

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**MINISTRY OF EDUCATION**  
**SKILLS AND TRAINING ENHANCEMENT PROJECT (STEP)**  
**CREDIT NUMBER 5736-BD**

**Terms of Reference: Procurement Specialists**

## **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 of nine years from July 2010 to June 2019. The project is assisting 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 is leading 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) has been 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 are working under the Project Director. There are key positions of three Procurement Specialists within the PIU, who will oversee all procurement activities of PIU and institutes 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 develop, implement and operate a procurement management system for PIU and 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 Procurement Specialists will take overall charge of the project's procurement Management for PIU and sub project 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 consultants shall work in close consultation with the Project Director of the PIU. The consultants are required to train the procurement staff of institutes 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 Specialists will discuss issues that would affect efficient procurement management with the Project Director and the concerned officials and agree on the ways to resolve them;

- (b) Review 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) Establish a procurement monitoring 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 their amendments 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) Conduct procurement activities under the project using CPTU's e-GP portal as applicable.
- (f) 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;
- (g) 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;
- (h) 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;
- (i) Review all Bid documents for large value contracts, 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;
- (j) Using the World Bank's Standard Bidding Documents, prepare 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;
- (k) 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;
- (l) Initiate 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) Attend pre-bid meetings, receive bids and participate 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) Assist in evaluation of bids, expressions of interests for short listing, proposals;
- (o) Prepare the minutes of the Evaluation meetings, and also prepare the requests for "no objection", and coordinate arrangements for the negotiation process, where necessary;

- (p) Prepare 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) Establish and maintain 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);
- (r) 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; and
- (s) 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 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 A comprehensive procurement plan of PIU;
- 5.2 Reviewing the bid documents, evaluation reports, request for proposals (RFP), contracts and other relevant documents of sub-projects and PIU under the guidance of PD;
- 5.3 Implementing e-GP and framework contracts on a pilot basis as per instructions of World Bank.
- 5.4 A training plan for the procurement staff of the and DTE, Institutions and RPA sub-project managers and providing procurement training to staff of RPA beneficiaries and DTE;
- 5.5 Visiting institutes from time to time and helping them to prepare all sorts of bid documents and evaluation reports.

### **6. Qualification and Experience**

A. Qualifications:

- 6.1 B.Sc. in Engineering /Master's Degree in Science, Business or any other related discipline with professional qualification in procurement / purchasing and supply chain.

6.2 Post Graduation in procurement will be given preference.

B. Experiences:

6.3 At least ten (10) years work experience in the field of procurement;

6.4 Specialized knowledge in different areas of procurement (e.g. procurements of goods, works, services);

6.5 Knowledge and understanding of technical, commercial and legal aspects of procurement of the World Bank and GoB financed projects;

6.6 Training and experience on e-GP (electronic government procurement);

6.7 Experience in World Bank's Systematic Tracking and Exchanges in Procurement (STEP) system;

6.8 Candidates having working experience in public sector and in foreign aided projects as procurement consultant will be given preference;

6.8 Candidates having experience in project planning and/or management will be considered as an added advantage;

C. Others:

6.9 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 approximately twelve (12) months expected to be start from July, 2018.