PROCUREMENT STRUCTURE in MoH Minister of Health **Procurement Assistance: Procurement System:** PA's Role and Tasks: Chief Dir. MoH MoH's Role and Tasks Formal Output > etc.>>> Comprehensive Proc. Results > **Procurement** Director of (PPME) Other <Procurement Assistance Operations> **Procurement** CIMU (works) Directorates Agent << Finalised Proc. Information < < Formal Inputs by DoP/PU **ICB Threshold** MAIN TASK: **EXECUTIVE** PROCUREMENT: ICB + NCB, Other? PU PU ΡU No Procurem. partner SSDM **EMU** No Thresholds **NCB Threshold** SUPPORT own PUs Proc. Planning Support and informal Information as basis contacts with: (a) Division Heads/ Annual Plan by: Quasi Govt. **Teaching Specialised** Independent **Ghana Health** (a) Division Heads/ Hosp. Boards **Hospitals Hospitals Hospitals** Hospitals Service Hosp. Boards; (b) Programme (b) Programme Managers (c) Units, also in Managers CHAG Univ. Korle Bu Psychia-**PPME** Responsible for all techn. advice! tric Hosp Hospital TH (Missions) (d) BMCs Units + BMCs: Gather Proc. Prepare Proc. Man. Inf. System (PMIS) ICD Information Police Komfo Radio-Private Regular Contacts on: Proc. Planning Hospital Anokye H therapy Hospitals -- Proc. Information All Proc. Info from -- Process / Progress BMCs to PMs and Armv Tamale Plastic PHD -- Evaluation and Units. Compiled Surgery TH Hospital Participation. plans from PMs to -- Assess / Identify Division Managers; **Training Needs** then to SSDM Cardio-RHA MoH/ AGENCIES' ROLE OTHER ROLES of PA: Thoraxic -Procurement Plan -Timely Proc-Plan per FY -Develop/Execute training **Pediatric** (HASS) HRDD -Uniform Planning Method Hosp. -Support / Facilitation EMU I -Guide Data Collection -Improve access to proc. -Discipline in completion in FD methods for all levels. time and terminology SSDM (Fin + Aud) -Introduce Use of PMIS -Promote Use of PMIS

DESCRIPTIVE PAGE / CLARIFYING NOTES ON "OPERATIONAL CHART" OF THE PROCUREMENT STRUCTURE IN MOH

General:

- 1. THE STRUCTURE CHART IS TO BE SEEN AS AN OPERTIONAL CHART ON THE PROCUREMENT PROCESS ONLY! LOCATION OF THE DIFFERENT BODIES / ENTITIES IN THE CHART DOES NOT INDICATE ANY HIERARCHIC ORDER.
- 2. MAIN PRINCIPLE: HEALTH STRUCTURE FEEDS PROCUREMENT AGENT (PA) WITH CONSISTENT, COMPILED PROCUREMENT NEEDS ALL LEVELS:
 - a. All buying entities (From Teaching Hospitals' PUs / the SSDM or Capital investment Units to the Health Centre) work along same lines!
 - b. Major procurement information

Refer back to Inception Workshop of January 2005:

Major emphasis upon good co-ordination, co-operation and strengthening the ownership of MoH.

Lines of communication and command, through the Directorate of Procurement and Supplies and related processes, to be known within entire Health Structure. Main instruments are:

· Procurement Plans,

for which the

Standardised Procurement Data collection

and

Procurement Management Information System

are the envisaged tools.

- 3. The right side column summarises tasks and agreed responsibilities of the Ministry of Health' Procurement Entities and other formal bodies;
 - a. **Main Tasks**: All levels to provide consistent procurement information as basis for Proc-Plans. The PA-tasks under (2.b) here above refer;
 - b. Support Tasks: "Normal" management roles at all levels of Health Structure. Senior levels support consistent procurement planning all BMCs;
 - c. **Development:** Newly introduced, uniform procurement planning methods followed in time, terminology and in compliance with PMIS set up;

d.

- 4. The **left** side column summarises the tasks and agreed responsibilities of the **Procurement Agent**:
 - a. Main Tasks: Procurement at ICB and NCB level; if relevant/requested, execute purchasing (e.g. pooled procurement) for various BMCs);
 - b. Support Tasks: Facilitate the strengthening of procurement at all levels of Health Structure, include data collection and procurement planning;
 - c. **Development**: Uniform terminology, coding of items and activities maintained as basis for Procurement information system/Proc-Plans;
 - d. **Training Options**: Assessment/Identification of training needs as basis for capacity building at different levels and of different nature;
- 5. The central field in the diagram lays down the main patterns of the Health Structure, where the different main branches have a Procurement Unit. Purchases via methods that range from direct procurement / three quotations to the National Competitive Bidding could be handled by those units.

 Also at these levels, assistance of the PA can be sought. The assistance could range from the envisaged outsourcing to assigning the procurement task to the

PA. The contacts with the PA could be informal as long as the information and the work assignments pass through the DoP. **Notes**:

- (a) Differentiation in the thresholds for the divisions and directorates could occur in cases of capital investment. See the two units in the GHS structure and the MoH divisions (HASS and PPME respectively).
- (b) Detailing of "Procurement lines of communication and co-ordination" within the MoH structure are under way to be detailed as basis for transparent operations.