

Report on
Learning about procurement process in Logistic Management Division, DOHS

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An internship report submitted to the BRAC Institute of Governance & Development (BIGD) in partial fulfillment of the requirements for the degree of Masters in Procurement and Supply Management (MPSM)

BRAC Institute of Governance & Development
Brac University
April 2020

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Declaration

It is hereby declared that

1. The internship report submitted is my/our own original work while completing degree at Brac University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I/We have acknowledged all main sources of help.

Student's Full Name & Signature:



Bijaya Dhakal
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Supervisor's Full Name & Signature:



Md. Mosta Gausul Hoque, PMP
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BRAC University

Acknowledgement

I would like to express my gratitude to director of LMD Mr. Chudamani Bhandari for his kind cooperation and encouragement to participate in various relevant activities of LMD to meet my practicum objectives.

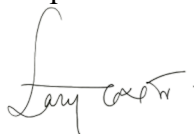
I also would like to acknowledge chief of planning section Mr. Gyan Bahadur BC sir for his kind support, suggestion and guidance throughout practicum period.

I would like to express my sincere gratitude to my practicum supervisor Mr. Md. Mosta Gausul Hoque, PMP, BRAC Institute of Governance and Development (BIGD), BRAC University for his valuable feedbacks, suggestion and support throughout the year.

I am extremely thankful to my mentor from host organization (LMD) Mr. Deepak Adhikari, Supply Chain Officer, Procurement and contract management section, for creating suitable learning environment for us and for his continuous guidance, supervision and encouragement throughout the practicum process and providing us various relevant learning opportunities.

I am most grateful to our course Coordinator Mr. Shanawez Hossain, Ph.D. and Training Officer Ms. Tanzina M Mizan for always standing behind us and guiding us directly and indirectly. I am equally thankful to all the faculties for their valuable support, suggestions and feedback and friends of BRAC Institute of Governance & Development, BRAC University for their kind support whenever needed.

I would like to express my sincere gratitude to whole staff of logistic management division for cooperation and support during practicum placement.



Bijaya Dhakal
MPSM, 5th Semester

Executive Summary

Practicum is a course designed for the fulfillment of Master Degree in Procurement and Supply Management (MPSM) program. The aim of the practicum is to help students to gain a deeper understanding of theory and practice by examining how particular theories relate to real-world situations or how particular theories offer advantages over others. The Course is project based and will require the submission of a Report/ Practicum, where the student will also develop investigative, analytical and communication skills, including the use of secondary research and, if required, primary research where appropriate. Familiarize students with management skills by through practicum placement in organization with Procurement and Supply Chain function. The practicum exercise began with the orientation conducted by Mr. Md. Mosta Gausul Hoque, PMP, BRAC Institute of Governance & Development (BIGD). Host organization for my practicum placement was Logistic Management Division, Department of Health Services, Teku, Kathmandu. Procurement and contract management section was selected to meet the learning objective of practicum. Learning contract was developed between student, mentor from host organization and mentor assigned from campus department. Major learning objectives of practicum placement in procurement and contract management section was to understand and develop skill related to procurement process. Activities performed to meet the learning objective were review of public procurement act 2063, and public procurement regulation 2064, LMD manual version 2.0, 2015, demand analysis of requested equipments, participation in re bid meeting, participation and observation of bid opening process, participation in documentation of procurement activities and interaction with Chief of Procurement section and Mentor from host organization. The methods applied during the learning process were literature review of section and its activities, Participation and observation and Key Informant interview for appraisal of procurement process. Reviewing of literature helped me to understand about procurement process carried out by procurement section. Major health commodities LMD responsible to procure are Family planning, Neonatal and child health, HIV and AIDS related, Essential drugs, Vaccines

and other medical equipment and infrastructure. Practicum placement helped to understand about the consolidated annual procurement plan and master procurement plan. All divisions and centres are responsible for the development of CAPP. Participation and observation helped to understand the bidding process. Mostly LMD follow two bidding processes i.e. National competitive bidding (NCB) and international competitive bidding (ICB). In NCB only registered national suppliers can participate whereas in ICB suppliers from international market can take part. Demand analysis helped to understand need assessment for the procurement.

Interaction with the chief of procurement section and mentor helped me to understand strength of the procurement process and the challenges faced by the LMD in procurement.

