

Term of Reference (ToR)

Selection of Consulting Firm for Project Supervision & Monitoring

Package No.: BRTA S-2

1. Background.

The Bangladesh Road Transport Authority (BRTA or “the Client”) is the sole authority under Road Transport and Highways Division (RTHD) of the Ministry of Road Transport and Bridges for regulating of motor vehicles and drivers of the country. There are about 6.6 million registered motor vehicles in the country – about 70% of which are 2 (two) wheelers, i.e. motorcycles/motorbikes. BRTA has 70 (seventy) field offices in all district and metropolitan areas for registration, issuance of fitness certificates, issuance of route permit, issuance of driving license, etc. However, BRTA does not have enough vehicle inspection centers (VICs) to ensure proper testing of motor vehicles to issue fitness certificates. VICs are essential for ensuring that vehicles operating on public roads meet established standards for safety, environmental protection, and mechanical reliability. VICs play a critical role in reducing air pollution by enforcing emission standards, identifying high-polluting vehicles, and ensuring engines are properly maintained. By testing vehicles for pollutants like hydrocarbons, carbon monoxide, and nitrogen oxides, these centers force necessary repairs, which can significantly decrease overall urban air pollution. In 1998, 5 (five) VICs were established in Dhaka (Mirpur and Ekuria), Chattogram, Khulna and Sylhet for this purpose. Notwithstanding, only the Mirpur VIC is currently in order, with two lanes and an operational capacity for inspecting only 100 (one hundred) motor vehicles daily, while the daily demand is for inspection from 800 to 1000 vehicles at that office. To address this demand, BRTA has expanded its capacity by adding 10 new lanes to the facility. Other inspection facilities are planned throughout the country, including new/replaced VICs at Mymensingh, Cumilla, Noakhali, Rangpur, Chattogram, Khulna, and Sylhet. By making these centers operational, BRTA will reduce the demand for vehicle inspection in Dhaka (Mirpur, Uttara, Ekuria, Purbachal).

Moreover, BRTA will increase the inspection frequency in Mymensingh, Cumilla, Noakhali, Rangpur, Chattogram, Khulna, and Sylhet, by establishing new automated vehicle inspection facilities on priority basis.

Component 3 of the Bangladesh Environmental Sustainability and Transformation (BEST) Project will support BRTA to assess viable public–private partnership (PPP) modalities for development and operation of VICs to start effectively regulating vehicle emissions—a key and growing source of air pollution in Bangladesh. This component includes (a) design the required infrastructure and equipment for construction of the seven VICs located at Mymensingh, Cumilla, Noakhali, Rangpur, Chattogram, Khulna and Sylhet, (b) design, supervision and contract management for the construction of boundary wall and land development at Mymensingh, Cumilla, Noakhali, Rangpur and Sylhet, (c) technical assistance to improve BRTA’s capacity in vehicle inspection, and (d) project management at BRTA. Successful implementation of this component will help BRTA to develop and implement a national vehicle inspection program, to develop additional VICs beyond the BEST project and gradually remove unsafe and high GHG and pollution emission vehicles from its roads. The seven new VICs will help improve vehicle emission compliance in their service areas and contribute to air pollution control and reduce the economic costs of air pollution.

In this context, BRTA seeks to engage a qualified firm (hereafter referred to as the Consultant) to support the project supervision and monitoring of activities under Component 3 of the BEST Project.

2. Objectives of the Assignment.

The aims of the consultancy are to (i) coordinate and supervise all technical activities related to the design and construction of the physical infrastructure and set-up of Vehicle Inspection Center (VICs) for project area; (ii) support BRTA’s Project Implementation Unit (PIU) with core functions (iii) support PIU day to day operations and services and implement Component 3 throughout the project period; (iv) perform Responsibilities / Deliverables as when required at PIU.

