

Emergency Multi-Sector Rohingya Crisis Response Project (EMCRP)

Terms of Reference (TOR)

Position: Junior Procurement Consultant

Package no. SD – 3 (B)

A. Background

The Government of the People's Republic of Bangladesh (GoB) is received grant and credit from the International Development Association (IDA) to implement the Emergency Multi-Sector Rohingya Crisis Response Project (EMCRP). Component 1A and 3B of the project is implemented by Department of Public Health Engineering (DPHE) under Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C). Project Management Unit (PMU) office is established at DPHE headquarters headed by Project Director who is responsible for implementation of the project. In addition Regional Project Management Unit (RPMU) is established at Cox's Bazar, headed by a Deputy Project Director with sufficient consultant and other necessary staffs.

The PMU is mandated to manage the project in keeping with the Borrower's obligation to use the project fund with due regard to economy and efficiency and only for the purpose for which project financing was provided. DPHE intends to apply a part of the proceeds of this grant for hiring a Junior Procurement Consultant following the World Bank Procurement Regulations.

B. Objective

To provide support the Regional Project Management Unit (RPMU) at Cox's Bazar

- i) in carrying out all procurement process starting from bidding document preparation to award the contract and
- (ii) to closely monitor the contract management process of the signed contracts of DPHE on behalf Project Director for proper integration of the project.

C. Key tasks/responsibility

The specific tasks/responsibility for the Consultant will include, but not limited to:

- Assist in developing the procurement plan for Works, Goods and Services under the project, and updating the Plan as and when needed (at least semi-annually) through the Bank's Systematic Tracking of Exchanges in Procurement (STEP) system. Also assist in uploading and updating the procurement transactions using STEP;
- Assist in preparation of procurement documents such as Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Bidding Document, Request for Proposals (RFP) and Pre-Bid Meeting Minutes as per World Bank Procurement Regulations and the Public Procurement Act 2006 and Public Procurement Rules 2008 as applicable;
- Assist in preparing TORs and associated documents for other consultants, as appropriate;
- Assist in preparation of report on procurement status as and when requested by the project director;
- Assist in preparing report of any possibility of contract variation;
- Assist in conducting procurement activities under the project using CPTU's e-GP portal as applicable;
- Any other task assigned by the Deputy Project Director as and when required.

D. Education and Experience

- Bachelor's degree in engineering/ economics/ statistics/ finance/ business administration/ management/ accounting/ law or other relevant subjects;
- Minimum 3 years of working experience in public procurement management.

- Must have sound understanding of public procurement act and rules and international agencies procurement guidelines/regulations.
- Working experience with World Bank/ADB or other development partner funded projects shall be an added advantages;
- Experience in preparation of procurement plans, bidding documents, RFPs and evaluation reports following donor agencies guidelines shall be an added advantage;
- Relevant training/ degree in procurement related field will be given preference;

E. Duration of the Assignment

The duration of this assignment is for 9.5 months or project closing date, whichever is earlier. However, the duration may be increased or decreased based on performance of the individual, availability of budget and project needs.

F. Institutional Arrangement

The position is full time Cox's Bazar based and provides support to Regional Project Management Unit (RPMU) at Cox's Bazar. The Consultants will work under direct control of the Executive Engineer/Deputy Project Director. S/he will report directly to the Executive Engineer/Deputy Project Director with close collaboration with other officials of the Project. The Consultant shall be accountable to the Deputy Project Director for his day to day activities. The consultant will work closely with Procurement Specialist of PMU for updating and validating the packages information.

G. Reporting Obligations

- I. Monthly Activity Report
- II. Any other reports as required by PMU.

H. Remuneration

The Consultant 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.

I. Selection Method

The Consultant will be selected following the SIC (Open) Selection method as set forth in the World Bank Procurement Regulations for IPF Borrowers, July 2016, revised September 2023 (Procurement Regulations).

