

Government of the People's Republic of Bangladesh
Local Government Engineering Department (LGED)
Local Government COVID-19 Response and Recovery Project (LGCRRP)
Level-7, RDEC-LGED Bhaban, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

Terms of Reference
for
Selection of Regional Coordinator (RMSU)/Consultant
(Package No. SIC-17.1, SIC-17.2, SIC-17.3, SIC-17.4, SIC-17.5, SIC-17.6, SIC-17.7 and SIC-17.8)

January 2023

Project Background:

The Local Government COVID-19 Response and Recovery Project (LGCRRP) is a 3-year operation of the Government of Bangladesh with financial assistance from the World Bank. LGCRRP's development objective is to strengthen urban local governments' response to the COVID-19 pandemic and preparedness for future shocks.

Component 1: COVID-19 Response Grants (CRGs)

Through Component 1, the project will provide eligible and qualifying ULGIs (329 Pourashavas and 10 City Corporations) with CRGs over a period of three fiscal years. Annual grant allocations will be disbursed on a six-monthly basis, with each eligible ULGI being potentially able to qualify for six 6-monthly grant disbursements over the project period. CRGs will be used by qualifying ULGIs to finance activities that are intended to respond directly to the ongoing COVID-19 pandemic, for purposes of emergency response, immediate relief or socioeconomic recovery. Eligible ULGIs will qualify for CRGs by fully meeting a number of Minimum Conditions (MCs). MCs are intended to ensure that ULGIs have basic capacities in place to use project grants effectively and appropriately.

Component 2: Implementation and capacity development support, digital technology and project management

Through Component 2, the project will finance a range of activities aimed at supporting ULGI response to the ongoing COVID-19 pandemic, as well as at strengthening ULGIs' medium-long term resilience and crisis-disaster response capacities; and project management functions and activities. Support for the use and application of digital technology will cut across Component 2 activities, aimed at strengthening overall ULGI and project performance in the immediate and medium to long terms.

Objective of the Assignment

Under the guidance of the Project Director in implementing all aspects of ULGIs coordination between RMSU & PMU of LGCRRP, LGED.

- To provide support to LGCRRPs' regional coordination and its implementation for ULGIs to optimize their communication & coordination capacity in line with LGCRRP objectives.
- To monitor and report all field level activities of ULGIs under the project.

- To assist the PMU in ensuring compliance of all activities related to ULGIs for smooth implementation of project activities.

These Terms of Reference describe the responsibilities and tasks of the PMU's Regional Coordinator (RC).

The Responsibilities/ Accountabilities of Regional Coordinator includes, but not limited to, the following:

- Assisting ULGIs in meeting Minimum Conditions;
- Providing ULGIs with backstopping and quality assurance support with respect to technical issues, social/environmental safeguards, procurement and financial management in line with the POM and PMU directives;
- Assisting ULGIs (if necessary) in identifying and contracting technical support services from the market;
- Coordinating LGCRRP activities (training, communications, monitoring, reporting) at the regional level.
- Assisting ULGIs in the preparation and submission of physical and financial progress reporting;
- Coordinating of LGCRRP activities (e.g. audits, training, workshops, etc.) with ULGIs within the RMSUs' operational area (LGED region);
- Monitoring and evaluating effectiveness of training programs and recommend modifications of the Capacity Building program;
- Liaising between the LGCRRP PMU and ULGIs within the Division;
- Any other task as and when assigned by the project authority.

Qualification and Experience Requirements:

a. Academic:

- A bachelor in engineering or Masters in public administration / finance / business administration or any other relevant discipline;

b. Experience :

- At least 15 (Fifteen) years of experience in areas of coordination of which at least 5 (Five) years in government / semi government organizations or donor

supported development projects being actively involved in and fully conversant with coordination;

- Experience of working in a small multi-disciplinary team of fast-paced environment will be an advantage;
- Working experience with Government Training Institutions will be an added advantage.
- 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 consultants on any other 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.

Deliverables

The key deliverables of the RC will be:

- Regional physical and financial progress report under LGCRRP;
- Evaluation report on effectiveness of regional training programs;
- Coordination of LGCRRP activities (e.g. audits, training, workshops, etc.) with ULGIs;
- Monthly, semi-annual, and annual progress reports based on format to be agreed with LGED in consultation with World Bank;
- Systematically maintain project related ULGI documents and records so as to be readily available for review and audit.

Duration of employment and Place of Work:

- The duration of the assignment will be 36 person months and the tentative commencement date is February, 2023. There will be an annual performance assessment of the incumbent by the PMU, LGCRRP/LGED. Satisfactory performance will be a condition for continuation of the contract.

- **Duty Station:** The consultant will be assigned to package number wise (SIC-17.1: Dhaka Division, SIC-17.2: Chattogram Division, SIC-17.3: Khulna Division, SIC-17.4: Rajshahi Division, SIC-17.5: Sylhet Division, SIC-17.6: Barisal Division, SIC-17.7: Rangpur Division and SIC-17.8: Mymensingh Division) regional offices located in LGED Regions / Divisions; However, the consultant will need to do field visits to Pourashavas and 10 City Corporations under the region/division.

Institutional arrangements

LGED under the Local Government Division (LGD) of the Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C) is responsible for project implementation. LGED has established a Project Management Unit (PMU), headed by a Project Director, a senior GoB official deputed by LGED; the PD will be assisted by two or more Deputies, deputed by LGED. The PMU is responsible for core project management functions and the coordination of project activities. A Project Implementation Unit (PIU) has been established in each of the 339 ULGIs. The PIUs are responsible for coordination and implementation of schemes. The Regional Municipal Support Units located in 10 Regions of LGED has been tasked with the responsibility for liaising between PMU and ULGIs and provide back-stopping support to ULGI. The RMSU is headed by Deputy Director, an Executive level Engineer official deputed from LGED. The Regional Coordinator will report to the DD. Necessary office space, equipment, stationery, data, information, documents in connection with the project, transportation facilities for field trips will be provided by the LGCRRP, LGED.

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)'.