



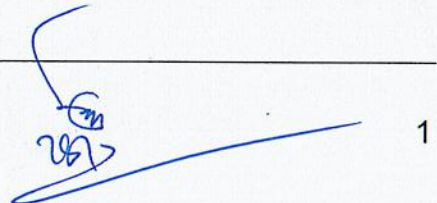
**Government of the People's Republic of Bangladesh**  
**Ministry of Local Government Rural Development and Cooperatives**

**TERMS OF REFERENCE**  
**OF THE**  
**CONSULTANCY SERVICES FOR PMU SUPPORT**  
**(INDIVIDUAL PROCUREMENT AND CONTRACT MANAGEMENT**  
**CONSULTANT)**  
**FOR**  
**WeCARE Phase - I**

**December 2020**

**Local Government Engineering Department**

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List of Abbreviations:

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IDA	:	International Development Association
IFAD	:	International Fund for Agricultural Development
IFC	:	International Finance Corporation
INDC	:	Intended Nationally Determined Contribution
GOB	:	Government of Bangladesh
LGED	:	Local Government Engineering Department
PPA	:	Public Procurement Act
PPR	:	Public Procurement Rule
PMC	:	Project Management Consultant
RHD	:	Roads and Highways Department
SAARC	:	South Asian Association for Regional Cooperation
WB	:	World Bank
WeCARE	:	Western Economic Corridor and Regional Enhancement

**TERMS OF REFERENCE  
OF THE**



# CONSULTANCY SERVICES FOR PMU SUPPORT (INDIVIDUAL PROCUREMENT AND CONTRACT MANAGEMENT CONSULTANT)

## 1. INTRODUCTION AND BACKGROUND

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### INTRODUCTION

- 1.1 The Local Government Engineering Department (LGED) seeks to engage a qualified and experienced individual to provide support to the Project Management Unit (PMU) of WeCARE Phase – I for Procurement and contract management of the project.

### BACKGROUND

- 1.2 WeCARE program is aimed at providing efficient, safe, and resilient connectivity along a section of a regional transport corridor in Western Bangladesh. To that end, intended outcomes of the program are: Reduced transport and logistics costs (including post-harvest losses) along a regional transport corridor in Western Bangladesh, Safer and resilient road network in Bangladesh, and Faster and reliable internet connectivity in Western Bangladesh, and
- 1.3 The WeCARE program will support the Bangladesh Roads and Highways Department (RHD) to upgrade 260 km of national highway from a two-lane single carriageway to four lanes which will reduce the time and cost of travel for passengers and freight. The local impacts of the corridor would be transmitted through investments in LGED managed rural roads, local markets, and agro-logistics in the ten districts through which the corridor passes. The World Bank and Asian Infrastructure Investment Bank (AIIB) are joint-financing for the Program.
- 1.4 WeCARE is a ten year long Multiphase Programmatic Approach (MPA) initiative. The program will consist of the following five phases:
- **Phase 1: Upgrading a section of the Jashore- Jhenaidah road section as a smart, resilient and safe highway; and local economic infrastructure**

Scope: This phase will upgrade a section of the Jashore-Jhenaidah national highway (17 km) from a two-lane single carriageway to four-lane dual carriageway. It will include separate service lanes for slow moving vehicles and vulnerable users on both sides of the carriageway, installation of OFC, and deployment of ITS. It will also finance the upgrading of priority Upazila, Union, and village roads and complementary logistics infrastructure at rural markets (commonly referred to as growth centers) in the four (4) Program Districts of Jashore, Jhenaidah, Magura, and Chuadanga. This phase will also finance the development of a "Pandemic Response

Plan” for a leading road agency in Bangladesh, the required trainings/capacity building activities, and preparatory studies/activities for subsequent MPA phases. The latter will include a needs assessment for farmers benefiting from the investments in all 10 Program Districts to inform the potential inclusion of agriculture activities in future MPA phases.

- **Phase 2: Upgrading of a section of the Jashore- Jhenaidah road section as a smart, resilient and safe highway**

Scope: This phase will upgrade two sections of the Jashore-Jhenaidah national highway ( 31.5 km) from a two-lane single carriageway to four lane dual carriageway. It will include separate service lanes for slow moving vehicles and vulnerable users on both sides of the carriageway, installation of OFC, and deployment of ITS.

