

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

**Terms of Reference (ToR)  
For Selection of  
Procurement Specialist (Package No.: S15.3A)**

**Expertise** : Professional Procurement Services  
**Source** : National

**Project Background and Rationality of the Assignment:**

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 20<sup>th</sup> June 2023 and the World Bank board of directors has approved it dated 27<sup>th</sup> 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. Additional procurement activities will be initiated in the near future. Accordingly, it is necessary to engage a Procurement Specialist to accelerate progress and oversee all procurement operations associated with the project.

**Objectives of the Assignment:**

The main objectives of this consultancy service are overseeing and coordinating all procurement activities, including the development and continual updating of the Project's procurement plan, preparation of bid invitations, requests for expressions of interest, requests



for proposals, evaluation reports for bids and proposals, drafting contract agreements and amendments, as well as other documentation related to the procurement of goods, works, and services for the Project. Moreover, the Procurement Specialist will need to collaborate closely with the project management specialist and other procurement professionals to facilitate efficient and effective project procurement processes. This full-time position will be reported directly to the Project Director. While conducting the 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 Procurement Specialist will be responsible for:

1. Developing the procurement plan for goods, works, and services under the project.
2. Prepare and regularly update of the procurement plan and other procurement transactions for the project as and when needed through the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) system.
3. Monitoring and updating the procurement plan as per the requirement of the project.
4. Preparing all procurement documents (Request for Expressions of Interest, Request for Proposal/bidding documents, etc.), working in collaboration with technical staff, consultants, and Project Director (PD) of the project.
5. Participating in pre-bid/pre-proposal meetings and bid/proposal opening meetings.
6. 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.
7. 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.
8. Reviewing and anticipating potential issues on procurement or any other issues and bringing them to the attention of the PD.
9. Monitoring and keeping track of the deliverables during implementation of goods/works/services contracts.
10. Building capacity and transferring knowledge to GoB and local staff on procurement by providing regular structured/classroom and hands-on/practical training to a specified number of government staff to be designated by DYD, with the objective that the specified staff acquire adequate procurement knowledge and hands-on experience to be able to independently carry out the routine procurement tasks by the end of the consultant's contract.
11. Carry out the procurement activities under the project through electronic government procurement (e-GP), where applicable.



12. Provide operational advice on concepts, policies, and procedures for international and local procurement matters.
13. 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.
14. Prepare reports regularly on procurement status and procurement risk mitigation framework and arrange submission of the same to the Government and World Bank through an appropriate system for review.
15. Assist implementing partners in reviewing various project implementation and capacity development reports.
16. Conduct diagnostic analyses on delays, inefficiency, etc. And provide recommendations to improve the same, if required.
17. Work under the guidance of the Project Director and Additional Project Director in implementing all aspects of procurement under the project.
18. Any other procurement-related task assigned by the Project Director.
19. The 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:** 1<sup>st</sup> week of July 2026 (Tentative).

**Assignment Period:** 24 months from the date of commencement. The duration of the assignment may be increased or decreased depending upon the performance of the Procurement Specialist, the needs and budget allocated for the Project and the duration of the Project. Depending on the satisfactory performance of the Procurement Specialist his/her period of service will be continued till the project period.

**Place of Working:** Primarily at PMU of EARN, with field visits all over Bangladesh if required.

**Logistics Support:** The EARN Project 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.

