be the facilitator and convener of each WG.
Chairperson	Each working group will have a chairperson. The chairperson will moderate the discussion and develop a consensus on subject based on the terms of reference.
Rapporteur	Chairperson will identify a Rapporteur for the group whose responsibility is to prepare the draft report of meetings.
Number of Meetings	It is envisaged that each group will have at least 2-3 meetings.
Final Report	The Chairperson and Facilitator of each working group will submit the final report to NACO.
Format for Report	The final report should address all the issues addressed in the TORs and must have specific actionable recommendation. The report should be concise and not exceed 20 pages.
Time Frame	The time frame for activity is 6-8 weeks.
Invited Members	If necessary, each WG can invite one or two key representatives of other relevant groups to discuss the cross cutting issues
Core Team	One NACP Core Team member may participate in the discussion of each WG