In the context of contract management, the Expert/specialist/engineer/others will carry out, but not limited to, the following activities:

- a) Assist the Deputy Project Director (DPD) of the PIU-BRTA for contract administration and management.
- b) Preparation of the necessary documents including procurement and financial management for the activities under component -3 of the BEST project.

- c) Review of contractor's and DSM consultants' submittals, verification of progress and interim payment request.
- d) Assist the DPD of the PIU-BRTA in determining the final construction quantities and contract period evaluation of each contract.
- e) Assist the DPD of the PIU-BRTA in Contract/works or goods acceptance and close of contract, issuance of completion certificates, and preparation of documents as required for acceptance of works/goods by BRTA.
- f) Where applicable, carry out all obligations provided for the supervising engineer in the Civil Works contracts. In the event of contractual dispute which may result in legal action, adjudication or arbitration between the contractor and the employer, and on the instruction, will collate and prepare factual documentation which describes the circumstances of the dispute, and if required the Consultants would attend hearings.
- g) Facilitate project supervision support for the required infrastructure development and equipment for the VICs.
- h) Conduct training, workshops, manage relevant events for BRTA and relevant stakeholders.
- i) Support the collection and analysis of data related to component-3 and develop methodologies for monitoring and evaluating the impact of the VICs.

3. Team Composition & Qualification of Experts:

SL	Consultant	Unit	Quantity
1	Financial Management Specialist (FMS)	Man-months	18
2	Procurement Specialist	Man-months	12
3	Civil Engineer	Man-months	18
4	Mechanical Engineer	Man-months	6

Consulting firm's Required Experience, Resources & Delivery Capacity:

- i. General Experience of the consulting firm should be at least 05 (five) years from the date of publication of the advertisement;
- ii. Specific Experience in conducting/finishing similar nature at least 1 (one) assignment/ project in last 03 (three) years;
- iii. Availability of appropriate skills/experts among staff demonstrated capacity to handle such assignment in terms of resources;
- iv. Audited Financial Reports of the proposers for the last 02 (two) years;

- v. Availability of other resources- logistical and support services of the firm;
- vi. Updated Trade license, Tax Return, VAT & TIN certificates;
- vii. Consulting firm having working experience of PPA 2006, PPR 2008/2025 and World Bank's "Procurement Regulations for IPF Borrowers" July 2016, revised November 2020 ("Procurement Regulations");
- viii. Work experience of similar nature with Development Partners or Donner Fund is preferable;
- ix. Key Experts will not be evaluated at the shortlisting stage;

4. List of Experts for Assignment A (Lump sum contract), tentative input:

The following indicative inputs are provided to carry out the assignment. However, the Consultant may adjust the input of respective resources or engage additional resources with appropriate skills to meet the scopes of the assignment without additional claim.

Sl	Consultant service	Qualification requirements	Responsibilities / Deliverables	Person-months (Estimated)
1	Financial Management (FM) Specialist	<ul style="list-style-type: none"> • Minimum M. Com/ MBA in Accounting/ Finance and related subjects. • Associate or member of a Professional Accountancy Organization (PAO) (CA/ACCA/CPA/CFA/CMA/CIMA etc.) recognized by the International Federation of Accountants (IFAC) will be an added advantage. • At least 12 (twelve) years' experience in financial management out of which at least 5 (Five) years in the Financial Management Specialist/Consultant in the IDA or similar donor funded project, being actively involved and fully conversant with 	<ul style="list-style-type: none"> • Provide support to PD/DPD on all aspects of finance, internal control and accountability. • Design reporting format in conformity with the reporting requirements of the government and the Foreign Aided Project. • Prepare all budget and implementation, finance and accounts activities of the project and provide guidance to the project. • Support the project team in preparing annual Work Plan of the project. Prepare project's annual Cash Plan on the basis of Work Plan. • Ensure timely and efficient administration 	18

