**GOVERNMENT OF THE PEOPLE’S REPUBLIC OF BANGLADESH**

**MINISTRY OF EDUCATION**

**SKILLS AND TRAINING ENHANCEMENT PROJECT (STEP)**

**CREDIT NUMBER 5736-BD**

**Terms of Reference: Junior Procurement Specialist**

**1. BACKGROUND**

As part of the World Bank’s support to the Government of Bangladesh in the field of Technical and Vocational Education & Training (TVET), the World Bank is partnering the Government for a Skills and Training Enhancement Project (STEP) which is being implemented over a period from July 2010 to June 2019. The project will assist the existing public and private sector providers of TVET in a number of ways that include support for rehabilitation and refurbishment of facilities, performance grants, stipends to students and others. The Ministry of Education is the lead Ministry for this project. Partner Ministries are the Ministry of Expatriates Welfare and Overseas Employment Labor and Ministry of Labor and Employment.

The main implementing agency is the Directorate of Technical Education (DTE), which will lead the implementation process. The Bangladesh Technical Education Board (BTEB) and the Bangladesh Manpower Employment and Training (BMET) are also involved.

A Project Implementation Unit (PIU) is being established and it has the overall responsibility of executing the project and coordinating its various components as well as assisting the DTE and the Ministry of Education in overseeing all project related activities.

The PIU comprises a team of national experts who will work under a Project Director. There are five positions of Junior Procurement Specialist in the PIU. At present two positions are already vacant and another position is going to be vacant by February 2018. Therefore PIU is going to hire Three Junior Procurement Specialist as consultants to assist in overseeing all procurement activities of sub projects and ensure that all necessary World Bank and Governmental mandates are being complied with ensuring, at the same time, that procurement activities are carried on at an optimum level of efficiency and effectiveness and according to approved Procurement Plan following the provisions of the PPR 2008, PPA 2006 and the World Bank Procurement Guidelines as the case may be.

**2. OBJECTIVES AND SCOPE OF THE ASSIGNMENT**

2.1 Objectives

The objective of the assignment is to assist in developing, implementing and operating a procurement management system for the sub projects of STEP, DTE that adheres to the project management effectiveness needs and implementation requirements of the IDA/World Bank as well as the Government of Bangladesh.

2.2 Scope of Services

The Scope of Services is the following:

(a) The Junior Procurement Specialist will help in the management of the project’s procurement exclusively for sub projects of STEP and conduct the tasks identified below by applying sound technical practices and methods, and collecting and making use of available and necessary data in carrying out the assignment. The consultant shall work in close consultation with the Project Director of the PIU. The consultant is required to train the procurement staff of sub projects throughout the assignment. The staff should participate in all aspects of procurement tasks progressively taking upon themselves more complex tasks over the project period. The Specialist will discuss issues that would affect efficient procurement management with the Project Director and the concerned officials and other consultants and agree on the ways to resolve them;

(b) Assist in reviewing all available project documents to facilitate the establishment of procurement procedures for the management and implementation of the project including a simple tracking system to monitor the implementation of procurement activities;

(c) Help in establishing a procurement management system for the sub projects, based on the guidelines and procedures for procurement under World Bank funded projects, and the government regulations for the procurement of goods, works and services under the Bangladesh Public Procurement Act 2006, PPR 2008 and the World Bank Procurement Guidelines;

(d) In consultation with the project beneficiary agencies, prepare and update the Project’s Annual Procurement Plan, detailing contract packages for goods, works and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;

(e) Monitor procurement implementation and update the procurement plans prepared at the beginning of the project, for the procurement of goods, works and services annually and whenever it becomes necessary to do so;

(f) Assist in reviewing all Bid documents of the sub-projects, help to establish appropriate Evaluation/Tender Committees, ensure that due processes as mandated by the World Bank/GoB are followed, and follow throughout the whole process of procurement from initiation to contracting and contract completion;

(g) Assist in preparing the annual General Procurement Notices (GPN), Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;

(h) Using the World Bank’s Standard Bidding Documents, assist in preparing customized Bidding Documents and Request for Proposals (RFP).including standardized Forms to be used for International and Local Shopping Methods and conforming with existing rules and regulations;

(i) Assist in establishing a register of qualified suppliers and consultants and periodically update this register;

(j) In consultation with the PIU, STEP, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications for the preparation of bidding documents for goods activities using standard documentation agreed with the funding agencies;

(k) Participate in evaluation of expressions of interest for short lists.

