Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division

Improvement of Urban Public Health Preventive Services Project
(World Bank financed Urban Health, Nutrition and Population Project, IDA cr. 7402-BD)

Terms of Reference (ToR)
for
Project Management Specialist (National)

1.0 Background

The Government of the People's Republic of Bangladesh ("GoB") has received a credit from the International Development Association ("IDA") for implementation of the "Urban Health, Nutrition and Population Project", implemented by the Ministry of Health and Family Welfare ("MoHFW") and the Ministry of Local Government, Rural Development & Cooperatives ("MOLGRD&C"). The Project has two components – the Second Component is being implemented by the Local Government Division ("LGD") under the Project Name – "**Improvement of Urban Public Health Preventive Services Project (UPHPSP)**". The main goal of the Project (Component 2) is to develop systems and capacities of LGD, City Corporations and Municipalities (i.e., called "Pourashava") for delivering public health preventive services such as BCC (mosquito) control, outhouse medical waste management, mitigating air and sound pollution and climate change effects on public health, behavior change communications to promote healthy lifestyles and creating awareness as well as community-driven interventions for addressing non-communicable diseases ("NCD"). The geographical areas of the project are Dhaka North City Corporation ("DNCC"), Dhaka South City Corporation ("DSCC"), Chattogram City Corporation ("CCC"), Savar Municipality ("SM") and Tarabo Municipality ("TM") areas.

UPHPSP (i.e., Component 2) will support delivery of environmental health and preventive services primarily in the above mentioned locations through: (a) development and implementation of a comprehensive strategy for integrated BCC surveillance and management, including capacity building and institutional strengthening of local bodies; (b) support for behavior change communication and outreach interventions in the citizens of the urban areas, including for air and noise pollution effects among the stakeholders; (c) tree planting for climate change; (d) revision and/or development and implementation of strategy, arrangements, practices, guidelines, policies, and standards for outhouse medical waste management ("MWM"); and (e) support for day-to-day administration, management, monitoring, and coordination of the project, including financial management, procurement, monitoring and evaluation ("M&E"), citizen engagement, and environmental and social ("E&S") management.

LGD is the lead implementing agency of the Project (Component 2). The LGD is establishing a Project Management Unit ("PMU") headed by a Project Director. He will be assisted by one Deputy Project Director ("DPD"), other Project staff and outsourced staff including a team of twelve (12) individual consultants. The PMU will be responsible for core project management functions and the coordination of Project activities implemented by three city corporations and two municipalities. The team of consultants will assist the PMU and report to the Project Director.

The LGD intends to apply a part of the proceeds of this credit to hire a Project Management Specialist for the project as an individual national consultant.

2.0 Objective of the Assignment

The main objective of this consultancy assignment is to assist the PMU in the overall management of the project including coordination among the consultants, the project staff, the stakeholders, the financier, addressing and resolving bottlenecks, supervising and monitoring project activities, and comparing progress with the planned timeline and outcome.

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3.0 Scope of Services

The Project Management Specialist will closely work with the PMU staff, consultants, outsourced staff, and stakeholders to help implement the project successfully together. The Specialist will review the Development Project Proforma ("DPP"), the Financing Agreement, the Project Appraisal Document and other Project documents to better understand his/her duties, roles, responsibilities and scope of services under the Project. The scope of work of the Specialist will include, but are not limited to, the following tasks.

Task 1: The Project Management Specialist will undertake to perform the services with the highest standards of professional and ethical competence and integrity and try his/her best efforts to achieve the desired goal and objectives of the project.

Task 2: The Project Management Specialist will assist the PMU in reviewing the DPP including all activities, revising the work plan for implementation within the scheduled time given in the DPP or devising a realistic time plan for executing the activities in a successful manner and initiating an amendment of the DPP and other relevant documents in consultation with the World Bank.

Task 3: The Project Management Specialist will supervise, monitor and evaluate the project activities by applying the 'iron triangle' principle (i.e., scope, schedule and budget) of project management and report to the PMU for corrective actions.

Task 4: The Project Management Specialist will facilitate the implementation of the project activities by ensuring effective coordination with stakeholders, staff, contractors, suppliers and consultants and arrange and conduct regular meetings and seminars to keep informed all relevant and key stakeholders of the project about the outcome and outputs of the Project.

