

**Government of the People's Republic of Bangladesh**  
**Bangladesh Regional Connectivity Project-1 (BRCP)**  
**Ministry of Commerce**  
 Level-12 (West side), Probashi Kollayn Bhaban  
 71-72 Eskaton Garden Road, Dhaka-1000

Memo No: 26.00.0000.066.11.003.18- 224

Dated: 29/07/2020

**Request for Expressions of Interest (EOI) Individual Consultants**

<b>General Information</b>		
1.	Ministry/ Division	Ministry of Commerce
2.	Agency	WTO Cell, Ministry of Commerce
3.	Name of Procuring Entity	Bangladesh Regional Connectivity Project-1 (BRCP-1)
4.	Procuring Entity Code	2230029
5.	Procuring Entity District	Dhaka
6.	Expression of Interest for	<b>Procurement Specialist.</b>
7.	EOI Ref No.	26.00.0000.066.11.003.18- (SD-4)
8.	Date (dd/mm/yyyy)	29/07/2020
<b>Key Information</b>		
9.	Procurement Sub-method	ICS
<b>Funding Information</b>		
10.	Budget and Source of Funds	Development Budget
11.	Development Partners (if applicable)	IDA
<b>Particular Information</b>		
12.	Project/ Programme Code	2230029
13.	Project/ Programme Name	Bangladesh Regional Connectivity Project-1 (BRCP)
14.	EOI Closing Date and Time	19/08/2019 up to 12.30 PM
<b>Information for Applicant</b>		
15.	Brief Description of the Assignment	Procurement Specialist: The PS will work as a full-time member of the procurement team in PIU, and will be responsible for assisting Project Director so that the procurements are done as per the relevant guidelines. The PS will have a significant role in assuring the integrity, fairness, and overall quality of procurement in conformance with the requirements of the guidelines of the World Bank and the procurement laws of Bangladesh. He should not have any conflict of interest while working and should keep all the project information confidential.
16.	Experience, Resource & Delivery Capacity Required	Procurement Specialist: The Procurement Consultant's qualification will be at least Bachelor's degree in Engineering, Masters in Procurement /Supply Chain Management, Law, Commerce, Finance, or Business Administration; Advanced academic / professional qualifications in procurement from recognized institutes will be added advantage; Minimum 7 years procurement experience with a Government/ Public Enterprise/ NGO/ Consulting/Project Advisory / National or International Bank or Financial Institution/ UN agencies, World Bank, ADB or have had responsibilities with a substantial content of his /her position in the procurement area; Specialized knowledge of procurement of goods; selection/ contracting of consultant services; preparation of bidding / contract documents of goods, works, services; etc; Basic knowledge and understanding of e-Government Procurement (e-GP) including PPA and PPR; Knowledge and experience in technical, commercial and legal aspects of procurement of the World Bank- financed project will be an added advantage; Strong communication skills in presenting, discussing and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team; Excellent communications skills in English including for general communication, negotiation and writing report; Experience in organizing and conducting capacity building programs on procurement and contract management will be an added advantage.



17.	Other Details	The attention of interested Consultants is drawn to paragraphs 3.14 to 3.18 of the World Bank Group's Procurement Regulations for IPF Borrowers, Procurement in Investment Project Financing, Goods, Works, Non-Consulting and Consulting Services, July 2016 ("Procurement Regulations"), setting forth the World Bank Group's policy on conflict of interest. A Consultant will be selected in accordance with procedures for recruiting Individual Consultants set out in the Procurement Regulations. A copy of the terms of reference (TOR) and necessary forms of the assignment may be obtained from the address below during 09:00 to 17:00 hours or downloaded from the Ministry of Commerce website at: <a href="http://www.mincom.gov.bd">www.mincom.gov.bd</a> & Project website at: <a href="http://www.brpcp-1.gov.bd">www.brpcp-1.gov.bd</a> . EOI shall be submitted on or before <b>19/08/2019</b> at <b>12:30 pm</b> in sealed envelope delivered to the undersigned and be clearly marked "Request for Expressions of Interest for Selection of [Name of the position]. Necessary documents in support of educational qualifications and experience & skills shall have to be submitted for Individual Consultants.
<b>Procuring Entity Details</b>		
18.	Name & Designation of the Official Inviting EOI	Md. Mijanur Rahman, Project Director (Joint Secretary)
19.	Address of the Official Inviting EOI	Level-12 (West side), Probashi Kollayn Bhaban, 71-72 Eskaton Garden Road, Dhaka-1000
20.	Contact Details of the Official Inviting EOI	Tel. No.: +02-55138022; e-mail: <a href="mailto:pdbrcp1moc@gmail.com">pdbrcp1moc@gmail.com</a>
21.	The Procuring Entity reserves the right to accept or reject any/ all EOI's without showing reason whatsoever.	

