

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
Procurement 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”**. 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 vector (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 Municipal Corporation (“SMC”) and Tarabo Municipal Corporation (“TMC”) 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 vector 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 team of consultants will report to the Project Director.

The LGD intends to apply a part of the proceeds of this credit to hire a Procurement Specialist for the project as an individual national consultant. The Procurement Specialist will assist the PMU in procuring goods, works and services (both consulting and non-consulting) in accordance with the World Bank Procurement Regulations for IPF Borrowers, Fourth Edition, November 2020 (“Procurement Regulations”), the Public Procurement Act, 2006 and the Public Procurement Rules,

2008 (together the “National Procurement Laws”), the approved Project Procurement Strategy for Development (“PPSD”) and the approved Procurement Plan uploaded in the Systematic Tracking of Exchanges in Procurement (“STEP”).

The procurements of the Project will be carried out centrally by the PMU of the LGD, and the procured goods and services will be distributed to various urban areas as mentioned above. The Procurement Specialist will contribute his/her efforts to the achievement of the above project goals and objectives by ensuring procurement of goods, works, and services are completed in a timely manner in order to achieve value for money and fit for purpose procurement for the Project and help close the Project within the stipulated time.

2.0 Objective of the Assignment

The main objective of this consultancy assignment is to assist the PMU in procuring goods, works, and services (consulting and non-consulting) applying the basic principles of fit for purpose and value for money procurement under the Project in compliance with the applicable laws and guidelines as mentioned above.

3.0 Scope of Services

The Procurement 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 Project Appraisal Document and the Financing Agreement to better understand his/her duties, roles, responsibilities and scope of services under the Project. The scope of work includes, but are not limited to, the following tasks.

Task 1: The Procurement 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 Procurement Specialist will (i) update the PPSD and the Procurement Plan using the tools, methods, systems described in the Procurement Guidance for PPSD and other procurement transactions for the Project through the STEP system including revision of estimate and timeline, and (ii) publish the Procurement Plan on the websites of LGD, World Bank’s external site, and the Bangladesh Public Procurement Authority (“BPPA”) as and when needed.

Task 3: The Procurement Specialist will lead to develop, prepare, and/or review (i) specifications, terms of reference, bill of quantities with the help of specific technical/sector expert, (ii) procurement documents (such as: bidding documents/ tender documents, request for proposals documents) for goods, works, and services (consulting and non-consulting), (iii) procurements notices (specific procurement notice, request for expression of interest), (iv) responses to queries posed by the bidders/ consulting firms regarding specific procurement document including amendment to it subject to the result of the queries of bidders/ consulting firms and own interest of the purchaser/PMU during the bid/proposal preparation stage, by using the standard procurement documents and formats and applying the principles as suggested in the Procurement Regulations and/or the National Procurement Laws and the electronic government procurement (“e-GP”) system and policy.

Task 4: The Procurement Specialist assist and guide the bid opening committee (“BOC”)/ tender opening committee (“TOC”) and proposal opening committee (“POC”) in the opening of bids/tenders and proposals respectively, prepare the bid/tender opening and proposal opening minutes and bid/tender and proposal opening sheet, and provide any other logistic services to the respective committee and the attendees in the bid/tender and proposal opening session.

Task 5: The Procurement Specialist will assist the bid evaluation committee (“BEC”)/ tender evaluation committee (“TEC”) and proposal evaluation committee (“PEC”) in the evaluation of prequalification proposals, expressions of interest, bids/tenders for goods, works and non-consulting

services, technical and financial proposals for consulting services, and in the preparation of relevant reports (i.e., bid evaluation report (“BER”)/tender evaluation report (“TER”), Technical Proposal evaluation report (“TPER”), combined proposal evaluation report (“CPER”)) including any special reports related to procurement using the formats prescribed in the Procurement Regulations and/or the National Procurement Laws and the e-GP system, in the verification of bid/tender securities for its authenticity from the originating sources, and in developing the queries during bid/tender and proposal evaluation stage and evaluation of responses provided by the bidders/tenderers and proposers and inclusion of summary of responses, queries and comments in the respective evaluation report.

Task 6: The Procurement Specialist will support the PMU to (i) issue the notification of award (“NOA”), (ii) carry out contract negotiations including preparation of negotiation meeting minutes, (iii) prepare draft contracts, (iv) verify the performance of security, and (v) publish the contract award notification to various websites in accordance with the Procurement Regulations and the National Procurement Laws.

