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Local Government Engineering Department  
Procurement Unit  
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### Terms of Reference

Name of the Project:	Digitizing Implementation Monitoring and Public Procurement Project (DIMAPPP)
Type of Contract:	Consulting Firm (Lump-sum) (QCBS)
<b>Service Name:</b>	<b>Consulting Services for Workshop, Training &amp; Data Entry of Tenderers' Profile under Rangpur Division on National Tenderers' Database (NTDB)</b>
Package No.	LGED/S-13
Market Approach	

## 1. Background

Bangladesh has been making continued efforts for over a decade to bring a systemic change to its public procurement system. Following the recommendations of the 2002 Country Procurement Assessment Report (CPAR), the Bank has financed and provided technical support to Government of Bangladesh (GOB) in two subsequent procurement reform projects during 2003 to 2017 and is currently implementing the third reform project, DIMAPPP/DIMAPPP-Additional Financing. A robust public procurement system has been established including public procurement law, secondary legislation, and associated standard bidding documents. A nodal agency, the Central Procurement Technical Unit (CPTU), under the Implementation Monitoring and Evaluation Division (IMED) of the Ministry of Planning, has been established. An extensive capacity development program has been institutionalized. A comprehensive electronic government procurement (e-GP) portal has also been developed and rolled-out.

The project is being implemented by the Implementation Monitoring and Evaluation Division (IMED) of the Ministry of Planning through its Central Procurement Technical Unit (CPTU). In consideration of the previously proven experience of implementing e-GP, the Local Government Engineering Department (LGED), through a Memorandum of Understanding (MoU) with the CPTU, is implementing expansion of the scope of e-GP to Local Government Institutes and LGED Offices.

As part of strengthening procurement management, CPTU has developed the National Tenderers' Database (NTDB) with past credentials to utilize in various purposes including taking strategic decisions and streamline evaluations avoiding repetitive physical verification of tenderers' experience/past certificates by various public sector organizations. Once their records are checked and verified thoroughly by the organizations, they will be captured online in the e-GP system so that contractors do not have to submit experience records again and again to different organizations across the country. Once implemented, the National Tenderers' credential Database (NTDB) shall be a reliable source of information on a tenderer's Work Experience, Current/ongoing commitment, Turnover, Manpower, Equipment, Awards/Certificates/Affiliations, Litigation History, and Debarment History etc. When required, the vast amount of procurement-related information will be readily accessible on National Tenderers' Database; and this will save various stakeholders from investing a lot of time and effort.

To fully operationalize the National Tenderers' credential Database, this assignment has been undertaken by the Local Government Engineering Department to complete the initial data entry of Tenderers' Profile under the Rangpur Division on the National Tenderers' Database. Provisions for increasing awareness among tenderers regarding the NTDB through workshops and for enhancing the capacity of the Tenderers, LGED officers & staff through training programs are also included in this assignment.

A consulting firm will be engaged to organize, coordinate & conduct the assignment under the guidance of the client.



## 2. Objective of the Assignment

The objective of this assignment is to robustly operationalize the National Tenderers' Database (NTDB) by incorporating the verified past credential information of tenderers.

## 3. Scope of Services, Tasks and Expected Deliverables

The scopes of this assignment are-

- To prepare and finalize the district-wise current tenderers' list [outlined in 3.1] under the Rangpur division;
- To organize Workshop [outlined in 3.2] among the Tenderers on NTDB<sup>1</sup>, help and ensure submitting and collecting necessary past information;
- To assist inserting the available information of the tenderers from LGED PE Offices and to ensure the validation of the information;
- To assist inserting and facilitate the e-GP registered tenderers to complete the insertion of the at least past five years' information (Data Entry) in the database using appropriate e-GP accounts and to ensure the validation of the information from the concern PE's end
- To enhance the capacity of LGED officers, staff to use the features of the National Tenderers' Database, and to develop their capacity to insert the information & validate the information submitted by the tenderers in the database;
- To make the tenderers capable of using the features of the National Tenderers' Database and to develop their capacity to insert & update the information in the database on their e-GP account

### 3.1. Preparation of the Tenderers' List

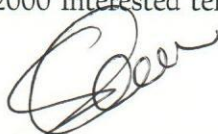
The first outcome of this assignment shall be a district-wise list of the current e-GP registered tenderers. The consultant shall contact Central Procurement Technical Unit (CPTU) and different public sector organizations (i.e. LGED, RHD, PWD, BWDB, REB, etc.) to collect the information regarding their e-GP enlisted tenderers under the Rangpur division in a specified format. The format shall be prepared and supplied by the Consultant. After the collection, the Consultant shall aggregate the information and prepare the updated district-wise list of the current e-GP registered tenderers under the Rangpur division; After successful preparation of the list, it shall be submitted to the client for vetting.

