

## **Terms of Reference for Project Coordinator (S8)**

Assignment Title	Project Coordinator
Contract number	
Assignment duration	42 person months; full time basis
Assignment location	Dhaka, Bangladesh
Funding source(s)	International Development Association(IDA) Project Number: P172499 Project Title: Jamuna River Sustainable Management Project-1 (Navigational Channel Development)
Contracting entity	Bangladesh Inland Water Transport Authority (BIWTA)

### **Introduction and Background**

The People's Republic of Bangladesh has received an SDR 13,643,560 credit and a EUR 27,132,000 credit from the International Development Association(IDA) – a member of the World Bank Group – for financing the cost of Jamuna River Sustainable Management Project-1 (JRSMP-1, the Project). The Project is implemented by the Bangladesh Inland Water Transport Authority (BIWTA) and it intends to apply part of the IDA credit for procuring the services of a Project Coordinator for its Project Implementation Unit (PIU).

The objective of this project is to develop a well-functioning IWT system on the Jamuna river from Sirajganj (Bangabandhu bridge) to Daikhawa through dynamic navigation management. As well as to strengthen the framework that supports IWT in Bangladesh to enhance national and regional navigation. This Project is expected to prepare a Master Plan including the prioritized investments projects and the institutional arrangement for smooth implementation of IWT operation on Jamuna. Which will Improve the navigability and economic importance of the Jamuna river between Bangabandhu Bridge (Sirajganj) and the Indian border (Daikhawa) through implementation of pilots (jetties, barges) to understand and ensure the sustainable IWT operation on Jamuna. The outcome of this project also includes developing an attractive legal framework that builds on the strong tradition of bilateral decision-making between Bangladesh and India.

### **Objective of the Assignment:**

The objective of this consultancy is to assist the PIU in all matters relating to the development of sustainable inland water transport along the Jamuna river. The consultant will be specifically responsible for:

- Supporting the Project Director and other PIU staff in all project implementation responsibilities;
- Coordinating the inputs of individual consultants, consulting firms and works contractors to ensure technically sound project implementation including quality assurance and control;

- Overall managerial support for planning, preparation, and implementation of works and services;
- Producing or overseeing the production of project implementation, and monitoring and evaluation reports.

### **Scope of Services:**

The services of the Project Coordinator are basically aimed to provide overall Management support to in planning, designing, implementing, managing and monitoring. His specific responsibilities shall be, but not necessarily limited to the following:

- Introducing internationally accepted standards and good practices for overall project management within different project phases and ensuring that their delivery meets timelines, budget and quality requirements;
- Assisting in monitoring the contract terms and ensuring that conditions of contract are fully met by all consultants / contractors and other project vendors. Helping in settling disputes should they arise, according to the agreed procedures and contractual terms;
- Assisting in procurement of consulting services, goods and works required during project execution. This includes planning, preparation/updating of TORs, EOIs, RFPs and other bidding documents for these procurements. Likewise, assisting in short listing and evaluation of technical and financial proposals if necessary;
- Undertaking visits to project sites as necessary, supervising works, checking quality assurance and control, and providing guidance to consultants and contractors on the project activities and also providing suggestions to the Employer for enhancing project efficiency when required;
- Maintaining and promoting broad inter-institutional collaboration and networking, especially with Ministry of Shipping and other ministries, BIWTA and other government departments, World Bank, private stakeholders, project affected communities, relevant non-government agencies, in the course of project implementation;
- Facilitate regular Project Steering Committee (PSC), Project Implementation Committee (PIC) meetings and other meetings as per requirement of the Project;
- Support the Project Director in ensuring satisfactory project monitoring and evaluation (M&E), including periodic reviews by the PSC and PIC;
- Reviewing monthly, quarterly, and annual project status reports, progress reports and other reporting requirements in GOB (e.g. IMED, PIB) and World Bank formats and as assigned by the Project Director;
- Reviewing and ensuring quality assurance of technical deliverables from experts/consultants, contractors, vendors, implementing partners and project staff, and providing them with substantive feedback and guidance;
- Preparing and updating, with inputs from other PIU members as appropriate and necessary, a Project Operational Manual containing key information such as ToRs for all PIU staff; structures for PIU, PSC and PIC; Project Results Framework; Project Implementation Plan; Project Procurement Plan; ToRs for key assignments/procurements; Bank account signatories and procedures for disbursement and financial management, and audits, etc.
- Maintaining an Events Register and contributing to the organizational memory;

