

Government of the People's Republic of Bangladesh
Local Government Engineering Department
Program for Supporting Rural Bridges (SupRB)

Terms of Reference(ToR)
for
Procurement Specialist
(Package No. SD 9-R)

1. Background of the Program:

The Government of Bangladesh has received a loan from the World Bank (WB) toward the cost of the program titled "Program for Supporting Rural Bridges (SupRB)". The program will be implemented by the Local Government Engineering Department (LGED) through the Project Director's Office (PMU) and contract administration of civil works will be carried out by LGED District/Upazila offices. The program will be implemented in total 61 districts out of 64 districts of the country, except three hill districts at a cost of USD\$614million.

The program Components include (i) Major and minor maintenance of 85,000 meters of bridges, rehabilitation of 24,000 meters of bridges, Capacity Expansion (Widened) of 5000 meters of rural bridges, replacement or newly construction of 20,000 meters of bridges, technical, fiduciary, procurement, social and environmental capacity improvement of LGED including design and implementation of climate resilient bridges, and establishment and operationalize of Grievance Redress System (GRS). This program will provide continuous connectivity between agricultural production areas, growth center and rural markets located in the program area and enhance earnings opportunities creating uninterrupted access to the commercial institution and basic services like health and education of the rural poor. The impact of the program will be reduced poverty in the intervention area.

To support the procurement and contract management activities of the program one Procurement Specialist will be hired as individual consultant

2. Objectives of the Assignment

The objective of the assignment is to: (i) support PMU for all procurement process starting from bidding document preparation including procurement plan to award the contract (ii) closely Monitor procurement and contract management and (iii) prepare training materials and contribute to the training of relevant LGED staff and Contractors on procurement and contract management.

3. Overall Scope of Services

The Procurement Specialist will work as a full-time member of the procurement team in PMU, and will be responsible for assisting the program so that the procurements are done as per the relevant guidelines/ regulations. The Procurement Specialist 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.

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4. Major Roles and Responsibilities

The roles and responsibilities of the consultant shall include but not limited to the following tasks;

- a) Developing procurement plan for the project in consultant with the PIU
- b) Monitoring and updating the procurement plan on a continuous basis.
- c) Preparing Procurement documents (Request for Expressions of Interest, Request for Proposal/bidding documents etc.) working in collaboration with technical staff, consultants, and Project Director (PD)/Deputy Project Director (DPD) of the project.
- d) Participating in pre-bid/pre-proposal bid meetings and bid/proposal opening meetings.
- e) 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.
- f) 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,
- g) Guiding and advising the concerned government officials involved in procurement and contract management in ensuring that all procurement financed under the SupRB project is carried out according to the applicable World Bank Procurement Regulations.
- h) Reviewing and anticipating potential issues on procurement, contract management or any other issues and bringing those to the attention of the PD
- i) Monitoring and keeping track of the deliverables during implementation of goods/works/consultant contracts.
- j) 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 LGED, with the objective that the specified staff acquire adequate procurement and contract management knowledge and hands-on

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experience to be able to independently carry out the routine procurement tasks by the end of the consultant's contract.

- k) Participating in meetings and committees related to the project management and delivering opinions on procurement and contract management issues and making relevant recommendations to the Project Director to inform his decisions (where applicable)
- l) Any other task associated with procurement and contract management in this Project assigned by the Project Director

5. Duration of the Assignment

Duration of the assignment will be 17 (seventeen) months. It is expected to start from February 2024 and will continue up to June, 2025.

6. Required Qualification and Experience:

Educational Qualifications:

- At least Bachelors in Engineering, or Masters in procurement/commerce/business management or other relevant fields.
- Professional certifications/degree in Procurement and contract management from any recognized institution will be given preference.

Experience:

- At least total 12 (Twelve) years 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
- Of which at least 05 (Five) years experience in managing internationally competitive procurement of large scale and complex civil works under projects funded by multilateral organizations such as ADB/AIIB and particularly World Bank.
- 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 competitive procurement of goods, works and consultant services.
- understanding of Government's procurement Rule/Act;
- analytical capability in identifying and resolving procurement issues
- Strong coordination and communications skills in presenting, discussing and resolving difficult issues.

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- Ability to work efficiently and effectively in a multidisciplinary team.
- Excellent computer skills.
- Excellent English writing and speaking ability.
- During the term of the contract the consultant shall not be associated with any other Government agency, consulting firm or private business entities
- Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but if they are selected they will be required before signing the proposed contract to provide documentary evidence of having satisfactorily complied with their existing contract's requirements with respect to early termination of the contract by the consultant, including advance notice period, to avoid disruption in implementation of that project.

7. Institutional arrangements

The individual Consultant will work directly with the Project director of the 'Program for Supporting the Rural Bridge program') and support the officials and staff of LGED at LGED district in the program area, and at PMU LGED Headquarters, in order to achieve the objectives of the program.

8. Logistics and Facilities provided by Client

LGED may provide Computer/Laptop, printer and necessary consumables. LGED also provide office accommodation and necessary support staffs like computer operator, Office support staff. All payments of necessary support staffs will be made from specialist monthly payment as reimbursable item.

9. Deliverable Requirements

The key deliverables of the PC will be:

- Complete and regularly updated Procurement Plans.
- Procurement and contract documents (REOI, RFQ, RFP, bidding documents, Contracts etc.)
- Training program and material for procurement training of specified number of government staff designated by LGED, quarterly reports on the trainings provided by the consultant and the learning progress of each staff. Consultant's performance at the end of the contract will include an assessment of the knowledge and capability of the designated government officials for independently carrying out the routine procurement tasks by the end of the consultant's contract.

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- Monthly, semi- annual, and annual procurement progress reports based on format to be agreed with LGED in consultation World Bank.
- Quarterly Monitoring reports of deliverables of works, goods and consulting services contracts (progress, quality, completion etc.)
- Procurement documentation and records are systematically maintained so as to be readily available for review and audit.

10. Selection Method

Selection of the Procurement Specialist will follow the procedures for selecting Individual Consultants described in the “The World Bank Procurement Regulations for IPF Borrowers, Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 revised in November 2017.”

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