

Rural Water, Sanitation and Hygiene for
Human Capital Development Project
Terms of Reference (TOR)
Position: Procurement Consultant
Package no. RWSHP-SD-05

1. Background

The Government of The People's Republic of Bangladesh has received 200 million Credit from the International Development Association (IDA) – a member of the World Bank Group – for financing the cost of the *Rural Water, Sanitation and Hygiene for Human Capital Development Project*, being jointly implemented by the DPHE and PKSF. Now the DPHE intends to engage part of the IDA Credit for procuring the services of a Procurement Consultant for its Project Implementation Unit (PMU).

The Rural WASH for HCD Project is a first step in the World Bank's support designed to help the government achieve better human development outcomes through WASH interventions and uses a convergence approach. The proposed project will invest in WASH infrastructures that meet the 'safely-managed' service standard including in remote areas and public places. The project will be supported through Investment Project Financing (IPF) on IDA terms. The government has committed to investing in 'safely-managed' WASH facilities, which are in line with the service standards needed for meeting SDG 6 and maximizing human capital development.

The Project Implementation Unit (PMU) will be responsible for implementation and supervision of preparatory works, headed by Project Director and with adequate staffing along with experienced Consultants.

2. Objective

The objectives of the assignment are to: (i) support DPHE for all procurement related activities starting from preparation of bidding document to award of contract and (ii) closely monitor the contract management process of the signed contracts of DPHE on behalf Project Director for proper compliance of the contract.

3. Scope of Consultant's Assignment

The Procurement Consultant will work as a full-time member of the procurement team in PMU, and will be responsible for assisting DPHE so that the procurements are done as per the WB Procurement Regulations. The Consultant will have a significant role to ensure integrity, fairness, and overall quality of procurement in accordance with the requirements of the regulations of the World Bank and the procurement laws of Bangladesh. S/He should not have any conflict of interest while working and should keep all the project information confidential.

The Procurement Consultant will carry out the following main activities, in conjunction with the other technical consultants:

- Develop procurement plan for goods, works and services under the project, and update the Plan as and when needed (at least quarterly) through the World Bank's online system-Systematic Tracking of Exchanges in Procurement (STEP). Upload and update the procurement transactions using STEP.
- Prepare Request for Expression of Interest (REOI), Invitation for Bids (IFB), Invitation for Prequalification (IFP), Bidding Document, Request for Proposals (RFP) and Pre-Bid Meeting Minutes as per the procurement procedure of the People's Republic of

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Bangladesh (Public Procurement Act 2006 and Public Procurement Rules 2008) and World Bank Procurement Regulations.

- Guide and conduct procurement in accordance with "the World Bank Procurement Regulations for IPF Borrowers, July 2016 (Revised November 2017 and August 2018)". Bank's Systematic Tracking of Exchanges in Procurement (STEP) system will be used to prepare, clear and update Procurement Plans and conduct all procurement transactions for the Project.
- Take part, as a member of Bid/Proposal Evaluation Committees.
- Provide assistance to PMU for all sorts of correspondence with the World Bank particularly for no objection from the Bank, help PMU on necessary documentation and preparation of reports.
- Provide assistance to PMU to handle the procurement related complaints, take necessary measures to resolve the complaints and take forward the procurement process to normal course.
- Provide advice and training to PMU members on the World Bank Procurement Framework (NPF) and procurement related matters, on need basis as a part of the institutional capacity building of BLPA.
- Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process of the Government and take necessary measures or provide suggestions to the Project Director if there is any deviation or delay in the process.
- Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to IDA for review.
- Assist in preparing TORs and associated documents for other consultants, as appropriate.
- Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.
- Conduct site visits and verify supervision consultant's (if any) periodic reports on physical progress.
- Prepare contract management checklist and suggest improvement on contract administration by different contractors at different sites.
- Conduct procurement activities under the project using CPTU's e-GP portal.
- Any other task assigned by the Project Director/project management as and when required
- Ensure that procurement is done in accordance with the provisions of the Financing Agreement and with IDA's Guidelines & PPA for Procurement.
- Finalize specification of goods, prepare bidding documents and bidding advertisements;
- Make all necessary arrangements for procuring all goods and services, including finalizing purchase documents based on user requirements and ensuring that technical specifications of goods are in conformity with the prescribed one.
- Organize/assist opening and evaluation of bids, contract awards in accordance with IDA's Procurement/Consultant's Guidelines/PPR and arrange for transmission of documentation to IDA for approval (if necessary).
- Assist the PMU in contract management.

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- 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.
- 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.

4. Institutional Arrangement

The Consultants 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/her day to day activities.

5. Reporting Obligations

- ✓ Monthly Activity Report
- ✓ Quarterly Summarized report
- ✓ Final Report.

6. Education and Experience

- At least graduate in engineering/ procurement/ supply chain management/ commerce / finance/ business/ management/ law/environmental science or suitable equivalency.
- Minimum ten (10) years of general experience out of which seven (7) years of experience as Procurement Consultant or working experience in Procurement team having dedicated/core procurement role against the designated post. Experiences in the projects of World Bank, ADB or other development partners.
- 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.
- 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 understanding of e-Government Procurement (e-GP).
- Should have strong interpersonal and communication skills. Ability to work individually or in team to deliver services with strict deadline and in cross cultural environment.
- Must possess excellent communication skills in English, both written and spoken.
- Age must be within ~~55 years~~ 60 years

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7. Selection Method

Selection of the Procurement Consultant will follow the procedures for selecting Individual Consultants described in the World Bank's Procurement Regulation for IPF Borrowers, July 2016 (Revised November 2017 and August 2018). The Procurement Consultant's Contract will be Time-Based.

8. Remuneration

The Procurement Specialist 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.

9. Duration of the assignment

The duration of the assignment will be 60 months or throughout the project's duration (atleast December, 2025) which comes earlier. But it may be extended as per requirement of the project. However, this will depend on performance of the individual in the position.

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03/05/2021

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Addl. Chief Engineer (Works)
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CE, DPHE

Proposed TOR may be approved.

S.B.
06/06/2021

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বাংলাদেশ সরকার, ঢাকা।

Dalila
06/05/2021
Executive Engineer
DPHE

Approved TOR.

Md. Sarwar Hossain
05/5/2021
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