- Oversee the updating of the Project Implementation Plan by incorporating the plans for all procurement packages. Advising the Project Director on the options to expedite the lagging components and arranging to synchronize all the packages for timely delivery;
- Assessing and evaluating risks. maintaining a risk register and advising on addressing the risks as they arise;
- Supporting the Project Director in day-to-day office management of the PIU.
- Other technical and managerial activities as required by the Project Director;

**Qualification Requirement :**

- An individual to be eligible for the service should meet following requirements:
- Graduate Degree in Civil / Mechanical / Marine Engineering or Master of Science/Social Science with honours. Higher degree from the foreign recognized university(ies) will be preferable.
- At least 15 years of planning and development experience with specific experience in IWT project;
- Experience in management of donor-funded project(s). especially WB/ADB. in the inland waterway transport (IWT) sector will be preferred;
- Organizational and planning skills with the ability to work in a multi-disciplinary environment under pressure;
- Good knowledge of Public Procurement. Project/Contract Management. Safeguard (social & environmental) Issues. QUALITY Control and dispute resolution;
- Extensive knowledge of the rules and regulations including experience in the application of such rules and procedures;
- Budgeting and monitoring cash flow for comparable projects;
- Fluent in English as well as in Bengali and its local dialects in both speaking and writing;
- Good computer skills. proficiency in using computer based project management application software (e.g. MS project 2007 or later );
- Good presentation. interpersonal and communication skills.

**Duration of Services:**

The Project Coordinator will be initially hired for a period of 42 months assuming continuing good performance. Further extension will be based on project extension.

**Remuneration and other Facilities Provided by the Employer**

There will be two parts of the Payments- Remuneration and Reimbursable. which will be fixed during the negotiation.

In addition. will provide office space for the Project Coordinator. with access to office equipment required to carry out his / her functions. All day-to-day office travel. transportation. and accommodation arrangements will lie entirely with the Project Coordinator. However. in case of necessary travel to field and or outside the office at Dhaka they will provide transportation or travel costs and per diem as per contract. BIWTA may provide further reasonable assistance in connection with carrying out his / her responsibilities. upon the request of Project Coordinator.

### **Project Coordinator's Responsibility:**

The Project Coordinator shall be fully responsible to manage his day to day works with the PD and Project team with high dedication, integrity and ethical behavior. The Project Coordinator should keep all the project information confidential. He/ She should be fully responsible for own transport, accommodation, income tax clearance, as well as necessary insurances for health and accident, if any.

### **Deliverables:**

The key deliverables of the Project Coordinator will be:

- All documents and reports such as financial reports, progress reports, procurement plans, operational manuals, TORs, bidding documents, etc. as per the requirement of the project.
- Coordinate, record minutes and follow up on Project Steering Committee (PSC), Project Implementation Committee (PIC) and othermeetings to review the progress of the Projectimplementation as well as to identify and agree on key actions required.
- Documentation of the project and publication of reports relevant to the Project.
- Preparation of training strategy.
- Quarterly reports on the trainings provided by theconsultant and the learning progress of each staff. Consultant's performance at the endof the contract.
- Monthly, semi- annual, and annual procurement progress reports based on format to beagreed with BIWTA in consultation World Bank.
- Quarterly Monitoring reports of deliverables of works, goods and consulting servicescontracts (progress, quality, completion etc.)

### **Selection Method**

Selection of the PE will follow the procedures for selecting Individual Consultants described in the World Bank's Procurement Regulation for IPF Borrowers (July 2016, Revised September 2023).