

## Terms of Reference (ToR)

### Position Information

Office/Project	TB Projects
Designation	Contract Management Officer
Reporting Supervisor	Operations Lead
Duty Station*	Gurugram, NCR of Delhi
Type	In Person- Consultant Full-time
Total Position Openings	_01
Project Period	01-May-2024 to 31-Mar-2027
Travel	2-4 days to project locations in a month

Doctors For You is seeking applications for Contract Management Officer in its TB Projects. We are looking Contractor Management Specialist to providing oversight and direction on Contract Management Framework and activities for all TB projects over the contract lifecycle including early engagement, qualification, on-boarding and orientation, setting to work, oversight and close out of contracts.

The ideal candidate will work from the admin office in Gurugram in NCR of Delhi. The position Contract Management Officer will be responsible for development, review and managing the contracts

### Qualification, Skills & Competencies:

- Bachelor's Degree or higher in Business Administration, Contract Management, Procurement, Finance, Law, or a related field. Advanced degrees or certifications in contract management or related disciplines are advantageous.
- A minimum of 2-3 years of progressive experience in contract management, procurement, or related fields, preferably in the healthcare, international development, or donor-funded projects. (Preference will be given to candidates with prior experience in Global Fund, USAID Projects).
- Understanding of legal frameworks, regulations, and compliance requirements relevant to contract management, including contract law, procurement regulations, and organizational policies
- Excellent verbal and written communication skills to effectively negotiate contracts, articulate terms and conditions, and liaise with stakeholders, vendors, and partners.
- Legal and compliance knowledge
- Risk assessment and management
- Attention to detail, Analytical and problem-solving skills
- Communication and interpersonal skills, technology proficiency
- Understanding of contract law and regulations

### Roles and Responsibilities:

- Assist in the development, review, and negotiation of contracts, agreements, and memoranda of understanding (MOUs) with vendors, suppliers, service providers, and partner organizations involved in the implementation of the project objectives in TB care field.
- Ensure that contracts are aligned with project goals, legal requirements, and organizational policies, and include appropriate provisions for deliverables, timelines, pricing, and quality standards.

- Oversee the administration of contracts throughout the project lifecycle, including contract execution, monitoring, and compliance management.
- Ensure that all contractual obligations are met by both parties, including timely delivery of goods and services, adherence to agreed-upon terms and conditions, and compliance with regulatory requirements and project protocols.
- Maintain accurate records of contract documents, amendments, and correspondence, and ensure that contractual documentation is properly organized and accessible for audit purposes.
- Serve as the primary point of contact for vendors, suppliers, consultants, and partner organizations involved in the project, and establish and maintain positive working relationships.
- Monitor contract-related expenditures, invoices, and payments to ensure compliance with approved budgets, funding requirements, and financial regulations.
- Coordinate with finance and accounting teams to track contract expenditures, reconcile accounts, and prepare financial reports and projections as needed.
- Manage contract amendments, modifications, and change orders in accordance with established procedures and approval processes.
- Assess the impact of proposed changes on project objectives, timelines, costs, and deliverables, and facilitate negotiations and approvals with relevant stakeholders.
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- Approving all contract and contract management materials
- Ensuring all contract documentation is up to date
- Informing internal and external stakeholders of the status of contracts
- Resolving legal disputes.
- Constantly monitoring the tuberculosis and health-related sectors for impending tenders, as well as early submission of bidding materials.
- Evaluation of new tenders pertaining to tuberculosis treatment and other associated health sectors, and provision of input for necessary adjustments

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.

**Remuneration:** The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance.

The above-mentioned position requires outstanding communication, analytical skills, documentations skills, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.

**How to apply:** Prospective candidates should submit their applications with quoting the **job title** on the subject line, include updated CV and Cover letter clearly explaining how you fit into the role and why you should be shortlisted on [hr.gfund@doctorsforyou.org](mailto:hr.gfund@doctorsforyou.org) copy to [hr@doctorsforyou.org](mailto:hr@doctorsforyou.org).

- Please ensure that your application is complete with the above-mentioned documents. The candidates not submitting their applications with the required documents will not be considered.
- The appointment will be subject to certification that the candidate is medically fit to take on the role.
- Any attempt for persuasion will be considered as a disqualification.
- Only short-listed candidates will be invited for assessment.
- DFY is a tobacco and alcohol-free organization.
- Women candidates are especially encouraged to apply.
- The last day for submissions is 25<sup>th</sup> April, 2024 (The last date for application has been extended till 15<sup>th</sup> May, 2024)

Only shortlisted candidates will be contacted.

**Safeguarding Commitment :** At DFY, we are committed to Safeguarding and Protection of the communities, staff, and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with DFY are recruited. This post is subjected to a range of vetting checks, including a criminal records disclosure. Background and Reference checks will be conducted, and ethics are part of the regular performance appraisals.

### **About Doctors For You**

Doctors For You (DFY) is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a humanitarian organization from India with international presence and is working in various disaster hit zones for the last 16 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situations, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering training and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.

Doctors for You was founded in India in 2007, by doctors, medical students and like-minded people with a vision of "Health for all." Currently, DFY is working on various projects in different states of India involving health professionals, Disaster Management Practitioners, Social Workers and Administrative Staff.

The organization received several awards viz. The SAARC Award (2010), The British Medical Journal Group Award (2009), Golden Ruby Award (2015) and recognition from state governments for its outstanding contribution to the humanitarian field.

Since 2012, our focus has been on Tuberculosis starting with our DOTS providers at primary health centres, and over time, we've evolved to become the leading organization overseeing TB programs across 84 districts in India. Our endeavours have spanned various initiatives including diagnosis, treatment adherence training, capacity building, nutrition programs, and active case finding. With the latest Global Fund Grant, we're set to implement programs targeting drug-resistant tuberculosis, EPTB, and active case finding.