### 3.2. Organize Workshops for the Tenderers

The consultant shall arrange 8 workshops at the district level [i.e. One Workshop in Each District] for the local tenderers under the Rangpur division who are registered in the e-GP system. The district-wise tenderers' list prepared by the consultant [Described in 3.1] shall be used in this activity. 2000 interested tenderers from this list shall get the invitation

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<sup>1</sup> National Tenderers Database



eventually. However, to participate in a single workshop, a list of 250 tenderers (or his/her authorized representative who has basic knowledge on data entry) shall be finalized upon communication. The workshops shall be held in a spacious auditorium with proper amenities (e.g. projection facility, good acoustics, comfortable seating, social distancing, etc) which the consultant shall rent. The consultant shall ensure uninterrupted electricity and high-speed internet connectivity at the venues during the workshop. The consultant shall provide adequate and standard quality Lunch/Refreshments for all participants and resource persons. Safe drinking water and proper sanitation facilities shall be arranged during the program. The program shall include the following:

- 3.2.1. Background of Introducing National Tenderers' Database (NTDB) on e-GP System;
- 3.2.2. Familiarization with the Interface of the NTDB on a tenderer's account in the e-GP system;
- 3.2.3. Demonstration of inserting and updating information on Experience, Current/ongoing commitment, Turnover, Employees, Equipment, Awards/Certificates/Affiliations, Litigation, Debarment, Audit Report/Trade License/IT Return Certificate/Article of Association/Enlistment/VAT & IT registration documents etc. in the NTDB from a tenderers' e-GP account.
- 3.2.4. At the end of the workshop, the participants shall be instructed to prepare and submit the required documents/information by a specified date to smoothly update their info on NTDB. However, the consultant shall supply all the required formats to the tenderers. Those documents include the following but are not limited to:
  - Tenderers' Profile Information
  - Last Five Years' Completed Work List & Certificates
  - Last Five Years' Completed Works Payment List & Certificates
  - List of Ongoing Works/NOA Copies
  - Equipment Details with Documents
  - Manpower Details with Documents
  - Litigation Information with Documents
  - Debarment Information with Documents
  - Awards/Certificates/Affiliations (if any)
  - Audit Report/Trade License/IT Return Certificate/Article of Association/Enlistment/VAT & IT registration documents

### **3.3. Organize Training Programs for the LGED Officers and Staffs**

The consultant shall conduct training programs for the LGED officers and staff on NDTB. The officials who regularly participate in tender evaluation and verification of papers during the post-qualification stage shall be selected and invited for this training program. The number of participants per batch shall be 20, and there will be total 8 batches. Regional e-GP Resource Centers at Rangpur and Dinajpur can be used for this program as training venues. The consultant shall prepare and maintain a list of LGED officers and staff from 8 district offices and 58 Upazila offices under the Rangpur division who are playing a role in

the public procurement process. A minimum of one official from a PE office shall be included in the list. The listed officials shall be eventually invited to the training programs. Most of the necessary amenities (e.g., computers, projector, seating arrangement, air conditioning, etc.) are already available in these labs. However, before every program, the consultant shall check the existing facilities and take measures to ensure the proper training environment and arrange the necessary equipment instantly if found faulty or needs any operation and maintenance during the training program. The consultant shall ensure uninterrupted electricity and high-speed internet connectivity at the venues during the training. Adequate and quality Lunch & refreshments for all participants and resource persons shall be provided by the consultant. Safe drinking water and proper sanitation facilities shall be arranged during the program. The training program shall include the following:

- 3.3.1. Background of Introducing National Tenderers' Database (NTDB) on e-GP System;
- 3.3.2. Familiarization with the Interface of NTDB on a procuring entity's account in the e-GP system
- 3.3.3. Demonstration and practice to Add Work Experience, Process Work Experience, and Process Payment Certificate etc.
- 3.3.4. Demonstration and practice on how to extract & use correct information regarding a tenderer during the evaluation
- 3.3.5. Alignment of the participants for the required supports to expedite the verification of the information submitted by the tenderers as described in section 3.4

