

Emergency Multi-Sector Rohingya Crisis Response Project (EMRCRP)
Terms of Reference (TOR)
Position: Procurement Consultant
Package no. SD-2

A. Background

The Government of the People's Republic of Bangladesh (GoB) has received a grant from the International Development Association (IDA) towards the cost of Emergency Multi-Sector Rohingya Crisis Response Project (EMRCRP). Component 1A and 3B of the project will be implemented by Department of Public Health Engineering (DPHE) under Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C). The PMU is mandated to manage the project in keeping with the Borrower's obligation to use the project fund with due regard to economy and efficiency and only for the purpose for which project financing was provided. DPHE intends to apply a part of the proceeds of this grant for hiring a Procurement Consultant following the World Bank Procurement Regulations.

B. Objective

The engagement of the Procurement Consultant is to assist PMU in completion of different procurement related activities under the project.

C. Scope of Consultant's Assignment

The overall responsibility of the Procurement Consultant is to establish and operate the procurement management system for component 1A and 3B of the project. This will include preparing procurement plan, document and ensure the Government rules and World Bank Guidelines in the procurement process. S/he will have to ensure financial safeguards through sound procurement procedure for facilitating smooth implementation of the project activities.

The Procurement Consultant will report to the Project Director. The specific tasks/responsibility for the Consultant:

- Prepare and regularly update the Procurement Plan for all goods, services and works to be procured during the Project period;
- Assist the project to prepare the project Procurement Strategy for Development (PPSD) in regards to collect necessary and relevant procurement data or information;
- Update the procurement plan as and when needed through the Bank's Systematic Tracking of Exchanges in Procurement (STEP) system. Upload and update the procurement transaction using STEP;
- Prepare Procurement Processing Schedule for major components of procurement plan for the project;
- Prepare, Review and finalization of the procurement documents like Bidding documents, Request for Proposals (RFP), Bid/Proposal evaluation reports etc. for all contracts packages in accordance with the procurement procedure of

- the World Bank Procurement Regulations, and the Public Procurement Act 2006 and Public Procurement Rules 2008 as applicable; Conduct procurement activities under the project using the national e-GP portal;
- Ensure that procurement is done in accordance with the provisions of the Financing Agreement;
 - Prepare and submit quarterly procurement report as per agreed format of the World Bank and in accordance with the provision of the Bank;
 - Carry out activities related to contracting including contract signing and handling of documents that may be required for receiving , distributing and delivering goods;
 - Assist PMU in contract management;
 - Organize/assist opening and evaluation of bids, contract awards in accordance with World Bank's Procurement Regulations /PPR and arrange for transmission of documentation to World Bank for approval (if necessary);
 - Assist the project in carrying out all activities related to contracting including contract signing, and handling of documents that may be required for receiving, distributing and delivering goods;
 - Prepare a detailed plan for the proper allocation, distribution and storage of goods;
 - Supervise the implementation of contracts including transportation, delivery, acceptance and storage;
 - Verify payments due under procurement contracts and help prepare applications for payment;
 - Provide on job training and organize, if necessary, seminars on procurement for concerned personnel.

D. Key Qualifications:

Academic Qualifications and Professional Experience of the Consultant:

a) Educational Qualification

- BSc. in Engineering or Master's in economics/statistics/finance/business administration/management/law or other relevant subjects.

b) Experience

- Minimum 10 years of working experience with 5 years in private or public government in capacity of Procurement Specialist or Contract Administrator or equivalent positions;
- Have proven expertise in use of internationally accepted contract documents for works, goods and services. Must have sound understanding of national regulation and international agencies procurement guidelines;
- Experience in preparation of procurement plans for Government projects, bidding documents, RFPs and evaluation reports following donor agencies guidelines shall be an added advantage;

- In Depth knowledge of technical, commercial and legal aspects of procurement in development projects, financed by government and the World Bank is preferred;
- Knowledge and working experience of e-Government Procurement (e-GP) is a must;
- Proven working experience on procurement following the World Bank or other donor agency's Procurement Guidelines is a must. Knowledge and understanding of World Bank's STEP system is an added advantage.
- Ability in computer operation with experience of working independently;
- Must possess excellent communication skills in English both written and spoken;
- Age must be within 55 years.

E. Duration of the Assignment

The Consultant shall perform the Services for 24 months or the term may be extended upto the grant /project closing date. But this will depend on performance of the individual in this position.

F. Institutional Arrangement

The Consultant will work at PMU, Dhaka 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. The Consultant might have exclusive field visit at Cox's Bazar.

G. Reporting Obligations

- I. Monthly Activity Report
- II. Quarterly Summarized report
- III. Final Report
- IV. Any other reports as required by PMU.

H. Remuneration

The Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the Project Director.

I. Procurement/ Hiring method

The Consultant will be hired and contracted as per the "Individual Consultant (IC)" Selection method of **World Bank Procurement Regulation (PR) 2016 (Revised November 2017)**.