



# **Government of the People's Republic of Bangladesh**

**Ministry of Road Transport and Bridges  
Road Transport and Highways Division  
Roads and Highways Department**

## **TERMS OF REFERENCE**

**FOR**

**INDIVIDUAL CONSULTANCY SERVICES ON  
(NATIONAL PROCUREMENT SPECIALIST)**

**FOR**

**BANGLADESH ROAD SAFETY PROJECT (BRSP)**

**October, 2023**

## I. INTRODUCTION

Government of Bangladesh (GOB) has received financing from the World Bank to implement Bangladesh Road Safety Project (BRSP). The project is being led by Roads and Highways Department (RHD) to be jointly implemented with Bangladesh Road Transport Authority (BRTA), Bangladesh Police (BP), and Directorate General of Health Services (DGHS). The project development objective is to help GOB build its road safety management capacity and achieve targeted reduction in the country's road traffic injuries over the coming decade. The key components of the project are (see Annex I for details):

- ❖ Three distinct Multi-Sectoral pilot projects – one each on two high-risk, high volume national highways with focus on engineering and post-crash care, two distinct mixed-use urban areas with a high degree of urbanization and NMT for provision of facilities to reduce VRU fatalities, and road safety initiatives in selected districts.
- ❖ Priority road safety investments to support expedited implementation of stand-alone priority activities as per the current NRSSAP in the areas of infrastructure, vehicle and user safety and post-crash care, and help establish best-in-class IT/MIS systems. Key activities would include mass action programs to improve infrastructure safety, integration of standalone information systems of vehicle registration, driver licensing and payments, development of a comprehensive national crash database system, replication of the Integrated Traffic Management and Incident Detection System (ITMIDS) being undertaken along the Dhaka-Chittagong Highway with modern technology to detect speed and traffic violations and enable real-time monitoring on some of the highway corridor pilots, strengthening highway police with modern enforcement equipment, implementation of trauma registries and Trauma System Improvement Programs (TSIP)<sup>1</sup> in four district hospitals, road Safety awareness and behavior change communication campaigns and a comprehensive commercial driver's training program.
- ❖ Technical assistance for capacity building and tools for all departments and implementing agencies to enable them to formulate a robust National Road Safety Program with targeted vision and concrete investment plans in the short, medium and long term. It would include: (i) development of a blueprint to establish a National Road Safety Authority; (ii) preparation of a National Road Safety Strategy and Investment Plan; (iii) Review of current driver licensing, vehicle registration, and inspection regime; (iv) development of rules/sub-national legislation for the Transport Act of 2018; (v) setting up a system of Road Safety Audit (RSA) accreditation/certification; (vi) review of the existing commercial driver training regime and development of a comprehensive driver training program; (vii) development of various technical manuals – traffic signs, vehicle inspection, crash investigation, driver testing etc; (viii) development of standard design and specification guidelines for set up of new Vehicle Inspection Centers; and (ix) a comprehensive training and capacity building program for all four agencies of PIU at HQ and field.

The Ministry of Road Transport and Bridges (MORTB) is the oversight body and the Roads and Highways Department (RHD) is the Leading Executing agency (Client). The consultant will also coordinate with other concerned government agencies and local authorities, with the assistant of RHD, for carrying out selected activities of the assignment. Already an independent Project Implementation Unit (PIU) has been formed to implement the project. Project Steering Committee (RTHD, PSC) for strategic guidance and Project Implementation Committee (PIC) for coordination, implementation and other support functions are also established.



<sup>1</sup> Based on the WHO Injury Surveillance and Trauma Quality Improvement Program guidelines

## II. OBJECTIVE

The objectives of the assignment are to: (i) support PIU-RHD for all procurement related activities starting from preparation of bidding document to award of contract and (ii) closely monitor the contract management process of the signed contracts of PIU on behalf Project Director for proper compliance of the contract.