### **3.4. Facilitate Validated Data Entry**

Consultant shall maintain close liaison with the Tenderers and ensure the insertion or updating of the information as mentioned in clause 3.2.3. The consultant shall assist the local tenderers of the Rangpur division to update their e-GP account with at least the past five years' information on the National Tenderers' Database. To complete this task, the consultant shall utilize the available information of the tenderers from LGED PE offices and collect and utilize information from the tenderers as described in clause 3.2.4. The consultant shall proactively facilitate the LGED PEs to upload the information of the tenderers with necessary documents that are already available. At the same time, the tenderers shall be assisted to ensure the insertion or updating of their information regarding Employees, Equipment, Awards/Certificates/Affiliations, Work Experience, Payment, Litigation, Debarment, Audit Report/Trade License/IT Return Certificate/Article of Association/Enlistment/VAT & IT registration documents etc. Conducting data entry from these two ends [i.e. PE's End and Tenderer's End], the consultant shall update the tenderers' profiles with at least the past five years' information as well as take measures (e.g., facilitating procuring entities) to make the information verified in the system. For this purpose, the following activities need to be performed:

- 3.4.1. District-wise well-equipped local office set-ups shall be maintained where the tenderer can come up with the relevant papers as described in clause 3.2.4, perform the data entry, and the consultant team (i.e., the data entry operators) can facilitate.
- 3.4.2. If the tenderer cannot perform the data entry himself/herself, the data entry operators shall perform it on behalf of the tenderer. Access to the tenderers' e-GP account shall be needed in this case. The tenderer shall temporarily provide access and engage his/her

representative with the concerned data entry operator during the performance. When the data entry is completed, the tenderer shall formally be notified and be requested to change the password of the relevant e-GP account. However, the consultant shall ensure a computing environment with an uninterrupted high-speed internet connection and other amenities.

- 3.4.3. Data Entry Operators shall be dedicatedly engaged to facilitate the required data entry from the LGED PE Offices. Available relevant information and documents shall need to be updated to the NTDB. One LGED staff from the concerned PE office will be assigned to work with data entry operators.
- 3.4.4. The concerned PE may be from various organizations for the data entered from the Tenderers' end. Along with facilitating Data Entry, the consultant shall contact the respective PEs under LGED or other organizations and facilitate the verification.
- 3.4.5. After completing data entry and validation for every tenderer, a document enlisting all the certificates inserted in NTDB by the consultant shall be signed by the tenderer acknowledging the completion of the data entry & validation. This document shall need to be stored by the consultant for reference. It is to be noted that, for a tenderer, all the certificates issued from LGED PE Offices must be entered and validated as a prerequisite for payment against the data entry for that tenderer.

#### **4. Timeframe**

The assignment is expected to commence on April 1, 2024, and be completed within 8 months from the commencement date but not later than November 30, 2024.

#### **5. Implementation Arrangements**

The consultant shall carry out this assignment under the supervision of the Executive Engineer, Procurement Unit, LGED, and Focal Point, DIMAPPP-LGED (i.e. the Client). To successfully execute the four main tasks under this assignment, the consultant shall plan considering the requirements of the activities described in 3.1, 3.2, 3.3, and 3.4.

#### **6. Reporting Requirements and Payment Schedule for Deliverables**

The consultant shall submit monthly reports on the physical progress of the assignment to the Executive Engineer, Procurement Unit, LGED. Payment shall be made in favor of the consultant based solely on the physical progress [Lump-Sum] and against the listed deliverables in the following manner:



SL. No.	Deliverables	Reporting Requirement	Payment Terms	Total Payment
1	Inception Report including <ul style="list-style-type: none"> <li>• Tenderers' List</li> <li>• Work Program</li> </ul>	Inception Report	5% at Once	5%
2	Workshops <ul style="list-style-type: none"> <li>• Schedule</li> <li>• Participant list with signature</li> <li>• Photographs of the programs</li> </ul>	Batch wise report on Workshop	2% per Batch	16%
3	Training Programs <ul style="list-style-type: none"> <li>• Training Schedule</li> <li>• Participants list</li> <li>• Presentation Slides</li> <li>• Photographs</li> </ul>	Report on Training Program	4% at Once	4%
4	Data Entry and Validation <ul style="list-style-type: none"> <li>• List of tender wise issued certificates in NTDB</li> <li>• List of tender wise validated certificates in NTDB</li> </ul>	Tenderer-wise Documents Enlisting All the Certificates Inserted in NTDB by the Consultant	<p><b>Payment Per Certificate</b></p> $= \frac{70\% \text{ of Contract Amount}}{\text{Targeted No. of Certificates}}$ <p>*Targeted No. of Certificates Shall Not Be Less Than 80,000</p>	70%
5	Final Report including all activities	Final Report	5% at Once	5%

## 7. Professional Staffing Input

The requirements of the Key Experts and Non-Key Experts for this assignment is given below:

### Key-Experts

Serial	Name of the Position	No. of the Position(s)	Man-Month Required
1	Team Leader	1	8
2	Regional Coordinator	2	16