Task 7: The Procurement Specialist will help the PMU to (i) register any complaints, (ii) resolve such complaints, (iii) arrange debriefing if demanded by bidders/proposers, and (iv) provide intellectual and logistic support in various steps of dispute settlement.

Task 8: The Procurement Specialist with the support of the PMU will manage the overall procurement process, contract management as being member of contract management team, and verify the scope of deliverables and supply of goods when delivered,

Task 9: The Procurement Specialist will monitor, evaluate and prepare any other reports (regular basis and/or intermittent basis - such as: monthly, quarterly and annual procurement monitoring reports) relating to procurement activities for the PMU, the LGD, the government of Bangladesh, and the World Bank as and when required.

Task 10: The Procurement Specialist will act as a member of the bid/tender evaluation committee and proposal evaluation committee, if decided by the PMU.

Task 11: The Procurement Specialist will conduct diagnostic analysis on delays and inefficiencies in the procurement process and contract management and provide recommendations to the PMU, the LGD and the World Bank for improvement of such process within the respective policies and regulations.

Task 12: The Procurement Specialist along with other specialists will provide training on procurement management (i.e., Module 7 as suggested as part of the core training in the DPP) to the staff of City Corporations, Municipalities and project staff.

Task 13: The Procurement Specialist will assist the PMU in preparing reports, documents, factsheets or similar instruments for discussion and decision in the PIC and PSC meetings and the World Bank Supervision Mission meetings.

Task 14: The Procurement Specialist will contribute to the preparation of the project completion report (“PCR”) from his/her respective areas.

Task 15: The Procurement Specialist will carry out any other relevant duties and responsibilities arising out of or relevant to the procurement activities and any other activities as required by the PMU.

4.0 Reporting and Deliverables

The Procurement 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) Monthly Activity Report

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

5.0 Duration of the assignment

The duration of the assignment for the Procurement 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 Procurement Specialist, the needs and budget allocated for the Project and the duration of the Project. The PMU will carry out performance assessments of the incumbent on an annual basis. The satisfactory performance of the Procurement Specialist will ensure the continuation of the contract till the project period.

6.0 Academic Qualifications and Experiences

The Procurement Specialist must have Bachelor's degree in any branch of engineering or Master's Degree in economics, statistics, finance, business administration, management, procurement and supply chain, law or any other relevant discipline or equivalent degree. Candidates who have higher academic/professional qualifications in purchasing and supply chain management and training in the National Procurement Laws including the e-GP system and/or Multi-lateral Development Bank's (MDB's) Procurement Regulations/Guidelines will be given preference. Current membership of a professional body of international repute in procurement/purchasing/supply chain is preferred.

The Procurement Specialist should have at least fifteen (15) years of general work experience, of which ten (10) years' hands-on experience substantially be related to the relevant tasks with responsibilities in the public procurement (i.e., goods, works, non-consulting service and/or consulting services), project procurement and/or MDB's procurement. The incumbent should have knowledge and experience in procurement of using BPPA's standard procurement documents including online version, the MDB's standard procurement documents and online procurement system (such as: the e-GP system of BPPA). The incumbent should have sound understanding of procurement principles and practices of the government of Bangladesh (i.e., the Public Procurement Act, 2006, the Public Procurement Rules, 2008 and the e-GP Guidelines, 2011) and/or MDB's procurement regulations/guidelines or similar instrument. The incumbent should have analytical capabilities in identifying and resolving complex procurement issues, specialized knowledge in handling international procurements of goods and services (both consulting and non-consulting), and in-depth knowledge and understanding of technical, commercial and legal aspects of procurement in development projects, especially project financed by MDB. The incumbent should have experience of working in a team environment and possess excellent communication skills in English, both written and spoken.

Individuals who are currently working as procurement consultants on other World Bank-financed projects in Bangladesh and have more than 3 (three) months period remaining in their existing consultant contract as of the deadline date for submission of applications, will not be considered for this procurement consultant position to enable the consultants to complete their existing contractual obligations and avoid disruption in implementation of those projects.

7.0 Institutional Arrangement

The Procurement Specialist will carry out his/her responsibilities and duties under the general supervision and guidance of the Project Director and work in close collaboration with other officials/consultants of the PMU. He/she will report to the Project Director. 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 necessary office space, office equipment and furniture, stationery, data, information, documents in connection with Project procurement, and other logistics. The PMU will provide transportation facilities for field trips, as needed.

9.0 Selection Method

The Procurement 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”).