  
 Md. Mijanur Rahman  
 Project Director (Joint Secretary)  
 Bangladesh Regional Connectivity Project-1  
 Email: [pdbrcp1moc@gmail.com](mailto:pdbrcp1moc@gmail.com)  
 Phone: 55138022

# BANGLADESH REGIONAL CONNECTIVITY PROJECT -1 (P154580)

## Terms of Reference for Consulting Services

### PROCUREMENT SPECIALIST (MOC-SD-4)

#### 1. Introduction and Background

The Government of The People's Republic of Bangladesh has received an SDR 150 million Credit from the International Development Association (IDA) – a member of the World Bank Group – for financing the cost of the *Bangladesh Regional Connectivity Project 1 (BRCP-1)*, being jointly implemented by the Bangladesh Land Port Authority (BLPA), National Board of Revenue (NBR) and Ministry of Commerce. Now the WTO Cell in the Ministry of Commerce (MOC) intends to apply part of the IDA Credit for procuring the services of a Procurement Specialist (PS) for its Project Implementation Unit (PIU).

The Project Development Objective is to improve conditions for trade through improving connectivity, reducing logistics bottlenecks and supporting the adoption of modern approaches to border management and trade facilitation.

The Project consists of three (3) major components of which the below component will be implemented by MOC:

*Component 2: Enhance trade sector coordination and economic empowerment and opportunities in trade for women* is further sub-divided into the following 3 sub-components:

*Component 2a: Develop (pilot) programs to support female traders and entrepreneurs.* This component will pilot activities to help address barriers to women becoming more integrated into regional and global supply chains and trading opportunities.

*Component 2b: Capacity Development Support for the National Trade and Transport Facilitation Committee.* The inter-ministerial National Trade and Transport Facilitation Committee (NTTFC) has been set up during the preparation of the proposed Project to coordinate all trade and transport-related policies and activities in Bangladesh, and will also serve as the Advisory Committee for the Project.

*Component 2c: Improvements to Bangladesh Trade Portal and setting up a National Enquiry Point for Trade.* The Bangladesh Trade Portal (BTP) was launched in March 2016. This component will support further enhancements to the BTP to expand its functionality to include information of relevance to potential Bangladesh exporters and to ensure that content is kept up to date. This component will also set up the National Enquiry Point for Trade, which will help Bangladesh to meet a key requirement of WTO Trade Facilitation Agreement.

#### 2. Objective

The objective of the assignment is to: (i) support WTO Cell of MOC for all procurement process starting from bidding document preparation to award the contract and (ii) closely monitor the contract management process of the signed contracts of MOC on behalf Project Director for proper integration of the project.

#### 3. Scope of Services

The PS will work as a full-time member of the procurement team in PIU, and will be responsible for assisting Project Director so that the procurements are done as per the relevant guidelines. The PS will have a significant role in assuring the integrity, fairness, and overall quality of procurement in conformance with the requirements of the guidelines of the World Bank and the procurement laws of Bangladesh. He should not have any conflict of interest while working and should keep all the project information confidential.

The PS will carry out the following main activities:

- a) Develop procurement plan for goods and services under the project, and update the Plan as and when needed (at least quarterly) through the Bank's Systematic Tracking of Procurement Exchanges system (STEP). Upload and update the procurement transactions using STEP.
- b) Prepare drafts to Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Bidding Document, Request for Proposals (RFP) and Pre-Bid Meeting Minutes as per World Bank Procurement Regulations;



- c) Guide and conduct procurement in accordance with World Bank Procurement Regulations for IPF Borrowers” (July 2016) (“Procurement Regulations”) the Bank’s Systematic Tracking and Exchanges in Procurement (STEP) system will be used to prepare, clear and update Procurement Plans and conduct all procurement transactions for the Project;
- d) Take part, as a member of evaluation committees;
- e) Provide timely advice to PIU in making submissions for Letter of No Objection at World Bank, help PIU on necessary documentation and revision of the submissions as advised by the Bank officials.
- f) Help PIU to address the procurement related complaints, which will include (a) review of the complaints vis-à-vis the respective procurement processes and documents, and (b) participation in discussions that PIU members may have with complainants.
- g) Provide advice and training to PIU members on World Bank New Procurement Framework (NPF) and procurement related matters, on need basis as a part of the institutional capacity building of BLPA;
- h) Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process of the Government and bring any slippage of activities immediately to the attention of the PD.
- i) Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to IDA for review.
- j) Assist in preparing TORs and associated documents for other consultants, as appropriate.
- k) Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.
- l) Conduct site visits and verify supervision consultant’s (if any) periodic reports on physical progress.
- m) Prepare contract management checklist and suggest improvement on contract administration by different contractors at different sites.
- n) Report any possibility of contract variation.
- o) Report on implementation of sustainability factors in procurement and contract management, including economic, social and environmental considerations.
- p) Conduct procurement activities under the project using CPTU’s e-GP portal as applicable.
- q) Any other task assigned by the Project Director/project management as and when required

#### 4. Duration

Duration of the consultancy services would be for 18 (eighteen) months, to be renewed annually based on performance.