\* Key Experts' CVs will be evaluated during the technical evaluation




### Non-Key Experts

Serial	Name of the Position	No. of the Position(s)	Man-Month Required
1	Data Entry Operator	Minimum 16 (Consultant can propose extra)	128 (Can be increased based on the proposal)
2	Supporting Assistant	To be proposed by the Consultant	To be proposed by the Consultant

The details of the Key Experts and Non-Key Experts positions with tentative staff-month breakdown for each position, qualifications, experiences, and competency requirement for the Services as well as relevant responsibilities are described as follows:

### **7.1. The Responsibilities, and Qualifications of the Team of consultants**

Title	Staff-Month	Required Qualification & Experience	Indicative Roles and Responsibilities
Team Leader - 1 (one) Position (K1)	8	<p>The Team Leader should have:</p> <ul style="list-style-type: none"> <li>• a Minimum Graduation in any discipline from any reputed University with 10 years of professional experience, out of which 5 years' experience in training management activities or data management.</li> <li>• 1 year of experience as a Team Leader or Deputy Team Leader</li> <li>• He/She should have proficiency in computer skills with Microsoft Office tools (Word, Excel, Power-Point), Internet tools etc. and also language proficiency in speaking, reading, and writing both in English and Bangla.</li> </ul>	<p>The responsibilities of the Team Leader include but are not limited to the following activities; The Team Leader shall:</p> <ul style="list-style-type: none"> <li>• Work under the supervision of the Procurement Unit Officials</li> <li>• Prepare and Implement workshop/training calendar, workshop/training modules, data entry schedules, and budget for activities of this assignment</li> <li>• Take initiative to get necessary approval of each activity of this assignment under DIMAPP from the competent authority of LGED</li> <li>• Select competent resource persons for conducting each workshop/training session</li> <li>• Prepare the procedure and format for submission of quarterly progress reports</li> <li>• Prepare the format of Workshop/ Training Certificates for the participants</li> <li>• Prepare a list of LGED staff as</li> </ul>



Title	Staff-Month	Required Qualification & Experience	Indicative Roles and Responsibilities
			<p>participants for the training program</p> <ul style="list-style-type: none"> <li>• Prepare a list of tenderers as participants for the workshop</li> <li>• Prepare schedule and budget for each workshop/training program</li> <li>• Ensure the sound environment at the e-GP Resource Centre/auditorium under his jurisdiction before starting a workshop/training program</li> <li>• Ensure the presence of resource persons and participants in each program by proper communication with them</li> <li>• Make available all necessary training materials (i.e. Training books/manuals, training bags, file, pad, pen, banner, etc.) before starting a training program</li> <li>• Necessary arrangements for program inauguration and closing session</li> <li>• Make necessary arrangements of refreshment (i.e. tea, snacks, lunch, etc.) for resource persons and participants</li> <li>• Gather feedback from trainers and trainees after the program</li> <li>• Evaluate the trainees after each training session</li> <li>• Prepare &amp; ensure distribution of Training Certificates for each participant who has completed the training before their departure</li> <li>• Prepare quarterly progress reports stating activities and tasks of training</li> <li>• Properly maintain all types of related records</li> <li>• Manage and maintain in-house training facilities and equipment of LGED e-GP Resource Centre under his jurisdiction</li> <li>• Assist the Data Entry Coordinators regarding the implementation of the activities</li> <li>• Gather feedback from trainers and</li> </ul>




Title	Staff-Month	Required Qualification & Experience	Indicative Roles and Responsibilities
			trainees after each training session <ul style="list-style-type: none"> <li>• Evaluate the Trainees after each training session</li> <li>• Perform any other assignment-related task assigned by the Executive Engineer (Procurement), LGED</li> </ul>
Regional Coordinator – 2 (Two) Positions (K2-K5)	8 months each for 2 positions	The Data Entry Coordinator should have: <ul style="list-style-type: none"> <li>• A minimum Graduation in any discipline from any reputed University with 5 years of professional experience, out of which 2 years' experience in data entry management or IT related activities</li> <li>• Proficiency in computer skills with Microsoft Office tools (Word, Excel, Power-Point, etc) and Internet tools are the basic requirement</li> <li>• Excellent communicative competence</li> </ul>	The responsibilities of the Data Entry Coordinator include but not limited to the following activities; The Data Entry Coordinator shall: <ul style="list-style-type: none"> <li>• Work under the supervision of the Team Leader</li> <li>• Prepare and maintain a district-wise list of tenderers for the data entry activity</li> <li>• Prepare a segment-wise schedule for data entry activity</li> <li>• Coordinate Data Entry Operators in uploading tenderers' information in the NTDB</li> <li>• Maintain confidentiality of the sensitive information</li> <li>• Effectively cooperate with the tenderers for uploading their information on NTDB</li> <li>• Facilitate the LGED PEs to upload available information of the tenderers in the NTDB</li> <li>• Communicate with the Procuring Entities to expedite the validation process</li> <li>• Properly maintain all types of related records</li> <li>• Any other assignment-related duties as assigned by the Executive Engineer (Procurement), LGED</li> </ul>
Data Entry Operators - 16 Positions	8 months each for 16	The Data Entry Operator should have:	The responsibilities of the Data Entry Operator include but not limited to the following activities; The Data Entry