## III. SCOPE OF WORK

### Task Summary

The Consultant will work closely with the procurement team in PIU and will be responsible for assisting PIU so that the procurements are done as per the relevant WB Procurement Regulations. The Consultant will have a significant role in assuring the integrity, fairness, and overall quality of procurement in conformance with the requirements of the guidelines of the World Bank and the procurement laws of Bangladesh. He/She should not have any conflict of interest while working and should keep all the project information confidential

### 3.2 Detailed Tasks

The specific scope of Work of national procurement Consultant will include:

- i. Develop procurement plan for works, goods and services under the project, and update the Plan as and when needed (at least quarterly) through the Bank's Systematic Tracking of Procurement Exchanges system (STEP). Upload and update the procurement transactions using STEP.
- ii. Prepare drafts to Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Bidding Document, Request for Proposals (RFP), Request for Bids (RFB) and Pre-Bid Meeting Minutes as per World Bank Procurement Regulations;
- iii. Guide and conduct procurement in accordance with World Bank Procurement Regulations for IPF Borrowers" (Fourth Edition, November 2020) ("Procurement Regulations") the Bank's Systematic Tracking and Exchanges in Procurement (STEP) system will be used to prepare, clear and update Procurement Plans and conduct all procurement transactions for the Project;
- iv. Take part, as a member of Bid/Proposal Evaluation committees;
- v. Provide assistance to PIU for all sorts of correspondence with the World Bank particularly for no objection from the Bank, help PIU on necessary documentation and preparation of reports.
- vi. Assist the PIU to address the procurement related complaints, which will include (a) review of the complaints vis-à-vis the respective procurement processes and documents, Manage the process of complaint handling in STEP.
- vii. Provide advice and training to PIU members on World Bank New Procurement Framework (NPF) and procurement related matters, on need basis as a part of the institutional capacity building of RHD;
- viii. 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 PD.
- ix. Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to IDA for review.
- x. Assist in preparing TORs and associated documents for other consultants, as appropriate.
- xi. Conduct diagnostic analysis on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.



- xii. Report any possibility of contract variation.
- xiii. Report on implementation of sustainability factors in procurement and contract management, including economic, social and environmental considerations.
- xiv. Conduct procurement activities under the project using CPTU's e-GP portal as applicable.
- xv. Work closely in coordination with Procurement circle, RHD in all procurement related issues.
- xvi. Assess the Procurement Risks and suggest mitigation (if needed)
- xvii. Assist and advice Project Management Unit (PMU)/ PIU to dispose procurement audit observations (if needed)
- xviii. Assist and advice PMU/PIU to dispose the contractual obligations including litigations. Prepare contract management checklist and suggest improvement on contract administration by different contractors all different sites.
- xix. Provide hand-on training on the Bank's Procurement regulation to at least three RHD Officials experienced in Government Procurement.
- xx. Any other task assigned by the Project Director/project management as and when required

#### **IV. REPORTING REQUIREMENT**

The PIU may require other relevant reports in addition to the following.

- a) Monthly report and procurement status report
- b) Quarterly summarized report
- c) Final report
- d) Any other relevant report, information or dataset

#### **V. DURATION**

Duration of the consultancy services would be for 54 (Fifty Four) months. For payment purpose, maximum 22 business days of service will be considered a month and eight working hours a day. It could be extended on mutually agreed terms if required as per rules and regulation of World Bank and GOB.

#### **VI. DUTY STATION**

The duty station of the individual consultant will be assigned by the Project Director.

#### **VII. INSTITUTIONAL ARRANGEMENT**

The procurement specialist Consultant will work under direct supervision of the Project Director (PD), RHD. S/he will report directly to the Project Director or a senior official designated by the PD and will work with close collaboration with other officials/ subject matter specialists deployed at the Project Implementation Unit (PIU).

#### **VIII. LANGUAGE PROFICIENCY**

The consultant will be required to have Bangla and English Language proficiency (speaking, reading, and writing).