In overall, practicum placement in LMD was a great opportunity to understand the procurement cycle which was always been tough for me to understand. It was a great opportunity to observe the government system closely. It was helpful to develop competency regarding communication skills, working in team and working at individual level. It provided opportunity to build professional contacts and opportunity to explore the area of interest to work in future.

Acronyms

AIDS: Acquired Immuno Deficiency Syndrome

CAPP: Consolidated Annual procurement Plan

DOHS: Department of Health Services

HIV: Human Immune Virus

ICB: international competitive bidding

KII: key informant interview

LMD: Logistic Management Division

MPP: Master Procurement Plan

MOH: Ministry of Health

NCB: National Competitive bidding

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Chapter 1

Introduction

1.1 Background of the practicum

In partial fulfillment of the Masters in Procurement and Supply Management course, the practicum course is conducted. It is designed to develop practical skills on as well as to gain a deeper understanding of theory and practice by examining how particular theories relate to real-world situations or how particular theories offer advantages over others. The Course is project based and will require the submission of a Report/ Practicum, where the student will also develop investigative, analytical and communication skills, including the use of secondary and, if required, primary research where appropriate management by participatory learning in an organization. Moreover, it provides the opportunity to apply theoretically acquired knowledge and skills in the academic program of by involving in organization of Supply Chain function. It also develops entrepreneurship by transforming knowledge and skills learnt from study hall to the field. It is expected to practice Supply Chain management in the health projects and institutions in order to appreciate the organizational and administrative aspects of Supply Chain management. It is conducted up to 6 to 8 weeks. Student's themselves have to explore the area of interest and related organization for the practicum placement. Learning contract is developed and signed in between host organization, student and supervisor assigned by university department. Learning contract includes the clear objective of practicum placement in respective organization, methodology to be used, activities to be performed in the organization to accomplish the objectives and Action plan.

1.2 Brief introduction of Host Organization

Department of Health Services (DoHS) falls under the Ministry of Health which is responsible for delivering preventive, promotive, diagnostic and curative health services (1). DoHS include six divisions, out of which one of the divisions is Logistics Management Division (LMD). The Logistics Management Division (LMD) was established under the Department of Health Services (DoHS) in 1993 (1). The purpose was to integrate all MoH's health logistics systems within one division. Currently, however, LMD only provides support to those divisions directly under DoHS, while MoH's other departments, divisions and centers carry out their own procurement (2). LMD is responsible for the majority of goods' procurement, contract management, warehouse storage and onward distribution for the Divisions and Centers under the DoHS to more than 6,000 health facilities in Nepal, as well as for procurement of consultancy services for the above entities(2). Besides assisting the DoHS's Divisions and Centers, LMD also carries out procurement for LMD's own use. LMD's role in the procurement for DoHS Divisions and Centers is that of a procurement agent and the budget for procurement remains under the control and responsibility of the requesting entity. LMD has nearly 200 staff members, of which 70-80 are based in Teku, and the remain other are at regional and local warehouses/store facilities (2). There are four Sections in logistic Management Division.

- Procurement and Contract Management section
- Planning and logistics Management Information System section
- Cold Chain and Vaccine Management Section
- Medical Store and General Store Section

1.3 Brief Introduction of Proposed section for practicum Placement:

Procurement and Contract Management section is responsible for needs assessment, the actual procurement activities and contract drafting arranging for advanced payments, payments on shipment, final payments, and general contract management.

1.4 Rationale behind selected topic for practicum

Logistic in health sectors of Nepal has long been an area of concern and it is one of the strong pillars for effective and efficient delivery of health services. In the field of Supply Chain, without product availability, a program or campaign will not be successful. In spite of this logistic has been a neglected issue.

Health logistics cannot be narrowed to only the function which deals with the use of material resources; it encompasses systematic procurement cycle, efficient coordination and control of the flow of all operations. Need assessment is one of the top most important part of procurement which help to procure right good in right amount at cost for right health facilities. For a health manager it is very important to understand the procedure of need assessment carried out within our health system.

Health logistics is a multi-sectoral function consisting of a number of different programs (integration). It is incorporated into the organization charts of public institutions (Ministry of Health), international organizations (WHO, UNICEF, etc.), NGOs (Oxfam, MSF, etc.) and private bodies and enterprises. Coordination and collaboration is very much needed for well-functioning of logistic management.