Title	Staff-Month	Required Qualification & Experience	Indicative Roles and Responsibilities
(Non-Key Experts)	positions	<ul style="list-style-type: none"> <li>• Sufficient experience and required qualification for data entry management</li> <li>• Proficiency in computer skills with Microsoft Office tools (Word, Excel, Power-Point, etc) and Internet tools are the basic requirement</li> <li>• Excellent communicative competence</li> </ul>	<p>Specialist shall:</p> <ul style="list-style-type: none"> <li>• Work under the supervision of the Data Entry Coordinator</li> <li>• Help the Data Entry Coordinator to prepare and maintain a list of tenderers for the data entry activity</li> <li>• Effectively cooperate with the tenderers for uploading their information on NTDB</li> <li>• Maintain confidentiality of the sensitive information</li> <li>• Facilitate the LGED PEs to upload available information of the tenderers in the NTDB</li> <li>• Communicate with the Procuring Entities to expedite the validation process</li> <li>• Properly maintain all types of related records</li> <li>• Any other assignment-related duties as assigned by the Executive Engineer (Procurement), LGED</li> </ul>

## 7.2. Competencies of the Team of Consultants

- Interpersonal and communication skills
- Analytical, reporting, and writing abilities
- Openness to change and ability to receive/integrate feedback
- Ability to plan, organize, implement and report on work
- Ability to work under pressure and tight deadlines
- Outstanding communication, project management, and organizational skills
- Integrity and ethical standards
- Positive, constructive attitude to work
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability

## 8. Resource Person




To conduct workshops and training programs under this assignment, the required resource persons shall be selected from the existing Pool of e-GP Trainers ([https://proinfo.lged.gov.bd/lged/e\\_gp\\_trainers\\_pool/](https://proinfo.lged.gov.bd/lged/e_gp_trainers_pool/)). LGED shall have every right to evaluate the resource persons' performance and qualifications and finalize selections for a particular program.

## **9. Facilities to be provided by the Consultant**

During the contract period and except those mentioned to be provided by the Client, The Consultant will be fully self-sufficient in terms of:

- Office set-up
- Supplies
- Communications
- Computers
- Transport

Trainers and other manpower assigned by the Consultant need to be readily available throughout the assignment and shall discharge his/her responsibilities with due diligence and to the expected professional standards, skills, and integrity. In addition to the responsibilities of the consultant regarding activities mentioned in section 3.1, 3.2, 3.3, & 3.4 and the responsibilities of the key staff mentioned in section 7.1, the Consultant shall:

- Pay resource person (i.e. trainer) fees and allowances of participants and provide participants the training certificate who have completed the training and ensure to distribute the certificate during the closing session
- Take the responsibility of necessary refurbishments, operation, and maintenance of each resource center during their contract period
- Ensure uninterrupted power supply
- Not disclose information, materials, and documents, as be deemed as confidential, to any person or group without written permission of the Client and return all such information, materials, and documents to the Client within the Contract period or before finalizing the report
- Share all reports with LGED focal points, concurrently with a copy to the Central Procurement Technical Unit (CPTU) and the World Bank Task Leader (TL) of DIMAPPP.
- All assets to be procured for the consultant's use shall be handed over to the client after completion of the assignment.

## **10. Client's Input and Counterpart Personnel**

- The Client has established its 2 e-GP Resource Centers located at the Rangpur division. Each e-GP Resource Center is equipped with necessary furniture and IT equipment to facilitate training for 20 participants per batch.
- The client shall provide NTDB-enabled e-GP Training IDs for conducting workshops and training programs.
- The Client will provide all available information, materials, and documents (i.e., existing training materials, manuals, and reports) for smooth implementation of the assignment.

The Client will also facilitate access to other Government offices, private and public enterprises as appropriate.

Officials from LGED Procurement Unit shall be assigned as Counterpart Personnel by the Client in due time to provide professional support to the Consultant's Team.

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