

**Terms of Reference  
for  
Procurement Expert for Jamuna River Sustainable Management Project-1  
(Navigational Channel Development)**

Assignment Title	Procurement Expert
Contract number	
Assignment duration	36 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)

**A. Introduction and Background**

The World Bank developed a concept note on ‘Jamuna River Sustainable Management Program’ in January 2020 in support of the Government of Bangladesh to achieve its Delta Plan 2100 economic goals related to Jamuna River and was approved by the Bank on October 22, 2020. ‘Jamuna River Sustainable Management Program’ is one of the first program, the Bank will be financing in support of the larger Bangladesh Delta Plan 2100 which is Bangladesh Government’s (GoB) long-term strategy on holistic water resource management and a leading development agenda for the country. The proposed development objective of the ‘Jamuna River Sustainable Management Program’ will support GoB’s effort to achieve the broad goals of BDP2100 by (a) boosting resilience against riverbank erosion and flooding; (b) improving river navigation capacity; and (c) strengthening sector institutional capacity and collaboration through a Multi-phase Program (MPA) for two phases. The two phased investment program is expected to be implemented over a period of about eight years till 30 June 2029. The Program (Phase 1 and Phase 2) will be executed in the approximately 200 km stretch of the Jamuna River between Sirajganj and Daikhowa near the border with India in the North .

The proposed ‘Jamuna River Sustainable Management Program’ has five components- (1) Riverbank protection and river training, (2) Navigation channel development, (3) Disaster risk financing, (4) Capacity building and project management and (5) Contingent emergency response component (CERC). Bangladesh Water Development Board (BWDB), Bangladesh Inland Water Transport Authority (BIWTA) and Insurance Development and Regulatory Authority (IDRA) are the executing agencies of the program. BIWTA is carrying out the work of Component 2: Navigation channel development.

Feasibility study for the 1<sup>st</sup> phase of Component 2: Navigation channel development has been carried out. Based on the Feasibility Study Report, a Development Project Proposal (DPP) titled **Jamuna River Sustainable Management Project-1 (Navigational Channel Development)** was prepared funded by The World Bank with implementation period from

January 2024 to December 2027. It was approved by ECNEC on 7 December, 2024 and the project is being implemented by BIWTA under Ministry of Shipping. Major components of the Development Project Proposal for Phase 1 of Component 2 (Navigation channel development) are:

- (1) Development of a Master Plan including the prioritized investments projects and the institutional arrangement for smooth implementation of IWT operation on Jamuna.
- (2) Supply, deployment and operation of River Information System (RIS).
- (3) Supply, deployment and operation of Navigational Aids.
- (4) Capacity building- Course development and training, construction of a new training institute and up gradation of an existing training institute.
- (5) Procurement of 2 hydrographic survey vessels, 3 buoy handling vessels and 5 fast transit logistical support vessels.
- (6) Procurement of one prototype self-propelled Barge.
- (7) Procurement of 2 prototype floating Jetties.
- (8) Improvement of legal framework for the national and regional navigation.

## **B. Objective of the Assignment**

The main objective of the services of the Procurement Expert is to undertake all procurement activities under the project following the World Bank Procurement Regulations and the Public Procurement Act 2006 and Public Procurement Rules 2008 as applicable; and assist Project Director in resolving contractual matters during implementation of the project.

## **C. Scope of Services**

The Procurement Expert (PE) will provide expertise support and advice as a full-time member of the procurement team in PIU and will be responsible for leading the procurement functions of JRSMP-1 (C2), so that the procurements are done as per the relevant Regulations of World Bank. The PE 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 should not have any conflict of interest while working and should keep all the project information confidential. The PE will carry out the following main activities:

- Ensure procurement process follows World Bank's Procurement Regulations, Public Procurement Act and Public Procurement Rules.
- Provide operational advice on procurement related all issues.
- Work with the team in developing new procurement packages for Works, 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.
- Check the quality and compliance side of Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Invitation for Prequalification (IFP), Bidding Document, Request for Proposals (RFP) and Pre-Bid Meeting Minutes as per World Bank Procurement Regulations;

- Guide and conduct procurement in accordance with World Bank Procurement Regulations for IPF Borrowers” (July 2016, amended in November 2017,August 2018 and November 2020) (“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;
- Take part, as a member of evaluation committees;
- Provide timely advice to PIU in making submissions for Letter of No Objection at World Bank, help PIU on necessary documentation and revision of the submissions as advised by the Bank officials.
- Help PIU 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 PIU members may have with complainants.
- Provide advice and training to PIU members on World Bank Procurement Framework (NPF) and procurement related matters, on need basis as a part of the institutional capacity building of JRSMP-1 (C2);
- 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 Project Director.
- 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.
- Report any possibility of contract variation.
- Report on implementation of sustainability factors in procurement and contract management, including economic, social and environmental considerations.
- 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 Project Director.
- Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to IDA for review.
- Conduct procurement activities under the project using CPTU’s e-GP portal as applicable.
- any other task assigned by the Project Director/project management as and when required

**D. Duration:**

Duration of the consultancy services would be 36 months, depending on the need of the client and satisfactory performance of the consultant, the contract period may be extended through mutual agreement.

**E. Reporting Requirement**

The consultant will report to the Project Director (PD). S/he will assist primarily PD in preparation of all procurement related reports required to fulfill the requirements of World Bank and GoB.

- Monthly Activity Report.
- Final Report.

**F. Deliverables**

The key deliverables of the PE will be:

- Complete and regularly updated Procurement Plans.
- Procurement and contract documents (REOI, RFQ, RFP, bidding documents, Contracts etc.)
- Monthly, semi-annual, and annual procurement progress reports based on format to be agreed with JRSMP-1 (C2) in consultation World Bank.
- Quarterly Monitoring reports of deliverables of works, goods and consulting services contracts (progress, quality, completion etc.)
- Procurement documentation and records are systematically maintained so as to be readily available for review and audit.

**G. Qualification and Experience**

Academic Qualifications and Professional Experience of the Consultant:

**a) Educational Qualification**

- BSc. in Engineering and/or Master's in procurement/ economics/ statistics/ finance/ business administration/ management/ law or other relevant subjects. Professional degree/membership (such as MCIPS) of any internationally recognized institution will be preferred.

**b) Experience**

- About 15 years of work experience of which 10 years should substantially be related to the relevant tasks of preparation of tender documents (Works, Goods, Services)/EoI, proposal documents/ procurement plan, evaluation of bids/proposals, negotiation, conflict resolutions and following concerned contract, PPR 2008 and Procurement documents &Regulations of World Bank or similar Development Partners.
- Knowledge and working experience of e-Government Procurement (e-GP) is a must;

- 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;
- Proven working experience on procurement following the World Bank or other Development Partners' Procurement Regulations is a must. Knowledge and understanding of World Bank's STEP system is an added advantage;
- Knowledge/Familiarity of FIDIC can be a plus;
- Individuals who are currently working as Procurement Experts on other World Bank-financed projects in Bangladesh and have more than 3 (three) months period remaining in their existing consultant contract as of the deadline date for submission of applications, will not be considered for this Procurement Expert position to enable the consultants to complete their existing contractual obligations and avoid disruption in implementation of those projects.
- Possess excellent communication skills in English, both written and spoken;

The contract used for the proposed consulting services shall be Time-based contract.

#### **H. 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).