Task 5: The Project Management Specialist will communicate and coordinate with representatives of relevant organizations/institutions as well as other stakeholders, as and when necessary, for smooth implementation of the project activities.

Task 6: The Project Management Specialist will provide inputs in the preparation of training materials and other documents to be used in workshops/seminars and training programs and editorial support for the knowledge products that will have been published under the project.

Task 7: The Project Management Specialist will follow up the progress of all works related to project implementation, track down both the budget and progress of implementation, and produce timely project status update to the PMU, the World Bank and the government.

Task 8: The Project Management Specialist with the help of other specialists will prepare monthly project progress report encompassing overall implementation progress, challenges faced, vector management, environment and social management, procurement and financial management, capacity building and training management, outhouse medical waste management, , etc.

Task 9: The Project Management Specialist will monitor the project milestones and deliverables, and contract milestones and deliverables and advise relevant stakeholders to mitigate any risk which is apprehended to be delayed. The Specialist will ensure the project is implemented in accordance with the provisions of the Financing Agreement.

Task 10: The Project Management Specialist along with other specialists/experts will provide training on project activities including other related areas (i.e., Module 1 as suggested as part of the core training in the DPP) to various stakeholders including staff of City Corporations, Municipalities and project staff.

Task 11: The Project Management Specialist will assist the PMU in preparing reports, documents, factsheets or similar instruments for discussion and decision in the Project Implementation Committee and the Project Steering Committee meetings and the World Bank Supervision Mission meetings.

Task 121: The Project Management Specialist and the M&E Specialist will take the leading role to prepare the project completion report ("PCR").

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Task 13: The Project Management Specialist will carry out any other task relating to the Project, City Corporations and Municipalities (as cited in the Project) as and when required or assigned by the PMU.

4.0 Reporting and Deliverables

The Project Management Specialist will prepare and submit the following reports/documents on a one-time and/or recurrent basis to the Project Director and the PMU for his/her duties and responsibilities.

(a) Inception report within one (1) month of the effectiveness of his/her contract.

(b) Reports and/or Documents as mentioned in Paragraph 3.0 as and when required.

(c) Any other reports relating to project management, stakeholder consultations, workshops/seminars.

5.0 Duration of the Assignment

The duration of the assignment for the Project Management Specialist will be [60] calendar months. The Project duration is estimated up to 30 June 2028. The duration of the assignment may be increased or decreased depending upon the performance of the Project Management Specialist, the needs and budget allocated for the Project and the duration of the Project. The PMU will carry out the performance assessment of the incumbent on an annual basis. Continuation of the contract will depend on satisfactory performance of the Project Management Specialist..

6.0 Academic Qualifications and Experiences

The Project Management Specialist must have at least Master's Degree in Management, Economics, Business Administration, or any other relevant discipline. The Project Management Specialist should have at least fifteen (15) years of work experience in administrative, coordination, monitoring and project management activities. The incumbent having at least three (3) years' experience in Local Government and working experience in the city development will be given preference. The incumbent should have practical experience in public health management in urban context. The incumbent should have high level of proficiency in written and spoken Bangla and English, report writing, analytical skills and computer literacy including project management software. The incumbent should be a team player.

7.0 Institutional Arrangement

The Project Management Specialist will carry out his/her responsibilities and duties under the general supervision and guidance of the Project Director. He/she will report to the Project Director in close collaboration with other officials/consultants of the Project. He/she will work in a team environment and assist each other in their respective field in the PMU in achieving the project objectives. The duty station will be at the PMU established in Dhaka city.

8.0 Facilities and Services to be provided by the PMU

The PMU will provide the necessary office space, office equipment and furniture, stationery, data, information, documents in connection with the Project and other logistic services in operating a good office in the PMU. The PMU will provide transportation facilities for field trips, as needed.

9.0 Selection Method

The Project Management Specialist will be selected following the Selection of Individual Consultants as set forth in accordance with the World Bank Procurement Regulations for IPF Borrowers, Fourth Edition, November 2020 (the "Procurement Regulations"), the Public Procurement Act, 2006 and the Public Procurement Rules, 2008 (together the "National Procurement Laws").

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