

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
Office of the Project Director
Food Safety Testing Capacity Development Project (FSTCDP)
Bangladesh Food Safety Authority
Ministry of Food

Terms of Reference
for
Senior Consultant (Procurement)

1. Background

Bangladesh Food Safety Authority (BFSA) under Ministry of Food is implementing the Food Safety Testing Capacity Development Project (FSTCDP) with financial assistance under the Japanese ODA framework. The overall objective of the project is to improve food safety testing capacity of BFSA by establishing one (01) food safety reference laboratory in Dhaka & two (02) divisional laboratories in Chattogram and Khulna, along with office building, training building.

Specific objectives are following:

- (i) **To improve administrative & coordinating capacity:** Strengthen Food Safety Administration system by establishing BFSA permanent office facilities in Dhaka & divisional offices through food safety administrative/regulatory & coordinating activities will be operated throughout the country;
- (ii) **To improve food testing capacity:** Establishment of a food Testing Reference Laboratories in Dhaka and two (02) divisional food testing laboratories at Chattogram and Khulna division with necessary modern equipment, manpower for comprehensive regulatory & reference testing;
- (iii) **To strengthen food inspection & sample collection facilities:** Develop scientifically accurate sample collection system by procuring equipment & logistic equipped with customized sample collection/ sampling vehicle for collecting and transporting proper samples to laboratories;
- (iv) **To develop skilled food safety personnel:** Development of a full functional training facility as a hub of national /international food safety training such as: food safety management, HACCP, Food safety basic courses for Food Business Operators (FBO), TOT (Training of Trainers) for Food safety Officers, Inspectors, controlling agency officers, food analysts, management officials and stakeholders like restaurant workers, food importers, exporters & food industry personnel, etc.;
- (v) **To protect Public Health:** Reduce foodborne illnesses by ensuring safe consumption of food and food products (domestic and imported) like agricultural, livestock, fisheries and marine food and food products through rigorous testing, risk analysis and food risk management; and
- (vi) **To boost Food Export & earn Foreign Exchange:** Facilitate food and food products to meet international food safety standards by providing accredited testing services for promoting export growth and industry diversification.

Expected Components of the Project

Sl no	Component Name	Procurement Method	Applicable Standard Bidding Documents (SBD)
1	Equipment procurement for Dhaka Central Lab and Chattogram and Khulna Divisional Laboratory	International Competitive Bidding (ICB)	Standard Bidding Document under Japanese ODA Loan (Procurement of Goods)
2	Construction for Dhaka Central Lab and Chattogram and Khulna Divisional Laboratory	ICB with Pre-Qualification (P/Q)	Standard Bidding Document under Japanese ODA Loan (Procurement of Works) (JSSS applied)
3	Consulting Services (CS): Design, Supervision and Technical assistance consultant for the works under Food Safety Testing Capacity Development Project	Shortlisting Quality- and Cost-Based Selection (QCBS)	Standard Request for Proposals (version 2.3)

As the project encompasses the procurement of high-end laboratory equipment, the construction of laboratory facilities, and the recruitment of consulting firms to support its technical, managerial, and implementation components, the Food Safety Testing Capacity Development Project (FSTCDP) under Bangladesh Food Safety Authority (BFSA) intends to engage a highly experienced **Senior Consultant (Procurement)**. This engagement is aimed at ensuring efficient, transparent, and compliant procurement processes in alignment with JICA's procurement guidelines, particularly to support the recruitment of a consulting firm and other critical procurement activities under the project.

2. Objective of the Consultancy

- To ensure efficient, transparent, and JICA-compliant procurement of a Consulting Firm for Component 3, delivering:
 - Preparation of terms of reference, REoI and RFP documents for the Consulting Firm's recruitment.
 - Management of the QCBS selection process.
 - Contract finalization and handover to BFSA.

3. Scope of Services

The scope of the services includes but not limited to:

A. Pre-Proposal Submission Phase

- Finalize the Request for Expression of Interest (REoI) for shortlisting the intended consulting firms
- Finalize the Request for Proposals (RFP) for Consulting Services (Component 3) per JICA's Standard RFP v2.3 and QCBS guidelines.
- Evaluate the applicants or Expression of Interest (EoI) submitted by the consulting firms.
- Advise on procurement strategies for Components 1-3 to align with JICA SBDs and ICB/PQ requirements.