Sl	Consultant service	Qualification requirements	Responsibilities / Deliverables	Person-months (Estimated)
		<p>large contract payments, GoB budget and planning procedures, Development Program Proposal fundamentals, rules and regulations of the Government for budgeting, fund release, accounting, financial reporting and auditing and authorization for use of donors' funds;</p> <ul style="list-style-type: none"> • Familiarity with the usage of Integrated Budget and Accounting System (iBAS⁺⁺); • Knowledge and understanding of Government Financial Rules (GFR) and donor-fund requirements; • Prior experience of donor funded, and public sector projects will be accorded due weightage; • Excellent writing and communications as evidenced by a body of written work. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point)); • Skill analysis of proposals using formulas in Excel or other similar software. Hands-on experience in accounting software will be an added advantage; • Strong and proactive interpersonal 	<p>of allocated funds in accordance with the approved work plans and the applicable financial regulations, rules and resolutions. Also Monitor flows of funds from Bank to the project and ensure that appropriate procedures are followed.</p> <ul style="list-style-type: none"> • Prepare annual and quarterly disbursement forecasts. • Prepare and consolidate financial reports for inclusion in the periodical Financial Statements and Reports to be submitted to WB, GOB as per the condition of Financing Agreement. • Guide PD/DPD to implement accounting software after designing the chart of accounts and the reporting formats for the accounting software. • Prepare Terms of Reference (TOR) for outsourcing of internal audit as per the financial management arrangement with the Bank. • Carry out assessment and provide necessary advice and guideline to PD/DPD on financial management capacity of the other institutes for any fund flow from the project to these institutions under non consulting services 	

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		<p>communicative skills, experience in team leadership and participatory management;</p>	<p>for the purpose of the project.</p> <ul style="list-style-type: none"> • Assess the need for additional financial monitoring reports under the project and track project progress in relation to overall budget allocations and spending under each components/subcomponent. • Review and finalize, in consultation with BRTA/WB, costings and all the cost items of the DPP of BEST project in line with GoB Economic Code and procedures. • Continually assess fiduciary risks and report any concerns to the PD/DPD. • Ensure all compliance of the laws, rules and regulations of the concerned Ministries, Governments and the Financing Agreement. • Manage the work of other personnel to be engaged for dealing with financial matters of the project. • Deal with external auditors and provide them with necessary documentation; and • Prepare appropriate audit clarifications and ensure follow up for resolution 	

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			<p>of audit observations.</p> <ul style="list-style-type: none"> • Ensure efficient records management, petty cash/advance and fixed asset register and arrange for the annual and periodical inventory of the assets and updating of the records. • Submission of Monthly Project Accounts to the responsible Chief Finance and Accounts Office (CFAO) within 10 days of the end of each month; 	

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2	Procurement Specialist	<ul style="list-style-type: none"> • Academic: At least a bachelor's degree in engineering / business administration/ commerce / economics / finance / law and/or other related fields with a diploma/bachelors/masters in procurement, or a Masters in Procurement with a bachelor in any related fields. • Candidates having Professional qualifications in procurement/ purchasing and supply chain management will be given preference. Membership of a professional body of internationally reputed in Procurement/Purchasing/ Supply Chain is preferred. • The Candidate must have at least 12 (Twelve) years' Hands on Experience in the field of procurement. The Candidate must also have at least 10 (Ten) years' of work experience in procurement in government /semi-government institutions, or with international donors, implementing development projects; or having had other responsibilities with a substantial procurement content especially in procurement of services and goods (i.e. preparation of bidding documents and requests for proposals; use of internationally accepted contract documents; 	<ul style="list-style-type: none"> • Develop and regularly update the procurement plan for goods, works, and services under the project; • Upload complete procurement documents in STEP in a timely manner; • In coordination with the IAs' PD and Deputy Project Directors (DPDs) of BRTA, BHTPA and BB, prepare invitation for bids/prequalification, request for expressions of interest (EOI), bidding/prequalification documents, request for proposals (RFP), evaluation reports, contracts, and other documents concerning procurement of goods, works, and services. These documents will follow World Bank's and GoB's procurement policies and guidelines and the agreed annual/implementation plan; • Provide operational advice on concepts, policies, and procedures for international and local procurement matters; • Provide required assistance on procurement matters of the project to ensure consistent application of the Procurement/Consultants 	12

