



Government of People's Republic of the Bangladesh

Wage Earners' Welfare Board

Ministry of Expatriates Welfare and Overseas Employment
Recovery and Advancement of Informal Sector Employment (RAISE):

Reintegration of Returning Migrants Project

Probashi Kallyan Bhaban

71-72, Eskaton Garden, Dhaka-1000.

www.wewb.gov.bd

Terms of Reference
for
Junior Procurement Specialist
SI-01 (C)

June 2024



Project Background:

The Government of the People's Republic of Bangladesh has received funds from the World Bank for the implementation of the reintegration project for returnee migrants in the amount of USD 50 million vide financial agreement (IDA Credit no- 6841-bd) signed on 27 October 2021. The Government is also providing Taka 23.36 million as a counterpart fund to the project.

The main objective of this project is to create a sustainable reintegration for returnee migrant workers. Sustainable reintegration is an important stage of safe migration. It is a longstanding demand as well. The Overseas Employment and Migrants Act (OEMA) 2013, the Overseas Employment Policy (OEP) 2016, the Wage Earners' Welfare Board Act 2018, and the 8th Five Year Plan contain the provision to undertake reintegration programs for migrant workers and their families.

The COVID-19 pandemic has crippled global economic activities which caused the termination of a huge number of overseas jobs; so they are returning back to their home countries. According to Airport Welfare Desk, around 500,000 Bangladeshi migrant workers came back home due to the COVID-19 situation from March 2020 to June 2021. Among them, the number of returnee women migrant workers was nearly 50,000. The opportunities are limited for the reintegration of returnee migrant workers who have returned either having lost their jobs or returning furloughed.

The Wage Earners' Welfare Board (WEWB) has taken an initiative to set up a reintegration program for returnee migrants as part of a project titled "Recovery and Advancement of Informal Sector Employment (RAISE)" funded by the World Bank. WEWB, being an attached body of the Ministry, will be responsible for implementing an overall welfare service for Bangladesh migrant workers as part of their regular welfare activities. 32 district-level Welfare Centers serving return migrants will be established. These welfare centers will play a two-fold role in implementing the project: a) profiling and initial counseling b) referring beneficiaries to existing welfare services in their localities (up to union level) including psychosocial counseling, GBV services, skills training, access to finance, legal aid, and social safety nets.

The RAISE Project provides support and services to WEWB mainly in terms of providing professional services. One (01) qualified Individual Procurement Consultants is required to be engaged under RAISE project to provide the required inputs and support for the procurement to be carried out under the project. The World Bank's Procurement Regulations for IPF Borrowers (July 2016, Revised September 2023) will be followed for all procurement to be undertaken under the RAISE project, including this selection of Individual Procurement Consultant.



The Responsibilities of Junior Procurement Specialist include, but are not limited to the following:

- Continuously update procurement plan for goods, works, and services under the project as and when needed (at least quarterly) through the World Bank's online system - Systematic Tracking of Exchanges in Procurement (STEP)
- Upload and update procurement transactions using STEP
- Prepare Request for Expression of Interest (REOI), Invitation for Bids (IFB), Invitation for Prequalification (IFP), Bidding Document, Request for Proposals (RFP), and Pre-Bid Meeting Minutes as per World Bank Procurement Regulations
- Guide and conduct procurement in accordance with "World Bank Procurement Regulations for IPF Borrowers (updated September 2023)"
- Conduct procurement activities under the project using CPTU's e-GP portal as applicable
- Participating as member of the bid/proposal evaluation committee in evaluation of bids/proposals including following up with Technical Evaluation Committees, compiling and consolidating bid/proposal evaluation reports prepared by the bid evaluation committee before submission to the approving authorities.
- Monitoring the procurement processes to ensure compliance with the approved procurement plan and preparing procurement progress reports on the progress of each procurement package, identifying any bottlenecks and recommending measures for resolution. Submitting monthly, semi-annual, and annual progress reports and other required reports for the Government,
- Guiding and advising the concerned government officials involved with procurement in ensuring that all procurement financed under RAISE project is carried out according to the applicable World Bank Procurement Regulations.
- Reviewing and anticipating potential issues on procurement or any other issues and bringing to the attention of the PD
- Monitoring and keeping track of the deliverables during implementation of goods/works/consultant contracts.
- Building capacity and transferring knowledge to GoB and local staff on procurement by providing regular structured/classroom and hands-on/practical training to a specified number of government staff to be designated by WEWB, with the objective that the specified staff acquire adequate procurement knowledge and hands-on experience to be able to independently carry out the routine procurement tasks by the end of the consultant's contract.
- Support PMU in preparation of necessary documentation and reports and for procurement-related correspondence with the World Bank
- Support PMU to handle and resolve procurement-related complaints
- Closely monitor procurement activities according to the Procurement Plan timeline and the procurement approval process of the Government and take necessary measures or provide suggestions to the Project Director if there is any deviation or delay in the process
- Monitoring and keeping track of the deliverables during implementation of goods/works/consultant contracts.
- Assist in preparing TORs and associated documents as appropriate
- Participate in site visits and report on physical progress, if required
- Any other task assigned by the Project Director/Project Management Unit, RAISE as and when required