The Supply Chain manager should be able for optimum use of technical means and material resources available to health systems for efficiency, quality and traceability of health operations, with technical knowledge and practical experience.

Logistic management, especially procurement process has been always challenging topics to understand for me. By doing practicum placement in procurement section, I would like to gain clarity on procurement process of health commodities.

Hence, practicum placement in procurement planning section will be helpful to develop and enhance my knowledge and skill about logistic management system specifically in procurement planning and coordination mechanism.

1.5 Rationale of selection of organization

Department of Health Services is an apex body of Nepal health service system. The overall purpose of the Department of Health Services (DoHS) is to deliver preventive, promotive and curative health services throughout Nepal. We can get many opportunities to learn within DOHS as there are 6 division and 5 centers. We can get variety of learning opportunity and get opportunity to closely observe the government working system.

My area of interest for practicum was health logistic system, especially procurement planning to understand logistic management no another organization rather than LMD under DOHS could be better. There I might get chance to observe and learn the government system of procurement, coordination mechanism of one apex body with another. I found learning objective of my area of interest will be fulfilled within Logistic management division.

1.6 Learning objectives of practicum

General Objective

- To be familiar and develop managerial skill related to logistic procurement procedure.

Specific objectives of practicum

- To learn and develop skill about procedure of need assessment of commodities at central level for Procurement
- To understand the mechanism of coordination of LMD with other division of DoHS and development partners supporting in health logistic management
- To develop interpersonal skills and competencies to work in a team.

Chapter 2: Methodology

2.1 Process/approaches adopted to explore organization:

After identifying area of interest which was logistic management department of various organizations were explored. Email was written to the respective organization and formal meeting was also done. Organization explored for practicum placement were Nutrition promotion consultancy services, District Supply Chain Office Kathmandu, Autism care Nepal, Nutrition health research and community services and DOHs. After sharing my learning objective, action plan, I found Logistic management division of LMD most appropriate for the practicum placement as per my objective. Informal meeting was done with the director of LMD and approval was taken for the further formal procedure

2.2 Steps to agree for practicum between organization, campus and students

- 1) At first request letter for recommendation letter for practicum placement in selected organization was given to the BIGD..
- 2) Request Letter written to Director General of DOHS for practicum placement in LMD and approved.

- 3) After receiving approval letter from the office of DG, Director of LMD had provided us opportunity for practicum placement formally.
- 4) Finally placement was held under procurement planning and contract management section and mentor from Host organization was assigned by chief of procurement planning and contract management section.
- 5) After sharing the learning objectives and action plan with the mentor from host organization and mentor form BIGD, final learning contract was developed.
- 6) After finalizing the learning contract between student, host organization and department it was submitted to coordinator of department, one copy was provided to department, one with student.

2.3 Study Area: Procurement planning and Contract management section, LMD, DOHS, Teku, and Kathmandu.

2.4 Study Duration: The study duration of the practicum was six weeks starting from 1st March 2020.

2.5 Technique used

Familiarization with organization: It was done by visiting the different section within LMD and interaction was done with chief of respective section and others staff to understand the role and responsibilities of the different sections.

Desk Review: Document having information about the LMD and its sections were reviewed. Public Procurement act 2063 and Public Procurement Regulation 2064 was reviewed for the better understanding of public procurement process.

Participation: Participatory approach was applied to learn the procedure of need assessment (demand analysis). Participation in meetings related to procurement planning and bidding was done along with Director of LMD, Section Chief and other staffs of LMD.

Key informant interview: KII was done with the chief of the Procurement Planning and Contract Management section for critical appraisal of procurement process and coordination mechanism.

Observation: Observation of various activities like bid opening, coordination within other section of LMD and between EDPs, teamwork between the staff members, chain of command within the organization was done to develop conceptual clarity and gain competency regarding procurement process.

Interaction: Interaction with mentors and other staff LMD was one of important way to understand the process of procurement .Continuous interaction and discussion was done with the mentor and chief of section to understand the procurement process.

Chapter 3: Activities of practicum

1. Familiarization with Organization: It was done by meeting director of LMD Mr. Chudamani Bhandari and visiting different section within LMD. Introduction was done with chief of respective section and others staff to understand the role and responsibilities of the different sections. Warehouse, store and cold chin room was visited. Various procedures of cold chain and vaccine management were observed.

