

Government of the People's Republic of Bangladesh
Department of Youth Development
Economic Acceleration and Resilience for NEET (EARN) Project
National Sports Council Tower (19th Floor),
62/3, Purana Paltan, Dhaka-1000.
www.dyd.gov.bd

**Terms of Reference (ToR)
for Selection of
Junior Procurement Specialist (Package No.: S15.9)**

Expertise : Professional Procurement Services
Source : National

Project Background:

Economic Acceleration and Resilience for NEET (EARN) is the World Bank supported government project. Department of Youth Development (DYD) under Ministry of Youth and Sports (MoYS) is the implementing agency of the project. ECNEC has approved the project dated 20th June 2023 and the World Bank board of directors has approved it dated 27th June 2023. The Financing Agreement (FA) was signed on August 27, 2023. The Project has been declared effective on 13 September 2023.

The EARN project in Bangladesh aims to accelerate economic recovery by involving NEET youth, especially women, in rural areas. It offers education and skills development with a focus on women-centric facilities and second-chance education. Additionally, it includes enterprise development, SEB skill training, and support for employment and entrepreneurship. The project addresses social barriers, enhances institutional capacity, and provides awareness and counseling. Its ambitious goal is to create around 900,000 skilled workers in priority sectors by 2030, contributing to economic transformation and graduation from LDC status, fostering economic inclusion and diversification. The EARN project started implementation in July 2023.

Context of the Assignment:

The EARN project commenced implementation in July 2023. Several significant procurement activities are currently underway, with two procurement specialists actively contributing to the project. Further procurement initiatives are scheduled to be commenced shortly. In addition to that, EARN project has signed a MoU with Local Government Engineering Department (LGED). The Local Government Engineering Department (LGED) will serve as the implementation partner for all infrastructure-related works under the EARN project as per provisions made in the RDPP. LGED need to manage all procurement and financial transactions in full compliance with the "World Bank Procurement Regulations for IPF Borrowers," dated November 2020, ensuring transparency and accountability in the procurement process. They have been facing challenges in some of the major procurement



activities that need to be started immediately. Accordingly, it is necessary to engage a Junior Procurement Specialist to accelerate progress and oversee all procurement operations associated with the project. EARN PMU has planned to select a junior procurement specialist to monitor and support procurement related activities of EARN and LGED. Hence, a Junior Procurement Specialist needs to be engaged to accelerate the procurement process.

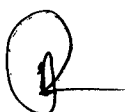
Objectives of the Assignment:

- The Junior Procurement Specialist will provide support to EARN Project Management Unit and LGED for all procurement related activities such as preparation and regular updates of the Project's procurement plan, bid invitations, requests for expressions of interest, requests for proposals, bid/proposal evaluation reports, contract agreements and amendments, and other documents concerning procurement of goods, works and services related to the EARN Project.
- S/he will report to and work under the overall guidance of the Project Director.
- The Consultant will closely coordinate with the Senior Procurement Specialist, LGED Focal Person and relevant technical and administrative staff of DYD and LGED to ensure smooth project procurement.
- While supporting procurement activities, the consultant shall not substitute or override the statutory roles and responsibilities of the respective procurement committees and approving authorities.

Scope of the Assignment:

The Junior Procurement Specialist will be responsible for:

1. Developing the procurement plan for goods, works, and services under the project specially those are designated to be done by LGED.
2. Prepare and regular update of the procurement plan and other procurement transactions of LGED for the project as and when needed through the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) system.
3. Preparing all procurement documents (Request for Expressions of Interest, Request for Proposal/bidding documents, etc.), working in collaboration with technical staff, consultants, Focal Person of LGED and Project Director (PD) of the project.
4. Participating in pre-bid/pre-proposal meetings and bid/proposal opening meetings.
5. Help the members of the tender/bid/proposal evaluation committee in the evaluation of bids/proposals, including following up with the Technical Evaluation Committee and compiling and consolidating bid/proposal evaluation reports prepared by the bid evaluation committee before submission to the approving authorities.
6. Monitoring the procurement processes to ensure compliance with the approved procurement plan and preparing procurement progress reports on the progress of each procurement package, identifying any bottlenecks and recommending measures for resolution. Guiding and advising the concerned government officials involved with procurement in ensuring that all procurement financed under the EARN project is carried out according to the applicable World Bank Procurement Regulations for IPF Borrowers.



7. Reviewing and anticipating potential issues on procurement or any other issues and bringing them to the attention of the focal person of the LGED and PD.
8. Monitoring and keeping track of the deliverables during implementation of goods/works/ services contracts.
9. Carry out the procurement activities under the project through electronic government procurement (e-GP), where applicable.
10. Provide operational advice on concepts, policies, and procedures for international and local procurement matters.
11. 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 LGED Focal Person and Project Director.
12. Prepare reports regularly on procurement status and procurement risk mitigation framework and arrange submission of the same to the Government and the World Bank through an appropriate system for review.
13. Work under the guidance of the Project Director in implementing all aspects of procurement under the project.
14. Any other procurement-related task assigned by the Project Director.
15. The Junior Procurement Specialist will report to and work under the overall guidance of the Project Director.

Selection Method: A consultant will be selected following the Individual Consultant Selection (ICS) method with Open market approach as set forth in the “World Bank Procurement Regulations for IPF Borrowers”, dated November 2020.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the “World Bank Procurement Regulations for IPF Borrowers” dated November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

Regional/Country Experience : Bangladesh

Date of Commencement : 1st week of June 2026 (Tentative)

Assignment Period : 25 months from the date of commencement. The duration of the assignment may be increased or decreased depending upon the performance of the consultant, the needs and budget allocated for the Project and the duration of the Project. Depending on the satisfactory performance of the consultant, his/her period of service might be continued till the project period.

Place of Working: Primarily at PMU of EARN and also at the office of EARN Cell of LGED, where necessary, with field visits anywhere in Bangladesh if required.

Logistics Support: EARN PMU/ LGED will provide office space, logistics, and institutional support to the consultant in carrying out the assignment.

Payment: This is a time-based contract which would require full time involvement of the consultant. Thus, the payment shall be made monthly (that is, payments made each month will be for services rendered during the immediately preceding month), subject to the submission of timesheets by the consultant. Time sheet of the activities for each month needs to be verified by the concerned officials and approved by the PD.



