

# TERMS OF REFERENCE (TOR)

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## Individual Consultant - Procurement Associate

<b>Assignment Title</b>	Individual Consultant - Procurement Associate
<b>Contract Type</b>	Time-based individual consultancy contract
<b>Duty Station</b>	Promoting Low Carbon Urban Development Project in Bangladesh
<b>Duration</b>	36 months [extendable subject to need, performance, and approval]

### 1. Background

The project requires dedicated procurement support to ensure timely, accurate, transparent, and compliant implementation of procurement activities under the approved work plan. To strengthen package-wise planning, processing, documentation, and follow-up, the Procuring Entity intends to engage an Individual Consultant - Procurement Associate.

The consultant will work closely with the Project Director, Project Manager, and relevant technical, finance, administration, and procurement personnel to facilitate procurement activities in accordance with applicable public procurement rules, project procedures, and donor requirements, where relevant.

### 2. Objective of the Assignment

The objective of this assignment is to provide professional procurement support to the project so that procurement packages are planned, processed, documented, monitored, and reported efficiently and within the required timelines.

### 3. Scope of Services and Key Responsibilities

#### 3.1 Procurement Planning and Scheduling

- Assist in preparation, updating, and monitoring of the project procurement plan.
- Track package-wise procurement status and identify potential bottlenecks or risks of delay.
- Support timely initiation of procurement actions in line with the approved annual work plan and budget.

#### 3.2 Procurement Processing

- Assist in procurement of goods, works, and consulting services in accordance with applicable procurement rules and approved project procedures.
- Support preparation of draft procurement documents, including invitation documents, EOI notices, bid and proposal-related correspondence, minutes, and related papers.

- Coordinate with technical personnel for collection of specifications, TORs, cost estimates, and supporting documents.
- Assist in arranging bid and proposal submission, opening, evaluation process support, negotiation arrangements where applicable, and contract award processing.

### **3.3 Coordination and Communication**

- Liaise with internal units, evaluation committee members, approval authorities, suppliers, consultants, and other relevant stakeholders for smooth procurement processing.
- Arrange meetings, clarifications, document circulation, and communication between relevant parties.
- Follow up on pending approvals, submissions, and responses to maintain procurement timelines.

### **3.4 Documentation and Record Management**

- Maintain complete, organized, and up-to-date procurement files and records for each package.
- Ensure proper filing of advertisements, EOIs, bids and proposals, evaluation reports, approvals, contract documents, correspondence, and payment-related documents.
- Support preparation of procurement progress reports, summaries, and status dashboards.

### **3.5 Contract Administration Support**

- Assist in issuance of contract-related communications, purchase orders, work orders, and follow-up correspondence.
- Support tracking of contract milestones, delivery schedules, completion status, and submission of invoices and bills.
- Assist in maintaining contract registers and procurement monitoring databases.

### **3.6 Reporting and Compliance**

- Prepare periodic procurement progress reports for project management.
- Support compliance review of procurement documents before submission for approval.
- Assist in responding to audit observations, management queries, and document verification requests related to procurement.

### **3.7 Other Duties**

- Perform any other procurement-related duties assigned by the Project Director and/or Project Manager relevant to the objectives of the project.

## 4. Deliverables

The consultant shall provide the following deliverables:

SL	Deliverable	Timeline
1	Inception note / work plan	Within 7 working days of joining
2	Updated procurement tracking matrix	Monthly
3	Monthly progress report covering packages handled, stage-wise status, delays, and required actions	Monthly
4	Complete the procurement process as per Total Procurement Plan & Annual Procurement Plan, create and organized procurement files, maintain registers for assigned packages & inventory (capital and consumables) and complete any instruction from PD and DPDs.	Ongoing
5	Final assignment report summarizing work completed, package status, major issues, and recommendations	At contract completion

## 5. Reporting Arrangement

The consultant shall work under the overall guidance of the Project Director and the direct supervision of the Deputy Project Director. Day-to-day coordination shall be maintained with relevant technical, finance, administration, and procurement personnel and committee members of procurement process of the project.

## 6. Inputs and Facilities to be Provided by the Procuring Entity

- Access to relevant project documents and procurement records.
- Approved work plan, procurement plan, and package information.
- Office space, where applicable.
- Access to computer, printer, internet, and office logistics, subject to project policy.
- Necessary institutional support for meetings and official communication.

## 7. Required Qualifications and Experience

### 7.1 Education

- A master's degree in Procurement/Business Administration/Management/Finance/Economics/Public Administration/Development Studies/Engineering or a related discipline from a recognized university or in equivalent qualification.

### 7.2 Experience

- At least 3 years of relevant professional experience in procurement as per Public Procurement Rules in Bangladesh, contract administration, procurement documentation, or project procurement support.

- Demonstrated knowledge of government procurement procedures and practical experience in procurement processing.
- Previous work experience in a development project, preferably a UNDP-funded, donor-supported, or government project, will be considered an advantage.
- Experience in preparing procurement-related documents, maintaining records, and coordinating with multiple stakeholders will be preferred.

### **7.3 Skills and Competencies**

- Sound understanding of public procurement processes and documentation.
- Good working knowledge of MS Word, MS Excel, and standard office applications in both Bangla and English.
- Very good interpersonal, coordination, and follow-up skills.
- Excellent communication skills in English and Bangla, both written and spoken.
- Bangla typing shall be considered an added advantage.
- Ability to work under pressure and maintain deadlines.

## **8. Contract Type and Payment Modality**

This assignment shall be engaged under a time-based individual consultancy contract. Payment shall be made on a monthly basis upon submission of the monthly progress report, certification of satisfactory performance by the Project Director.

## **9. Confidentiality and Ownership of Outputs**

All reports, records, data, correspondence, and outputs produced by the consultant under this assignment shall remain the property of the Procuring Entity. The consultant shall maintain strict confidentiality regarding all official information obtained during the assignment and shall not disclose any information without prior written approval of the competent authority.

## **10. Conflict of Interest**

The consultant must disclose any actual or potential conflict of interest that may affect impartial performance of the assignment and shall comply with applicable ethics, integrity, and procurement requirements throughout the period of engagement.