2. Desk review:

- Review of Public procurement act 2063 and public procurement regulation 2064 was done to understand procurement process.

- LMD manual Organization & Roles, version 2.0, 28/02/2020 was reviewed to understand the organizational goal, Responsibilities of LMD's Procurement Management Section (including procurement/contracts).
 - To develop clear understanding about the procurement activities held under LMD, Manual Procurement Activities, version 2.0 , 28/02/2020 was reviewed
 - To develop insight about contract management process, Contract Management Activities, version 2.0,28/02/2020 was reviewed.
3. Assisted in documentation for Audit: All the announced quotations and name successful bidder were listed.
 4. Demand analysis: At first all the records of request form by different health facilities in 2074/75 were observed and the data was enter in Excel as per quantity, model of the equipment, name of the health facility and the approximate cost of equipment .Then data were analyzed to categorized as the top ten equipment that were requested from health facilities. Demand analysis was done to identify top ten equipment and most demanding health facilities. Further it was categorized as equipment requested from PHC, DHO, Regional Hospital, Zonal hospital and Central level tertiary hospital. This demand analysis help to understand what kind of instrument are most needed in different level of health facilities and what kind of instruments and up to which level of health facilities, LMD can provide equipment.
 5. Participation in bid opening: I was participated in bid opening along with the director of LMD, Chief of procurement section, procurement specialist, Procurement staff, other staff of LMD and bidders. I observed the throughout process of bid opening. Bid openings are public meetings and, space permitting, anyone is entitled to attend. At the time stated in the bidding documents (usually 12: 30 Nepal time), the bidders were invited back into the

building into the LMD meeting room on the ground floor. Bid opening meeting helped me to understand the standard process of bid opening and step to be taken.

6. Participation Pre-Bid meeting for drug procurement: I was participated in pre bid meeting conducted for drugs procurement. Director of LMD, chief of all sections of LMD, Senior consultant pharmacist of LMD, other staff of LMD and the interested national and international bidder were present in the meeting. Pre bid meeting was done to deal with queries of bidders to make them clear about the specification of the equipment or drugs and necessary documents and terms to be follow for the bidding. Meeting was focused about procuring quality drugs in effective cost.
7. Participation in Pre bid meeting for procurement of equipment: Another opportunity I got in LMD was to participate and observe the Pre bid meeting for the procurement of equipment. This meeting helped me to understand the difference between process of procurement of drugs and equipment. Biomedical engineer were responsible for the technical specification of the equipment. Director of LMD, chief of procurement section and contract management section, biomedical engineers were present in pre bid meeting of equipment. Both national and international bidders were present in the pre bid meeting.
8. Assisted in documentation for procurement of HMIS, LMIS tools and others: I assisted in preparing document for developing tender notice for the procurement of revised HMIS, LMIS and other tools. My mentor Mr. Deepak Adhikari, PHO of procurement section guided me throughout the document preparation. This activity includes specification of the HMIS, LMIS tools and quantity of the tools.

9. Participate in orientation program of PG student of community medicine of BPKIHS in procurement section: There was an orientation program about logistic management especially on procurement process, its strength and challenges. I participated in that orientation and interaction program as well. Orientation was focused on brief introduction about LMD, its role and functions in our health system. There was brief interaction about the procurement mechanism that LMD follow for the procurement of equipment .Interaction was done about the challenges faced by LMD due to delaying of budget etc.

10. Participation in logistic working group meeting: Meeting was conducted to share the work plan and activities of USAID's The Global Health Program – Procurement and Supply Management project (GHSC-PSM) with LMD and other support Partners of LMD. (GHSC-PSM) is an official project of the USAID implemented by Chemonics International and its consortium members. The purpose of GHSC-PSM is to ensure uninterrupted supplies of health commodities in support of USG-funded Supply Chain initiatives around the world.

11. Interaction with mentor about contract management: Interaction was done with the mentor of host organization to understand about contract management. After bidding, the contract management is another important part of procurement. The contract management phase is the period, which follows the signing of contract or purchase order with successful bidder.