(l) Assist in initiating the procurement processes, including those for Local Competitive Bidding procedures, ensuring compliance with agreed procurement methods’ thresholds, prior review requirements specific to the project, and agreed aggregate threshold amounts for less competitive procurement methods;

(m) Help in receiving bids and participating in bid opening sessions, evaluating goods bids and consultants’ proposals, and ensuring that the appropriate guidelines are followed to arrive at the recommendations for award in favour of suppliers and consultants;

(n) Participate in selection of the Evaluation Panel, and assume the role of the Panel’s secretary in recording the minutes of the meetings;

(o) Assist in preparing the minutes of the Evaluation Panel meetings, and also prepare the requests for “no objection”, and coordinate arrangements for the negotiation process, where necessary;

(p) Help in preparing final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Consultants, Suppliers, the World Bank and Technical Officers of Ministries);

(q) Ensure timely receipt of the Goods and consultant’s monthly status reports; confirming acceptability of goods delivered, and also acceptability of consultants’ reports as reviewed, and recommending payments to the services providers, i.e. suppliers and consultants, as they fall due;

(r) Establish a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the service providers;

(s) Assist in establishing and maintaining procurement filing system, and ensure that all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the paper trail of procurement by independent external auditors, authorized agents or the World Bank staff during post-procurement reviews (PPRs);

(t) Provide support and training to the various staff of sub projects involved in the project on the operation of the procedures outlined in the Project Implementation Manual (PIM), and provide training to address: (i) staff weaknesses that may be identified as part of the supervision or, (ii) training needs expressed by the users of the PIM. Basic procurement training will also be provided to members of the tender committee and on how to review bids and proposal evaluation reports, in response to the Public Procurement Act of 2006 of Bangladesh and Rules made there under;

(u) The consultant is required to visit regularly to the assigned institutes to provide hands on support; and

(v) Carry out any other relevant periodic duties that may be assigned by the Project Director/concerned authority from time to time.

**3. Counterpart Support**

The DTE/STEP will provide office space, logistics and institutional support. The procurement unit staff of the STEP will assist the Procurement Specialist for carrying out the assignment.

**4. Reporting Arrangement**

The Junior Procurement Specialist will be responsible to the Project Director for discharging all project procurement functions with the assistance of other STEP procurement staff. He will assist the PD to ensure that all procurement activities are completed on time and in accordance with the procurement plan deadlines.

**5. Expected Outputs**

5.1 Assist in preparing a comprehensive procurement plan of the sub-projects, if required;

5.2 Assist in drafting of bidding documents, request for proposals (RFP), bid evaluation reports, contracts and other relevant documents of sub-projects under the guidance of existing Procurement Specialist and PD;

5.3 Monitoring of the procurement activities of the sub-projects;

5.4 Assist in preparing a training plan for the procurement staff of the and DTE, Institutions and RPA sub-project managers;

5.6Providing procurement training to staff of RPA beneficiaries and DTE;

5.7 Reviewing the bidding documents (as instructed by PD);

5.8 Visiting Sub-projects and helping them to prepare all sorts of bid documents and evaluation reports.

**6. Qualification and Experience**

A. Qualification

6.1 At least Graduate degree from any recognized university. Candidates having professional qualification on procurement will be given preference.

B. Experience

6.2 At least three (3) years work experience in the field of procurement;

6.3 Specialized knowledge in 2-3 substantive areas / aspects of procurement (e.g. commodities, finished goods, machinery and industrial equipment / plants, various type of construction contract documents for procurements of goods, works, services);

6.4 Knowledge and understanding of technical, commercial and legal aspects of procurement of the GoB financed projects (e.g. sound understanding of GoB’s procurement rules & procedure and international agencies’ procurement guidelines);

6.5 Experience on e-GP (electronic government procurement) will be considered as an added advantage;

6.6 Candidates having working experience in public sector and in foreign aided projects will be given preference;

C. Others

6.7 Fluency in Bengali and English. Fully conversant and possessing skills in MS word, Excel and other software applications on procurement monitoring system.

**7. Duration of the Assignment**

The duration of the assignment will be twelve (12) person-months. However, the duration of the assignment may be increased according to the availability of the consultant, project needs and budget.