Sl .	Consultant service	Qualification requirements	Responsibilities / Deliverables	Person-months (Estimated)
		<p>understanding of principles underlying procurement practices; analytical capability in identifying and resolving procurement issues; etc.)</p> <ul style="list-style-type: none"> • At least total 08 (Eight) years' experience in carrying out public Procurement with primary responsibilities and substantial content of his/her position in practical application of internationally accepted procurement and contracting procedures and documents for works, goods and services; • Of which at least 03 (Three) years' experience in managing internationally competitive procurement of large scale and complex civil works under projects funded by international donor agencies; • Hands-on experience in managing all steps in the procurement process, including procurement planning, preparation of bidding/contract documents, bid/proposal evaluation, contract award and implementation monitoring, of internationally competitive procurement of goods, works and consultant services; • Understanding of Government's procurement Acts and Rules such as Public Procurement Act 	<p>' Guidelines of the WB, and the Public Procurement Act/Rules (PPA/PPR) of the Government as appropriate and acceptable to the World Bank;</p> <ul style="list-style-type: none"> • 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 reports regularly on procurement status and procurement risk mitigation framework and arrange submission of the same to the World Bank through appropriate system for review; • Assist IAs in reviewing various project implementation and capacity development reports; • Assist in preparing ToRs, job description and associated documents for other PIU staff, as appropriate; • Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required; 	

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		<p>2006, Public procurement Rules 2008 and Public Procurement Rules 2025;</p> <ul style="list-style-type: none"> • Analytical capability in identifying and resolving procurement issues; • Strong coordination and communications skills in presenting, discussing and resolving difficult issues; • Ability to work efficiently and effectively in a multidisciplinary team; • Excellent computer skills; • During the term of the contract the consultant shall not be associated with any other Government agency, consulting firm or private business entities; • Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but if they are selected they will be required before signing the proposed contract to provide documentary evidence of having satisfactorily complied with their existing contract's requirements with respect to early termination of the contract by the consultant, including advance notice period, to avoid disruption in implementation of that project; • The candidate must have experience as Senior Procurement Consultant 	<ul style="list-style-type: none"> • Work under the guidance of the Project Director in implementing all aspects of procurement under the project; • Any other task assigned by the IAs related to the Project's procurement services; 	

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		<p>(Specialist)/Procurement Consultant (Specialist) of World Bank financed Project with proven experience in operating the STEP system and also experience in completion of one or more projects;</p> <ul style="list-style-type: none"> • The candidate who has proven experience in the preparation of bidding documents and evaluation of 'Rated Criteria based Bidding Documents' as per the World Bank procurement regulation will be an added advantage; • The candidate who has experience in project initiation and project closing experience in a Project(s) in World Bank/ others development partners like ADB, JICA, IsDB, AIIB financed projects will be an added advantage; • Having proven experience to support other Implementing Agency (ies) under the same Project/ Program of World Bank/others development partners like ADB, JICA, IsDB, AIIB financed projects will be an added advantage; 		
3.	Civil Engineer	<ul style="list-style-type: none"> • Bachelor's in civil engineering with at least 5 years' experience or at least 10 	<ul style="list-style-type: none"> ▪ Contribute to, coordinate and assist the Supervision Engineer (SE), Deputy Project Director and Project Management Unit 	18