12. Interaction with undersecretary of procurement and contract management section: Interaction was done with the chief of section Mr. Baburam Lamichhane sir to know the strengths and challenges of existing procurement process and coordination mechanism. Mr. Lamichhane explained briefly how procurement is done within LMD. He mentioned about

strengths of the existing procurement process and challenges need to overcome for timely procurement of health goods. He mentioned about the external support partners. He described about the role of the external partners in procurement process. He explained about the difficulties faced by the LMD in procurement, store management, need assessment etc.

Chapter 4: Findings

4.1 Findings from familiarization of organization: It was helpful to understand the organizational structure of LMD. The Logistics Management Division (LMD) was established under the Department of Health Services (DoHS) in 1993. It is a supporting division within the DOHS. LMD only provides support to those divisions directly under DoHS. It has four sections.

- Procurement and Contract Management section
- Planning and logistics Management Information System section
- Cold Chain and Vaccine Management Section
- Medical Store and General Store Section

About Cold Chain and Vaccine Management Section

It is one of the sections of LMD. Under secretary is the chief of this section under which there is one Supply Chain officer and two procurement specialist from support organization.

4.2 Findings from desk review:

Previously I was not aware about public procurement act and regulation. I did not know that health sector procurement also done under the public procurement act. I got to know that

procurement activities are carried as per public procurement act 2063 and public procurement regulations 2064. Public Procurement act was expedient to make legal provisions in order to make the procedures, processes and decisions relating to public procurement much more open, transparent, and objective and reliable. Any procurement of public entity should be made under this act. I got to know that public entity should be made annual and master procurement plan for the procurement as per the demand of the commodities and the available budget.

The Logistics Management Division's (LMD) procurement activities are based on the following general principles:

- Best value for money;
- Fairness, integrity and transparency and
- Effective international competition

LMD follow two mechanisms for procurement, Multi-year procurement and central bidding system. Procurement is done as per Consolidated annual master plan and 'Master Procurement Plan' (MPP). The MPP is developed, where procuring 'for a plan or project to be operated for a period more than one year or in making a procurement annually of an amount exceeding one hundred million Rupees and the CAPP is prepared as part of the estimated annual program and budget of the next fiscal year and cover the next fiscal year. Following the current practice, the LMD's Procurement Unit is responsible for drafting a consolidated CAPP for all entities under the MoH. Mostly procurement is done through National competitive bidding method, International competitive Bidding method or direct procurement. LMD is responsible for procurement of family planning commodities, neonatal and child health commodities HIV and AIDS commodities, vaccine, essential drugs and other medical equipment.

4.3 Findings from observation and participation:

Procurement of any drugs or equipment is done on the basis of demand from various health facilities and the available budget in the LMD. LMD's procurement activities begin with the development of a consolidated annual procurement plan (CAPP). The individual procurement activity has many elements, such as: development of the bidding document, the submissions of bids, the opening of bids, evaluation of the bids and finally the contract award) after the budgets have been approved for each of the divisions and centers. After signing the contracts with the supplier, the contract management phase starts. This phase involves completion of all issues related to the contract such as: performance securities, advance payments and the associated advance payment guarantees, oversight of the delivery process and finally the payment based on invoices from the suppliers. In addition, as a finalization of the contract management phase, there should be an evaluation of the entire procurement process for each procurement activity, including a supplier evaluation, with the purpose of learning lessons from what has taken place. Respective divisions are responsible for need assessment other than equipment and for providing LMD with generic technical specifications.

Participation in working group meeting provided opportunity to learn about new project on logistic management .GHSC-PSM is an official project of the United States Agency for International Development (USAID). GHSC-PSMs is specifically interested in responses to the request for information (RFI) that provide information on new and emerging software products for logistics management and basic management.

4.4 Findings on coordination and communication

LM D play supportive role for other division by procuring goods. There are both horizontal and vertical coordination exits between and within the other division of DOHS and section within LMD. External partners are supporting by providing human resource, to fulfill the

human resource gap within the LMD. Coordination and communication between other divisions and centers is necessary during development of annual procurement plan .DoHS' divisions and centers are responsible for providing their individual annual procurement plans in time for the coming fiscal year's procurement(type/specification, number or items/size of service, delivery date, and budget). For this, the LMD should develop a timetable for input, drafts, etc. DoHS' divisions and centers develop and provide LMD with the details of what they need by referring to the technical specifications in the Technical Specification Bank. LMD should call a meeting with the DoHS Divisions and Centers and try to reach a consensus of product selection. Major supporting partner of LMD are USAID, UNICEF, UNFPA, NHSSP etc.