B. Technical Proposal & Combined Evaluation Phase

- Address consultant's queries, organize pre-proposal meetings, and ensure JICA's procurement transparency standards

- Manage Technical Proposal Evaluation and Combined Evaluation following QCBSmethod.

C. Post-Proposal Evaluation Phase

- Facilitate contract negotiations, preparation of negotiation minutes, preparation of draft and final contract documents etc. and finalize the agreement with the selected consulting firm.

- Hand over procurement records, including evaluation reports and due diligence documentation.

D. Compliance & Reporting

- Ensure adherence to JICA's procurement guidelines, Bangladesh Public Procurement Act (PPA) 2006, Bangladesh Public Procurement Rules (PPR) 2008 and gender/environmental safeguards.

- Submit quarterly progress reports and a final procurement completion report.

F. Miscellaneous:

Moreover, the Senior Consultant (Procurement) will involve

- Review the Annual Procurement Plan – as required by applicable covenants and regulations – for all goods, works and services to be procured under the project
- As part of the preparation and updating of the procurement plans, suggest the appropriate procurement method to procure goods /works / services for each contract.
- Review the Procurement Processing Schedule for major components of the procurement plan of the project.
- Review the updated the Procurement Plan and Procurement Processing Schedule in compliance with the applicable rules and regulations; and reflect those updates in the electronic monitoring systems.
- Recommend for making necessary arrangements for procuring of goods, works and services under Project Implementation Unit (PIU) including finalizing purchase documents based on user requirements and ensuring that technical specifications of goods are in conformity with the prescribed standards.
- Review public notices for inviting offers for the supply of goods, works and services; and assist in publishing those notices in different print and electronic media in conformity with the provisions of the guidelines and the national procurement laws.
- Review and finalize procurement documents like bidding document, bid and proposal evaluation report etc. for all contracts under Project Implementation Unit (PIU) in accordance with the relevant procurement laws, rules and guidelines.
- Actively participate in all clarification meetings, pre-proposal meetings etc. with prospective bidders / consultants.
- Organize or assist in the opening of bids.
- Assist in preparation of regularly update the Procurement Performance Monitoring Report (PPMR) for mitigation of procurement risks.
- Assist in preparation of quarterly procurement report under the guidance of Project Director.
- Conduct regular site visits to provide support and supervision to ensure that procurement regulations are complied with and procurement contracts are fully implemented in different stakeholders.
- Guide / assist the PIU in handling procurements related complaints / grievances.



- Assist the Project Director to prepare reports related to procurement activities of the project.
- Carry out any other relevant duties that may be assigned by the Project Director / competent authority from time to time.

4. Qualifications

The Senior Consultant (Procurement) should hold a minimum graduate degree in any discipline. Advanced professional qualifications such as MCIPS (Member of Chartered Institute of Procurement and Supply) / CSCP (Certified Supply Chain Professional) will be considered additional qualifications. Also, Project Management Professional (PMP) certification is preferable. The ideal candidate should possess a minimum of 08 (eight) years of general work experience in government/semi-government/autonomous organization/government company or Development Projects.

Furthermore, the Consultant should demonstrate a minimum of 05 (five) years of experience in roles that are substantially relevant to Government procurement following PPA-2006 and PPR-2008. The candidate should possess at least 02 (two) years' experience in similar position in development partner's project. The candidate should demonstrate expertise in substantive areas/aspects of procurement, including goods, various construction contracts, and the selection/contracting of consultant services are required. The candidate must specify the position and period during which these activities were undertaken. He/she should have proven expertise in QCBS procedures and preparation of EOI, RFPs and evaluation for consulting services. In addition, the consultant must demonstrate a proven track record in the preparation of international tender documents using development partners' standard documents.

The candidate should demonstrate proficiency in computer operations, detailing their capabilities in utilizing Microsoft Word and Microsoft Excel independently and with ease. He/she should have proven track records for different trainings related to procurement, PMP etc.

Additionally, the prospective candidate must possess outstanding communication skills in English, both in written and spoken form. These competencies are essential for effective performance in the role.

Moreover, considering the substantial demands and individual workload associated with the role, the maximum age limit for this position shall be 50 years on the date of deadline of submission of the EOI.