Sl	Consultant service	Qualification requirements	Responsibilities / Deliverables	Person-months (Estimated)
		<p>(Ten) years diploma diploma experience in development project supervision & construction and maintenance works of commercial buildings or related sector.</p> <ul style="list-style-type: none"> • Development Project supervision & monitoring related sector. • Project manager development works at least 5 years' experience. • AutoCAD 2d design. • Capability or works survey/digital survey Sokkia machine of total station. • Calculation of earth volume at AutoCAD software. • Billing & reporting • Good report preparation skills and experience. • Must be computer literate and have user-at-ease ability to work on common office-use software. 	<p>(PMU) in all technical, implementation, procurement, supervision, monitoring and contract management of the infrastructure.</p> <ul style="list-style-type: none"> ▪ Continuous site presence ensuring constant supervision of all construction and other related works under the contract packages ▪ Ensure adequate presence of consultant's staff during all works. ▪ Ensure checking formwork, placement of reinforcing bars as per design and drawings ▪ Review of topographical surveys, spot levels and site plans & calculation of volume earth/sand use total station. ▪ Review and update of Bill of Quantities. ▪ Ensure and review of site order book maintained by the contractor ▪ Review of interim payments ▪ Inform in advance Deputy Project Director of any issues impeding execution of the construction works ▪ Ensure the complete presence of their staff during all casting executed by the contractors. ▪ Ensure checking the quality of the materials brought to site, ensure quality of construction consistent with the specifications. ▪ Ensure implementation of Quality Assurance Check List 	

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			<p>for all categories of works in order to establish a systematic construction procedure</p> <ul style="list-style-type: none"> ▪ Identification of any problem arranged at project component and because why then share to all relevant persons that desisted. ▪ To ensure operational health and safety during project period. • Ensure write & signing of measurement book (MB) at civil part. 	
4	Mechanical Engineer	<ul style="list-style-type: none"> • Minimum bachelor's degree in mechanical engineering. • At least 7 (seven) years of relevant experience in mechanical engineering, with at least two years of experience in design, implementation or supervision of development projects. • 2 (two) years of specific experience in design, construction, operation, monitoring and/or supervision of VICs. • Must be computer literate and have user-at-ease ability to work on common office-use software. • Good report preparation skills and experience. 	<ul style="list-style-type: none"> • Provide technical support to PD/DPD on all aspects of infrastructure development and establishment of VIC equipment, internal control and accountability. • Ensure consistency between the architectural and mechanical design of the VICs; adequacy of equipment for measuring emissions and testing vehicle fitness with • Coordination and supervision of installation of all technical activities related to electro-mechanical works. • Review and update relevant cost estimates • Reviewing the work plan relating to equipment installation and timeliness of work contracts. • Control system, lightning arrester, electro-mechanical safety & security, Fire detection & monitoring system, PABX telecommunication system, food laboratory equipment, weighing scale, truck weigh bridge, digital 	6

Sl.	Consultant service	Qualification requirements	Responsibilities / Deliverables	Person-months (Estimated)
			/ load cell weighing system, standby Generator, etc. in association with the Procurement Analyst and Procurement Specialist <ul style="list-style-type: none"> • Cross checking of product details and specifications and outline designs as submitted by the consultant & implementation of as per specifications. • Ensure write & signing of measurement book (MB) at electro-mechanical part. 	
Total Estimated Man-Month During Assignment (Lump-sum Contract)				54

All the documents and information produced by or during the consultancy services will be the sole property of the BRTA. No information or document is permitted to be transferred or shared with or disseminated elsewhere without the permission of the Authority/Deputy project director and will be treated as fraudulent activity and appropriate measures will be taken.

5. Contract Duration:

The consulting services will be carried out for the completion date of the project duration from the date of signing the contract. The duration may be extended or reduced, as required.

6. Payment Method:

The firm will submit the monthly basis actual bill as per attendance and performance of Experts/Specialists/Engineers/others which shall be taken from PD/DPD. The bill shall be paid as per rules, regulations and conditions of the contracts.

7. The Procurement Process & Regulations:

The World Bank procurement Regulation for IPF Borrowers, procurement in investment project Financing, Goods, Works, non-consulting and Consulting Services, Fourth Edition, November 2020: Section VII, Clause 7.2.a and 7.3: Quality and Cost Based Selection.