4.5 Findings of Demand analysis:

Demand analysis was done to find top ten equipment frequently asked by the different level of health facilities. It was also done to identify the type of equipment necessary to the peripheral level health facilities and tertiary level health facilities. Top ten equipment were identified on the basis of quantity of the equipment demanded, number of health facilities demanded, cost of the equipment .As per analysis, USG machine was most asked equipment from health facilities of peripheral level to central level followed by ECG machine. These findings also help us to know that services provided by the health facilities are being more advance in the peripheral level also.

4.6 Findings from participation in pre bid meeting:

Pre bid meeting was done to address the bidder's queries regarding Bidding Document, specification of the goods and other queries. All the interested bidders participate in the meeting and interact with procurement staff or other technical staff supporting procurement

process of LMD to clarify their queries. The purchaser may organize a pre-bid meeting of Bidders at least fifteen (15) days before the deadline for submission of Bids at the place, date and time as specified in the BDS to provide information relating to Bidding Documents, Technical specifications and the like matters.

During the pre-bid meeting, I found there were many queries and confusion among bidders regarding cost, pharmacopeia of drugs to be procured and the documents to be submitted by the national and international bidders. Interaction between senior pharmacy consultant, procurement specialist, and other staff of the procurement section and bidders felt need of amendment in bidding documents. Such pre bidding meeting helps to procure the quality goods from the eligible bidder in effective cost.

4.7 Findings from interaction regarding strengths and challenges of the Existing procurement Process:

Strengths:

- Procurement done by systematic process
- Transparency and no misuse of budget
- Open for any eligible bidders, competitive bidding
- Initiation of E-Bidding
- Clearly defined responsibilities of wings, sections and managers

Challenges

- Long process
- Procurement act is not clear
- Delaying in payment to the suppliers
- Decreasing the number of bidders may decrease the quality of goods due to remaining no option

- Lack of skilled human resource in procurement section.

Recommendation

- Process should make short
- Use of frame work contract
- Decentralization of procurement activities
- Fulfillment of vacant post
- Make availability of human resource like pharmacist ,biomedical engineer

CHAPTER 5: LEARNING REFLECTION

Practicum for the MPSM program in BIGD has designed for the students to practically apply the theoretical knowledge acquired from academic session in different institutions to understand organizational behavior and gain managerial competencies to work in an organizational setting. It provided the opportunity to enhance knowledge and skill and helped to build my communication skill as well.

Logistic management was always been very tough for me to understand. But practicum placement in logistic management division helped me to have conceptual clarity about logistic

cycle mostly procurement process and to observe the government system very closely. I had got opportunity to participate in various activities related to procurement. It helped to develop insight that procurement is a systematic process and bounded by public procurement act and regulation. Practicum placement helped me to understand the chain of command, role of the various cadres of the staff in procurement process .i.e. role procurement officers, biomedical engineers.

During practicum placement, I got opportunity to participate in various activities related to procurement like developing bidding documents, participated in bid opening and pre bid meeting .It helps me to understand how actually bidding is done, who are eligible for the bidding. I got opportunity to know how the need is prioritized for the procurement. I understood the role of Logistic management information system and its linkage with the procurement process.

I got opportunity to closely observe and understand the coordination between the other division of DOHS and coordination within the other sections of the LMD. Along with this I learned about the role of external partners and their support in logistic management system.

Practicum placement in LMD was a huge opportunity to develop my interpersonal skill and was helpful in my professional growth as well.

Chapter 6: Conclusion and Recommendation

6.1 Conclusion:

Practicum as a course in MPSM in final semester found to be very helpful for the professional growth of the student. It helped to develop the managerial skill of the student and provide opportunity to learn and apply their academically acquired knowledge in their interest of field. Student can select the organization for practicum placement according to their interest which is really incredible .Exploring host organization help to build the communication skill and leadership quality among student. Practicum helps students to get exposed to the organizational environment .Some difficulties were faced during exploration of host organization might be due to new nature of the practicum. It is necessary to share the curricular objective of practicum with some potential organization which may provide opportunity practicum placement.