Qualification and Experience Requirements:

a. Academic:

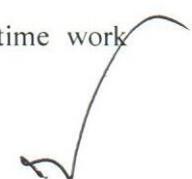
- At least a Bachelor's Degree in Engineering; or a Master's Degree in Business Administration/ Accounting/ Management/ Finance/ Procurement or other's relevant subjects from a reputed Institution.
- Professional certifications/degree in Procurement from any recognized institution will be given preference.
- No third class will be allowed at any stage of education (GPA Not below 2.5).

b. Experience:

- At least 05 (Five) years of working experience as Junior Procurement Specialist in a public/autonomous/international organization where the responsibility substantially covers the procurement of goods and services.
- Must have not less than 03 (three) years of hands-on experience in STEP software use with a clear understanding of the World Bank Procurement Framework and Guidelines and the Government's e-GP system.
- Hands-on experience in managing all steps in the procurement process, including procurement planning, preparation of bidding/contract documents, bid/proposal evaluation, contract award and implementation monitoring, of internationally competitive procurement of goods, works and consultant services.
- Sound understanding of principles underlying good procurement practices; procurement guidelines of international agencies; procurement rules and procedures of the Government of Bangladesh, including e-Government Procurement (e-GP); ability to identify and resolve procurement issues.
- Analytical capability in identifying and resolving procurement issues
- Strong coordination and communications skills in presenting, discussing and resolving difficult issues.
- Ability to work efficiently and effectively in a multidisciplinary team.
- Excellent computer skills.

Deliverables:

The key deliverables of the Junior PS will be:

- Complete and regularly updated Procurement Plans.
 - Procurement and contract documents (REOI, RFQ, RFP, bidding documents, Contracts etc.)
 - Training program and material for procurement training of specified number of government staff designated by WEWB, quarterly reports on the trainings provided by the consultant and the learning progress of each staff. Consultant's performance at the end of the contract will include an assessment of the knowledge and capability of the designated government officials for independently carrying out the routine procurement tasks by the end of the consultant's contract.
 - Monthly, semi- annual, and annual procurement progress reports based on format to be agreed with WEWB in consultation World Bank.
 - Quarterly Monitoring reports of deliverables of works, goods and consulting services contracts (progress, quality, completion etc.)
 - Procurement documentation and records are systematically maintained so as to be readily available for review and audit.
 - Others issued as per the instructions of the authorities from time to time work deliverables.
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Duration:

- For the period July 2024 to June 2025 (Twelve Months).
- The contract period may be extended depending on project duration, client need and satisfactory performance of the consultant.

Place of Work:

- Project Management Unit, RAISE: Reintegration of Returning Migrants Project, level-11, Probashi Kallyan Bahban, 71-72 Eskaton Garden, Dhaka-1000.

Commencement of the Service:

- July 2024 (Indicative)

Selection Method:

A Consultant will be selected through Individual Consultant Selection in accordance with World Bank's "Procurement Regulations for IPF Borrowers" July 2016, Revised September 2023 ("Procurement Regulations"). The Procurement Regulations can be viewed at the World Bank's external website: <https://thedocs.worldbank.org/en/doc/178331533065871195-0290022020/original/ProcurementRegulations.pdf>

The attention of interested Consultants is drawn in particular to:

- Section III, paragraphs, 3.14, 3.16, and 3.17 of the Procurement Regulations setting forth the World Bank's policy on Conflict of Interest, and
- Section III, paragraphs, 3.21-3.24 of the Procurement Regulations setting forth the World Bank's policy on Eligibility, including the specific pre-requisite conditions to be met for the eligibility, on exceptional basis, of Government officials and civil servants of the Borrower's country under consulting contracts in the Borrower's country.

Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but after the selection of the consultant, his/her previous work experience/completion certificate must be given before signing his contract. In case of early termination, all correspondence relating to termination procedure must be submitted.

