

**Host and Rohingya Enhancement of Lives Project (HELP)**  
**(Construction & Improvement of Three Roads Targeting Host Community Under**  
**Bandarban Road Division)**

**Terms of Reference (TOR)**

**Position: Senior Procurement Consultant**  
**Package no: SD 03**

**A. Background**

Bangladesh has been coping with the presence of around one million Forcibly Displaced Myanmar Nationals (FDMNs) since 2017, which has resulted in a protracted crisis requiring longer-term support to host and Rohingya communities. The Government of the People's Republic of Bangladesh (GoB) has received credit and grant from the International Development Association (IDA) for the Host and Rohingya Enhancement of Lives Project (HELP). The objective of the project is to improve access to basic services and enhance the disaster and climate resilience of the host communities and FDMNs. HELP is comprised of four components:

1. Resilient water, sanitation, and hygiene (WASH)
2. Climate and disaster resilient infrastructure, energy, and emergency response
  - 2.1. Rural Infrastructure Development
  - 2.2. Rural Roads Improvement
  - 2.3. Renewable Energy
3. Strengthening institutional systems to enhance service provision and support resilient development
  - 3.1. Capacity Building and Technical Assistance
  - 3.2. Host Communities and FDMN Awareness Raising and Skills Building Programs
  - 3.3. Reinforcement of Emergency Management Capacity
  - 3.4. Technology-driven Monitoring and Evaluation and Project Management
4. Contingent Emergency Response

Component 2.2 and parts of Components 3.1, 3.2, and 3.4 of the project will be implemented by Roads and Highways Department (RHD), Ministry of Road Transport and Bridges. Preparation, management, and monitoring of the procurement and implementation of works, supply of goods and hiring of services, will be critical.

The Project Implementation Unit (PIU) is mandated to manage the project in keeping with the Borrower's obligation to use the project fund with due regard to economy and efficiency and only for the purpose for which project financing was provided. RHD intends to apply a part of the project financing to hire a Procurement Consultant following the World Bank Procurement Regulations.

**B. Objective**

The main objective of the services of the Procurement Consultant (hereafter referred as 'the Consultant') is to undertake all procurement activities under the project following the World Bank Procurement Regulations and the Public Procurement Act 2006 and Public Procurement Rules 2008 as applicable; and assist the Project Director (PD) in resolving contractual matters during implementation of the project.

## C. Scope of Consultant's Assignment

The Consultant shall work under the supervision of the PD and with close association with other members of the PIU. The specific tasks/responsibilities of the Consultant are as follows:

- Will work under the guidance of the PD, HELP in implementing all aspects of procurement under the project;
- Preparation of procurement plan through Systematic Tracking of Exchanges in Procurement (STEP) portal and updating time to time;
- Preparation of tender documents for goods and works;
- Preparation of Expression of Interest, Request for Proposal;
- Assist the PD in pre-proposal meeting if any;
- Evaluate Tenders and Request for Proposals;
- Assist the PD in procurement proceedings of tenders and proposals;
- Assist the PD in contractual matters during implementation of project;
- Prepare draft contract documents;
- All procurement activities are to be carried out following World Bank Procurement Regulations and PPR 2008, as applicable;
- Uploading all procurement related documents in STEP;
- Prepare all documents required for approval of the Chief Engineer of RHD and Ministry;
- Prepare complaint handling mechanism and address complaint as per the PPR and WB Procurement Regulations;
- Take necessary measures for Concurrence of concerned documents from World Bank;
- Assist PD in contractual conflicts/disputes and contractor's claim;
- Providing guidance to PD to develop better procurement management;
- Provide operational advice on concepts, policies and procedures for international and local procurement matters;
- Prepare, review, and finalize procurement documents such as Bidding documents, Request for Proposals (RFP), Bid/Proposal evaluation reports, for all contract packages to ensure consistent application of the Procurement Regulations of the World Bank and /or Public Procurement Act 2006 (PPA) as laid out in the legal documents between IDA and GoB;
- 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;
- Verify payments under procurement contracts and help prepared applications for payment;
- Conduct procurement activities under the project using CPTU's e-GP portal;
- Conduct training as required and requested by the PD;
- Guide the Supervision Consultant for better contract administration;
- Prepare and update Project Procurement Strategy for Development (PPSD);
- Any other relevant tasks assigned by PD.

## **D. Key Qualifications:**

Academic Qualifications and Professional Experience of the Consultant:

### **a) Educational Qualification**

- BSc. in Engineering or Master's in procurement/economics/statistics/finance/business administration/management/law or other relevant subjects.

### **b) Experience**

- Minimum of 10 years of work experience of which 5 years should substantially be related to the relevant tasks of preparation of tender documents (Works & Goods)/EoI, proposal documents/ procurement plan, evaluation of bids/proposals, negotiation, conflict resolutions and following concerned contract, PPR 2008 and Procurement documents & Guidelines of World Bank or similar Development Partners.
- Knowledge and working experience of e-Government Procurement (e-GP) is a must.
- Proven working experience on procurement following the World Bank or other Development Partners' Procurement Guidelines is a must. Knowledge and understanding of World Bank's STEP system is an added advantage.
- Strong ability to work independently on a computer-based system.
- Age must be within 55 years.
- Possess excellent communication skills in English, both written and spoken.

## **E. Duration of the Assignment**

The Consultant shall perform the Services for Intermittent input for 12 months. However, the duration will depend on the performance of the individual in this position.

## **F. Institutional Arrangement**

The Consultants will work at PIU, Dhaka under the direct control of the Project Director. S/he will report directly to the PD in close collaboration with other officials of the Project. The Consultant shall be accountable to the PD for everyday activities. The Consultant may be required to conduct field visits to Bandarban.

The PIU will provide necessary assistance to the Consultant in carrying out his activities under the project. The PIU will provide necessary office accommodation, computer, logistic services, and other things or related services required for the smooth execution of his services. The PIU will provide necessary assistance to carry field trips if necessary.

## **G. Reporting Obligations**

- Monthly Activity Report
- Quarterly Summarized Report
- Final Report
- Any other reports required by the PIU.

## **H. Remuneration**

The Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the Project Director.

## **I. Procurement/ Hiring method**

The Consultant will be hired and contracted as per the "Individual Consultant (IC)" Selection method of **World Bank Procurement Regulation (PR), 2016 (Revised November 2017)**.