- **Phase 3: Road Maintenance Financing; and Strengthening Road Sector Management & Institutional Capacity**

Scope: This phase will primarily focus on improving the management and maintenance regime of the primary road network, including the provision of seed funds to reduce the financing gap in the GoB's maintenance budget and operationalization of the road maintenance fund. This Phase will include the development of a Transport Sector Master Plan to enhance multi-modal transport integration and reduce institutional fragmentation in planning, implementation and operations; a comprehensive “Business Delivery Process Review”; and introduction and mainstreaming of good industry practices in areas of private sector financing and investment, contracting, road safety, value engineering, asset management, environment and social safeguards, climate resilience in design, construction and highway operations. The phase will also build on the reform efforts under the Bank’s ongoing LGED portfolio, including reforming the maintenance regime of rural economic infrastructure. Training and capacity building activities of the RHD and LGED as well as the industry (e.g. consultants, contractors) will also be financed under this Phase.

- **Phase 4: Upgrading of Bhomra – Satkhira-Navaron section as a smart, resilient and safe highway; and local economic infrastructure**

Scope: This phase will upgrade the Bhomra – Satkhira - Navaron national highway (62km) from a two-lane single carriageway to four lane dual carriageway. It will include separate service lanes for slow moving vehicles and vulnerable users on both sides of the carriageway, installation of OFC, and deployment of ITS. It will also finance priority Upazila, Union, and village roads and complementary logistics infrastructure in the three (3) Program Districts of Sathkira, Natore, and Shirajganj.

- **Phase 5: Upgrading of Local Economic Infrastructure in three districts**

Scope: This phase will upgrade priority Upazila, Union, and village roads and complementary logistics infrastructure in the three (3) Program Districts of Kushtia, Pabna, and Meherpur. It will also undertake a needs assessment for farmers benefiting from the investments made in all 10 Program Districts.



1.5 WeCARE Phase 1 has the following components:

- **Component 1: Upgrading National Highway Corridor and enhancing digital connectivity:** This component will upgrade Jhenaidah-Jashore highway to a four-lane divided carriageway and will install Intelligent Transportation System features and Optical Fiber Cable features along the highway. This will be implemented by Roads and Highways Department.

- **Component 2(a) - Development and upgrading complementary logistics infrastructure and services:** This sub-component will finance the development of about 15 selected markets and logistics infrastructure involving storage, grading, sorting, packaging, collecting and selling facilities for selected agriculture value chains and livestock/fishing; and associated amenities like parking, sheds, piped-water supply, toilets, sanitation, waste management, banking, real time display of commodity prices using ICT, etc. The component will also finance associated services, including but not limited to, surveys, investigations, data collection, feasibility, design, individual experts, supervision, market allocation and management, training and capacity building of stakeholders & M&E. An ex-ante prioritization approach, utilizing geospatial modelling, will be used to select growth centers and economic hubs that can be improved to stimulate inclusive local economic growth. An ongoing gender needs assessment aims to ensure that the logistics infrastructure and services are gender sensitive. Specific resilient norms for cyclones/flooding risks will also be incorporated in design and construction.

- **Component 2(b) - Upgrading of secondary and tertiary road network serving selected markets:** This sub-component will finance upgrading and development of about 500km of priority Upazila, Union, and village roads serving selected markets; and associated services, including but not limited to, surveys, investigations, data collection, feasibility, design, individual experts, NGOs, supervision and M&E. Specific attention will be given to ensure safety and resilience in design and construction through the use of cost-efficient alternatives, green and local pavement material able to withstand high temperatures; provision of sufficient numbers of culverts/ditches/cross drainage to address the risk of flooding based on site-specific hydrological studies results; safe provisions for the Vulnerable Road Users (VRUs) and non-motorized transport (NMT) will be addressed by including traffic calming measures like lateral shift, chicane, realigned intersection, traffic circle, speed hump, speed table, raised crosswalk, raised intersection, corner extension, and chokers. The roads will be selected to enhance the logistics efficiency for select value chains in the selected markets based on a multi criteria assessment and rigorous fieldwork that takes into account the location and area of influence of rural markets, difference in the levels of poverty and economic development, levels of existing road connectivity, and the potential to benefit women within the districts.

- **Component 3 - Project implementation support and sustainability:**

This component will be implemented by both RHD and LGED and will finance associated services and goods for following sub-components:

a) Training and capacity building;



- b) Strategic Environmental and Social Assessment (SESA);
- c) Establishing a Fiduciary Advisory Panel;
- d) Establishing a Transport Sector Integration and Coordination Platform (TSICP) and operationalizing the Road Maintenance Fund Board Act; and
- e) Preparatory Activities for Subsequent Program Phases.

• **Component 4 - Contingent Emergency Response:** This component comprises of the following activities:

- (a) Provision of jobs through labor intensive works;
- (b) Development of an Emergency Response Plan for COVID-19.
- (c) Provision of necessary physical upgrades to transport agencies.