5. Counterpart Support

The Food Safety Testing Capacity Development Project (FSTCDP) will provide office space, logistics and institutional support. The consultant will lead the procurement activities and will work closely with the procurement focal point or any other staff member assigned by FSTCDP in carrying out the assignment as listed above.



6. Reporting Arrangement

The Senior Consultant (Procurement) will be responsible to the Project Director for discharging all project procurement functions. He/she will assist the Project Director to ensure that all procurement activities are completed on time and in accordance with the procurement plan deadline.

7. Deliverables and payment terms

Payments shall be made in line with agreed-on outputs according to the following schedule:

Sl. No	Deliverables	Tentative Deadline	Payment terms
1	Finalize and take necessary arrangement for publication of Request for Expression of Interest (REoI) Document	Within 07 (seven) days from contract signing	Five (5%) percent of the lump-sum Contract Price shall be paid upon submission and acceptance of the REoI by the Client.
2	Assist in PEC meeting(s) and Preparation of EoI Evaluation report/ shortlisting of consulting firms	Within 28 (twenty-eight) days of the EoI submission deadline	Fifteen (15%) percent of the lump-sum Contract Price shall be paid upon submission of the EoI Evaluation Report and its subsequent approval by the approving authority
3	Finalize and take necessary arrangement for issuance of RFP document (QCBS, JICA v2.3)	Within 15 (fifteen) days of receiving approval of the shortlist from the approving authority	Fifteen (15%) percent of the lump-sum Contract Price shall be paid upon submission of the EoI Evaluation Report and its subsequent issuance to the shortlisted consultants
4	Assist in Pre-proposal meeting and Preparation of Pre-proposal Meeting Minutes	Within 21 (twenty-one) days of RFP submission deadline	Five (5%) percent of the lump-sum Contract Price shall be paid upon submission of Pre-proposal Meeting Minutes and its subsequent circulation to the shortlisted consultants
5	Assist in PEC meeting(s) and Preparation of Technical Evaluation Report	Within 28 (twenty-eight) days of the proposal submission deadline	Twenty (20%) percent of the lump-sum Contract Price shall be paid upon submission of Technical Evaluation Report and its subsequent approval by the approving authority
6	Assist in PEC meeting(s) and Preparation of Combined Evaluation Report	Within 15 (fifteen) days of holding the Financial Opening	Fifteen (15%) percent of the lump-sum Contract Price shall be paid upon submission of Combined Evaluation Report and its subsequent approval by the approving authority
7	Assist in Negotiation Meeting(s) with 1 st ranked consultant and preparation of Negotiation Meeting	Within 21 (twenty-one) days of the	Fifteen (15%) percent of the lump-sum Contract Price shall be paid upon submission of

	Minutes with draft contract document	approved Combined Evaluation Report	Negotiation Report and its subsequent approval by the approving authority
8.	Preparation of contract documents and Contract Signing with the successful consultant	Within 15 (fifteen) days of the approved Negotiation Report	Ten (10%) percent of the lump-sum Contract Price shall be paid upon submission of contract documents duly accepted by the client

8. Duration of the Consultancy

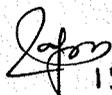
The Consultant shall provide services on an intermittent basis, commencing from the date of commencement following the signing of the contract. The total number of service days shall not exceed 150 days. As this is an intermittent engagement, the Consultant may include holidays within the service period, subject to prior approval from the competent authority. The duration of the assignment may be adjusted—either increased or decreased—based on project requirements and the Consultant’s performance.

9. Duty Station:

The Senior Consultant (Procurement) will be stationed in the PIU, Food Safety Testing Capacity Development (FSTCDP) of Bangladesh Food Safety Authority (BFSA), Dhaka. However, he is also allowed to serve from his convenient places with prior approval of the competent authority.

10. Payment Schedule

This is a lump-sum contract under which payments shall be made upon the successful completion of the agreed deliverables. Each payment must be supported by the consultant's submission of evidence demonstrating the outputs achieved, in accordance with the terms and scope defined in the contract. The deliverables will be reviewed and verified by the Client before any payment is released. The negotiable contract ceiling (that is, the total contract price for the duration of the contract) shall represent the consolidated remuneration inclusive of applicable Advance Income Tax (AIT) and VAT as per the laws of Bangladesh.


 15.06.2025
 (Zakia Afroz)
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Project Director (Additional Secretary)
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