References:

1. DOHs annual report,2074/75
2. LMD Operational manual Chapter 2,Organisation & Roles, version 2.0, 28/02/2020
(*dohslmd.gov.np*)
3. Consolidated Annual Procurement Plan, version 2.0 - 28/02/2020
4. Procurement Activities, version 2.0 - 28/02/2020
5. Contract Management Activities, version 2.0 - 28/02/2020
6. Public procurement Act 2063

Appendix A

Gantt chart

ID	Task Mode	Task Name	Start	Finish	Gantt Chart (Mar 1, '20 to Apr 12, '20)						
1	?				[Gantt Chart: Mar 1, '20 (S), Mar 2, '20 (S), Mar 3, '20 (M), Mar 4, '20 (T), Mar 5, '20 (W), Mar 6, '20 (T), Mar 7, '20 (F)]						
2	★	Prepare and finalize learning contract	Sun 3/1/20	Tue 3/3/20	[Gantt Chart: Mar 1, '20 (S) to Mar 2, '20 (S)]						
3	★	Familiarization with the organization	Wed 3/4/20	Mon 3/9/20	[Gantt Chart: Mar 4, '20 (T) to Mar 5, '20 (W)]						
4	★	Desk review on existing plan, policy, act related to procurement	Tue 3/10/20	Mon 3/16/20	[Gantt Chart: Mar 10, '20 (M) to Mar 11, '20 (T)]						
5	★	Observation and participation in relevant activities	Tue 3/17/20	Mon 3/30/20	[Gantt Chart: Mar 17, '20 (M) to Mar 18, '20 (T)]						
6	★	Key informant interview with concerned staffs	Wed 4/1/20	Fri 4/3/20	[Gantt Chart: Mar 24, '20 (W) to Mar 25, '20 (T)]						
7	★	Analysis of the data obtained and identification of the gaps and generating ideas to bridge them	Sun 4/5/20	Wed 4/8/20	[Gantt Chart: Mar 28, '20 (S) to Mar 29, '20 (S)]						
8	★	Documentation and reporting of activities	Thu 4/9/20	Sun 4/12/20	[Gantt Chart: Mar 31, '20 (F) to Apr 1, '20 (S)]						
9	★	Report preparation and Submission	Mon 4/13/20	Thu 4/16/20	[Gantt Chart: Apr 4, '20 (W) to Apr 5, '20 (T)]						

Project: Bijaya_Action Plan Date: Tue 3/3/20	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

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Appendix-B

Requesting and Authorization letter to/from DG, DoHS

ज.सं. ३५
१११२१
दिनांक: ०१/०३/२०२०

March 01, 2020

To
The Director General
Department of Health Services
Teku, Kathmandu, Nepal

श्री. अशोक शर्मा
अ.स. ०६३

Subject: Application for practicum placement

कार्यस्थान नं. १११२१
बता नं.: १५५५
फैला: ०६३१११२१

Dear Sir

I am Bijaya Dhakal, studying Masters of Procurement and Supply Management (MPSM) 6th semester at BRAC Institute of Governance and Development, BRAC University, Dhaka, Bangladesh. As per the requirement of course objective, we are assigned to do practicum for 6 to 8 weeks during the period of 1st March to 30th April, 2020 as partial fulfilment for the MPSM degree, with an objective to gain a deeper understanding of supply chain theory and practice by examining how particular theories relate to real-world situations or how particular theories offer advantages over others.

While exploring potential host organizations for my practicum placement, I found Department of Health Services most suitable for me with a broad scope of learning. I am interested to be placed in Logistics Management Section for my practicum as I am willing to develop and enhance my knowledge and skill about logistics management system. An efficient management of logistics is crucial for effective and efficient delivery of health services as well as ensuring rights of citizens of having quality of health care services. So I would like to have more knowledge on logistics planning for procurement, storage and distribution of essential health care commodities, monitoring and supervision process from different levels, Logistics Management Information System (LMIS), (web based LMIS) and Equipment/Expendable Items Inventory System.

श्री. अशोक शर्मा
अ.स. ०६३
०१/०३/२०२०
Sincerely,
Bijaya Dhakal

Therefore, I would like to kindly request you for granting me an opportunity to be placed as a MPSM candidate in Logistics Management Section, Department of Health Services.

Sincerely,
Bijaya Dhakal
MPSM 6th Semester
BRAC Institute of Governance and Development, BRAC university, Dhaka