1.6 The scope of work for the consultant pertains to the WeCARE activities to be implemented by LGED, i.e. components 2(a) and 2(b) for Phase -1.

## 2. OBJECTIVE

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The main objective of this consultancy service is to support, implement, and advice the PMU for implementation of the Phase – I of WeCARE project.

The consulting services shall be provided by an experienced and qualified individual.- The specific objectives include, but are not necessarily be limited to the following:

1. Support PMU for all procurement process starting from bidding document preparation to award the contract;
2. Assist PMU in monitoring contractual management, documentation, and communication;
3. Closely monitor the contract management process of the signed contracts of WeCARE on behalf Project Director for proper integration of the project.

## 3. TASKS OF THE CONSULTANCY SERVICES

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### 3.1 Task Summary

The Consultant will work closely with the procurement team in PMU, and will be responsible for assisting PMU so that the procurements are done as per the relevant guidelines. The PMU 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/She should not have any conflict of interest while working and should keep all the project information confidential.



### 3.2 Detailed Tasks

- i. detail out 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.
- ii. Prepare drafts to Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Invitation for Prequalification (IFP), Bidding Document, Prequalification Document (PQD), Request for Proposals (RFP) and Pre-Bid Meeting Minutes as per World Bank Procurement Regulations;
- iii. Suggest 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;
- iv. Take part, as a member of evaluation committees;
- v. Provide timely advice to PMU in making submissions for Letter of No Objection at World Bank, help PMU on necessary documentation and revision of the submissions as advised by the Bank officials.
- vi. Help PMU 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 PMU members may have with complainants.
- vii. Provide advice and training to PMU members and other LGED officials on World Bank New Procurement Framework (NPF) and procurement related matters, on need basis as a part of the institutional capacity building of PMU;
- viii. 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.
- ix. Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to IDA for review.
- x. Assist in preparing TORs and associated documents for other consultants, as appropriate.
- xi. Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.
- xii. Conduct site visits and verify supervision consultant's (if any) periodic reports on physical progress.
- xiii. Prepare contract management checklist and suggest improvement on contract administration by different contractors at different sites.
- xiv. Report any possibility of contract variation.
- xv. Report on implementation of sustainability factors in procurement and contract management, including economic, social and environmental considerations.
- xvi. Conduct procurement activities under the project using CPTU's e-GP portal as applicable.
- xvii. Any other task assigned by the Project Director/project management as and when required.



- xviii. Assess the Procurement Risks and suggest mitigation (if needed)
- xix. Assist and advice PMU to dispose procurement audit observations(if needed)
- xx. Assist and advice PMU to dispose the contractual obligations including litigations.

#### **4.0 DURATION**

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Duration of the consultancy services would be approximately for 48(forty eight) (sixty) months.

#### **5.0 INSTITUTIONAL ARRANGEMENT**

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The Consultant will work under direct control of the Project Director. S/he 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. For payment purpose, 22 business days of service will be considered a month and eight working hours a day.

#### **6.0 REPORTING REQUIREMENT**

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The Consultant need to submit the following reports at a minimum. The PMU may require other relevant reports in addition to the following.

- i. Monthly report
- ii. Quarterly summarized report
- iii. Final report
- iv. Other relevant report as per request

#### **7.0 EDUCATION AND EXPERIENCE**

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- At least graduate in engineering preferably masters in procurement/ supply chain management/ commerce / finance/ business management/
- or suitable equivalency.
- Minimum - 15(fifteen) years of general experience out of which three years of experience as Procurement Specialist/Procurement Consultant or have had responsibilities with a substantial content of his / her position in the procurement area (use of internationally accepted contract documents for works, goods and services) in World Bank/Donor assisted projects;
- Specialized knowledge of procurement of goods; various forms of construction contracts; selection/ contracting of consultant services; preparation of bidding / contract documents for the international procurement of goods, works, services; public procurement policies; sustainable procurement; advanced contract management; FIDIC contracts etc.
- Basic knowledge and understanding of e-Government Procurement (e-GP)
- Knowledge and experience in technical, commercial and legal aspects of procurement of the World Bank- financed project will be an added advantage.



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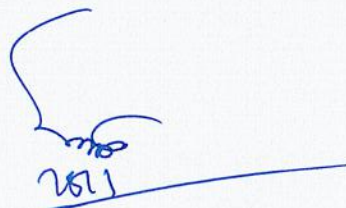


Strong communication skills in presenting, discussing and resolving difficult issues.  
Ability to work efficiently and effectively in a multidisciplinary team.

## **8.0 SELECTION PROCEDURE**

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



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