#### 5. Institutional Arrangement:

The Consultant will work under direct control of the Project Director. The Consultant will report directly to the Project Director with close collaboration with other officials of the Project. The Consultant shall be accountable to the Project Director for his day to day activities.

#### 6. Reporting Obligations:

- (1) Monthly Activity Report
- (2) Quarterly Summarized report
- (3) Final Report.


#### 7. Education and Experience

- The Procurement Consultant's qualification will be at least Bachelor’s degree in Engineering, Masters in Procurement /Supply Chain Management, Law, Commerce, Finance, or Business Administration.
- Advanced academic / professional qualifications in procurement from recognized institutes will be added advantage.
- Minimum 7 years procurement experience with a Government/ Public Enterprise/ NGO/ Consulting/Project Advisory / National or International Bank or Financial Institution/ UN agencies, World Bank, ADB or have had responsibilities with a substantial content of his /her position in the procurement area.

- Specialized knowledge of procurement of goods; selection/ contracting of consultant services; preparation of bidding / contract documents of goods, works, services; etc.
- Basic knowledge and understanding of e-Government Procurement (e-GP) including PPA and PPR.
- Knowledge and experience in technical, commercial and legal aspects of procurement of the World Bank- financed project will be an added advantage.
- Strong communication skills in presenting, discussing and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team.
- Excellent communications skills in English including for general communication, negotiation and writing report.
- Experience in organizing and conducting capacity building programs on procurement and contract management will be an added advantage.

#### 8. Selection Method

Selection of the PS will follow the procedures for selecting Individual Consultants described in the World Bank's Procurement Regulation for IPF Borrowers, July 2016.

  
29.7.20

Md. Mijanur Rahman  
Project Director (Joint Secretary)  
Bangladesh Regional Connectivity Project-1  
Ministry of Commerce

# Form A. Application Submission

[Location: dd/mm/yy]

To:

The Project Director  
Bangladesh Regional Connectivity Project-1  
WTO Cell, Ministry of Commerce  
Level-12 (West side), Probasi Kollayan Bhaban  
71-72 Old Elephant Road, Eskaton Garden, Dhaka-1000

Dear Sirs:

I am hereby submitting my Application to provide the consulting Services for **Procurement Specialist** in strict accordance with your Request for Application dated **29-07-2020**

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in associated with this procurement.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the 01-10-2020.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

Attachment:



## **Application Forms**

Form A : Application Submission Form

Form B : CV of the Applicant

Form C: Remuneration and Reimbursable

A handwritten signature or mark, possibly initials, consisting of a stylized 'S' and a horizontal line extending to the right.

## Form B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>		
2	NAME OF PERSON :	<i>[state full name]</i>		
3	DATE OF BIRTH :	<i>[ dd/mm/yy]</i>		
4	NATIONALITY :			
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>		
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>		
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>		
8	LANGUAGES & DEGREE OF PROFICIENCY	<u>Language</u> <i>e.g. English</i>	<u>Speaking</u> <i>Fluent</i>	<u>Reading</u> <i>Excellent</i>
			<u>Writing</u> <i>Excellent</i>	
9	COUNTRIES OF WORK EXPERIENCE			
10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>	<p><i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i></p> <p><i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i></p>		
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>	
	EMPLOYER 2	FROM:	TO:	
	EMPLOYER 3	FROM:	TO:	
	EMPLOYER 4 (etc)	FROM:	TO:	

*[Handwritten signature]*



11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT

*[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].*

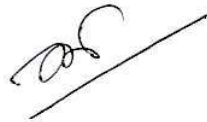
12 COMPUTER SKILL

**CERTIFICATION**

*[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing dd / mm / yyyy			



## Form C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations.

**(1) Remuneration**

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

**Note: A month consists of 30 calendar days.**

**(2) Reimbursable (as applicable)**

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses ( <i>to be listed</i> )			
		Sub-total	

CONTRACT CEILING (1) + (2)	
----------------------------	--

