

Terms of Reference
for
Selection of Individual Procurement Specialist

Project 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. 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: Support for the National Trade Facilitation Committee. The inter-ministerial National Trade Facilitation Committee (NTFC) has been set up 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.

One (01) qualified **Individual Procurement Consultant** is required to be engaged under Project Implementation Unit (PIU), WTO Cell in the Ministry of Commerce (MOC). The World Bank's 'Procurement Regulations for IPF Borrowers (July 2016, Revised November 2020)' will be followed for all procurement to be undertaken under the BRCP-1 project, including this selection of Individual Procurement Consultant.

The Responsibilities/ Accountabilities of Procurement Specialist includes, but not limited to, the following:

- 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, working in collaboration with technical staff, consultants, and Project Director (PD) of the project;
- c) Guide and conduct procurement in accordance with World Bank Procurement Regulations for IPF Borrowers" (July 2016, Revised November 2020) ("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) Participating as member of the bid/proposal evaluation committee in evaluation of bids/proposals including following up with Technical Evaluation Committees, compiling and consolidating bid/proposal evaluation reports prepared by the bid evaluation committee before submission to the approving authorities;
- e) Guiding and advising the concerned government officials involved with procurement in ensuring that all procurement financed under the project is carried out according to the applicable World Bank Procurement Regulations.
- f) Reviewing and anticipating potential issues on procurement or any other issues and bringing to the attention of the PD
- g) Monitoring and keeping track of the deliverables during implementation of goods/works/consultant contracts.
- h) Building capacity and transferring knowledge to GoB and local staff on procurement by providing regular structured/classroom and hands-on/practical training to a specified number of government staff to be designated by MOC, with the objective that the specified staff acquire adequate procurement knowledge and hands-on experience to be able to independently carry out the routine procurement tasks by the end of the consultant's contract
- i) 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.
- j) 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.
- k) Monitoring the procurement processes to ensure compliance with the approved procurement plan and preparing procurement progress reports on the progress of each procurement package, identifying any bottlenecks and recommending measures for resolution. Submitting monthly, semi-annual, and annual progress reports and other required reports for the Government and bring any slippage of activities immediately to the attention of the PD.
- l) Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.
- m) Responsible for all type of contract variation and amendment.
- n) Conduct procurement activities under the project using CPTU's e-GP portal as applicable.
- o) Any other task assigned by the Project Director/project management as and when required.

Qualification and Experience Requirements:

a. Academic:

- i. The Procurement Consultant's qualification will be at least Bachelor's degree in Engineering or Masters in Procurement/Finance/Supply Chain Management/ /Law/Commerce/ Business Administration or any other relevant subjects.
- ii. Professional certifications/degree in Procurement from any recognized institution will be given preference.



b. Experience :

- i. At least total 07 (Seven) years of experience in carrying out Public Procurement with primary responsibilities and substantial content of his/her position in practical application of internationally accepted procurement and contracting procedures and documents for works, goods and services.
- ii. Of which at least 03 (Three) years of experience in managing internationally/nationally competitive procurement under projects funded by multilateral organizations such as ADB/AIIB and World Bank.
- iii. Hands-on experience in managing all steps in the procurement process, including procurement planning, preparation of bidding/contract documents, bid/proposal evaluation, contract award and implementation monitoring, of internationally/nationally competitive procurement of goods, works and consultant services.
- iv. Proven experience in conducting procurement related activities as per Government's procurement Rule/Act.
- v. Analytical capability in identifying and resolving procurement issues.
- vi. Strong coordination and communications skills in presenting, discussing and resolving difficult issues. Excellent computer skills.
- vii. Hands on experience in STEP.
- viii. During the term of the contract the consultant shall not be associated with any other Government agency, consulting firm or private business entities.
- ix. Individuals who are currently working full-time at any World Bank funded project and have a contract validity period of more than 6 (six) months are not eligible for this position.

Deliverables

The key deliverables of the PS will be:

- Complete and regularly updated Procurement Plans.
- Procurement, contract documents (REOI, RFQ, RFP, bidding documents, Contracts etc.) and revision of contract documents
- Design and provide necessary training to project personnel and associated stakeholders on procurement
- Reporting:
 - Monthly Activity Report
 - Quarterly Summarized report
 - Final Report.
- Procurement documentation and records are systematically maintained so as to be readily available for review and audit.

Duration of employment and Place of Work:

- Duration of the consultancy services would be for around 12 (Twelve) months.
- Duty Station: BRCP-1 project office located at Dhaka. However, the consultant needs to travel in other places of the country if needed.

Selection Method: Selection of the consultant will follow the World Bank's procedures for 'Open Competitive Selection of Individual Consultants' described in the 'Procurement Regulations for IPF Borrowers (July 2016, Revised November 2020)'.

