

Appendix 1

TERMS OF REFERENCE

Project Name	: Construction of New Dual Gauge Railway Line from Bogura to Sirajganj
Position	: Senior Procurement/Contract Specialist
Duration	: 10 months
Implementing Agency	: Bangladesh Railway
Supported By	: Asian Infrastructure Investment Bank (AIIB) and Government of Bangladesh (GoB)

A. Project Background

1. Bangladesh Railway (BR), to connect Bogura and Sirajganj districts, is planning to construct a dual-gauge railway line under the Construction of New Dual Gauge Railway Line from Bogura to Sirajganj project. The project includes the development of approximately 85 km of main line, together with 11 stations (including three existing stations to be transformed to junctions), bridges, culverts, and modern signaling and telecommunications systems. The corridor will bypass the existing circuitous alignment, shorten the rail distance between Bogura/ northern districts and Dhaka by more than 110 km, and cut travel time by approximately 3 to 4 hours for both passenger and freight services. Upon completion, this line is expected to improve BR's service attractiveness, operational efficiency, and reliability, enabling BR to better respond to growing demand and unlock suppressed passenger and freight flows from the north-western region.

2. The project is considered a priority project of the Government of Bangladesh (GoB), and all procurements are expected to be initiated shortly. The project will be financially supported by the Asian Infrastructure Investment Bank (AIIB). This assignment is intended to hire a **Senior Procurement/Contract Specialist** (hereinafter referred to as 'Consultant') to expedite preparation progress and support the project implementing unit (PIU) under the BR, ensuring smooth implementation.

B. Objective and Purpose of the Assignment

3. The objective of this assignment is to provide hands-on support to the PIU in carrying out and completing all procurement activities and managing contracts in accordance with the AIIB Procurement Policy and associated guidance, as applicable. The Consultant will support the preparation, processing, evaluation, award, and implementation of all project-related procurement packages in line with the approved Scope of Work, under the overall leadership and supervision of the PIU of BR.

C. Scope of Work

4. The Consultant will work closely with the PIU staff and will provide comprehensive procurement and contract management support to the PIU, including but not limited to the following:
- Coordinate project procurement activities, ensuring compliance with AIIB Procurement Policy and Bangladesh's Government procedures.
 - Support the Early Market Engagement (EME) of the Project, review and update the project's Procurement Plan (PP) and Project Delivery Strategy (PDS), assist in packaging, scheduling, and procurement method selection, and support realistic procurement timelines aligned with the project implementation schedule.

- Lead and support the PIU in preparing/ updating procurement documents, including Bidding Documents for the procurement of goods, Civil Works, and services, using AIIB's Standard Procurement Documents (SPDs), where applicable.
- Ensure technical specifications, eligibility criteria, and qualification requirements are consistent, non-restrictive, and compliant; incorporate appropriate E&S, contractual, and reporting provisions into the relevant Procurement Documents
- Advise and provide hands-on support to the PIU on each procurement step, including the bid advertising, bid/proposal opening and evaluation, record keeping, complaint handling, interpretation of contract documents, conducting contract negotiations (if required), drafting contract documents, finalizing the award of contracts, and contract administration.
- Support pre-bid/pre-proposal meetings and preparation of minutes, assist in responding to bidders' queries, and prepare addenda.
- Support the PIU in preparing required documents for different levels of procurement committees and AIIB review, obtaining no objection, preparing minutes, and revising any documents, as required.
- Advise and assist the PIU on contract administration matters, including performance securities and advance payment guarantees, variations and amendments, time extension, claims, and dispute provisions.
- Establish a monitoring system for procurement, including (i) tracking of goods, civil works, and consulting service contracts, (ii) payment of contract invoices, and (iii) monitoring and recording the quality of services and/or products provided.
- Provide support to the PIU in managing and maintaining accounts in the AIIB Project Procurement Management System (PPMS), uploading and archiving all documents in every step of the procurement, as well as obtaining AIIB no objection using that system.
- Review issues related to procurement and the implementation of contracts on the correspondence and progress reports, and resolve and/or provide recommendations to resolve contractual issues.
- Provide support, capacity building, and training covering AIIB's procurement guidelines and procedures for the PIU staff, if needed.
- Provide inputs to Progress Reports as and when required by PIU; and
- Perform any other activities pertinent to their expertise as required by the PIU.

D. Reporting and Outputs

5. The Consultant will work closely with the PIU staff and will report to the Project Director (PD) of the project. The Consultant will submit a monthly timesheet to the PD clearly indicating the tasks completed in that particular month.

6. The outputs will be generated based on the PIU requirement. The format and mode of reporting will be discussed with the PD/ PIU staff beforehand

E. Minimum Qualification Requirement

7. It is expected that the selected consultant will maintain the highest standard of professional ethics and integrity and promote a result-oriented approach in the area of his/her responsibility and accountability. The other qualification requirements are provided below:

- ✓ Hold at least a bachelor's degree in business administration, economics, civil engineering, or other relevant fields.
- ✓ Have overall 15 years of experience, of which at least 10 years of working experience in all the stages of procurement with projects funded by the Asian Infrastructure Investment Bank, and/or World Bank, and/or the Asian Development Bank, and/or other multilateral development banks (MDBs) /donor agencies.
- ✓ Have experience in the preparation of procurement documents and evaluating technical and financial proposals, negotiating with contractors/ firms.

- ✓ Have meaningful experience in the procurement of large works packages (above USD25 million) and consultancy packages (above USD2 million) funded by MDBs/bilateral agencies.
- ✓ Familiarity with the GoB's Standard Procurement practice for externally financed Projects in Bangladesh would be an asset.
- ✓ Be able to communicate and write reports in English.
- ✓ Have good computer literacy in MS Office and be proficient in email communication.
- ✓ Have experience in organizing and delivering procurement training, workshops, and seminars.

F. Duration and Duty Station of the Assignment

8. The duration of the contract is 10 months with a one month probation. Subject to satisfactory performance and evolving project needs, the contract may be extended upon agreement between the PIU and consultant. The commencement and completion dates will be finalized prior to contract signing, taking into account the consultant's availability and the requirements of the PIU. The engagement modality (full-time or intermittent basis) will also be determined accordingly before contract execution. This is a time-based contract, and payment will be made against the actual time spent. The PIU will be responsible for reviewing the actual time spent by the consultant and the quality of his/her work/reports, and other outputs during the contract duration.

9. The Consultant will be based in Dhaka, at the PIU of BR.

G. Support to the Consultant by the PIU

10. The PIU will make all documents and data available to the Consultant. The PIU will introduce the Consultant to the PIU staff and AIIB staff. The PIU will provide fully equipped working office space and other logistic facilities (except laptop) for the smooth implementation of the assignment, as required.

11. No field visit is anticipated for this assignment. However, if required, for each field visit, the Consultant, in consultation with the PIU, will finalize the plan, obtain approval of the travel plan with associated logistics (i.e., hotel accommodation, transportation, and per diem), and get it reimbursed from the PIU.

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