

## **Terms of Reference (TOR): Procurement Specialist**

### **Credit No. 5780-BD**

#### **1. Background**

The Government of Bangladesh (GoB) is going to undertake a major project aimed at improving housing and security of tenure for poor urban communities across Bangladesh. The Low Income Community Housing Support Project (LICHSP), with the assistance of the World Bank, will utilize funds of US\$50 million. National Housing Authority (NHA) under the Ministry of Housing and Public Works provides affordable housing to the lower and middle income people of Bangladesh. The Government of Bangladesh wants to develop a mode to facilitate secure housing opportunities for residents of slums and informal settlements in urban areas. The project would expand the role of the National Housing Authority (NHA) from that of being predominantly a housing supplier, to an enabler and facilitator of community-driven solutions to improved and secure housing. This would test an approach to flexible and locally driven solutions to land tenure and financing for interventions that are best suited to local community needs and conditions. To implement the Project NHA will set up a Project Management Unit (PMU). The PMU will consist of a multi-disciplinary team of national experts under the Project Director to carry out the pilot housing projects.

The NHA, who is implementing the project, is seeking to recruit a Procurement Specialist to join the PMU to lead the procurement of goods, works & services undertakings of the Unit in line with Government of Bangladesh and World Bank policy and procedures. The consultant would be selected following the World Bank Guidelines for the Selection and Employment of the Individual Consultants by the World Bank Borrowers, January 2011.

#### **2. Objective**

The main objective of this consultancy is to provide advisory and specialized technical support to the PMU, NHA and timely implementation of the development component of the project. The Procurement Specialist will assist NHA to ensure effective management and coordination of all procurements specified under the project.

#### **3. Responsibilities**

The role of the Procurement Specialist will include but not limited to:

- i. Lead the procurement of a couple of international consultancy firms, and other staffs and goods. This should be done in accordance with the guidelines of the World Bank and Public Procurement Rules of Government of Bangladesh (where applicable);
- ii. Prepare and update the Project's Procurement Plan (PPP). This will be done in consultation with the PIU staff and World Bank and will detail contract packages for goods, works and services, estimated cost for each package, procurement or selection methods and processing times till completion of each procurement activity. The PPP will be updated quarterly;
- iii. Prepare annual General Procurement Notices (GPN), Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) and Terms of Reference (TOR) as required;
- iv. Prepare bid documents for the contract packages of the project in consultation with technical staffs, consultants, Project Director and other relevant stakeholders;
- v. Assist with bids and participate in bid opening sessions, evaluation of goods bids and consultants' proposals;
- vi. Participate in selection of the Proposal Evaluation Committee, and record the minutes and other administration of these meetings;

- vii. Prepare the minutes of the Proposal Evaluation Committee meetings, and also prepare the requests for “no objection”, and coordinate arrangements for the negotiation process, where necessary;
- viii. Monitor all bidding / tendering process to ensure fairness and transparency;
- ix. 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);
- x. Monitor and keeping track of the deliverables of consulting services, supply of goods and services to ensure they meet agreed objectives and budget estimates. Recommend payment based on the progress of deliverables;
- xi. 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;
- xii. Establish and maintain procurement filing system, and ensure that all related documents are
- xiii. 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 and authorized agents or the World Bank staff during post-procurement reviews (PPRs);
- xiv. Provide support and training to members of the Proposal Evaluation Committee on how to review bids and proposal evaluation reports (in response to the Public Procurement Act of 2006 of Bangladesh and Rules 2008); and any other procurement related training for the PIU staff as required by the Project Director.
- xv. Carry out any other relevant periodic duties that may be assigned by the Project Director/concerned authority from time to time.

#### **4. Counterpart Support**

The Procurement Specialist will receive training on Bank procedures, particularly in respect of up-to-date procurement process.

#### **5. Reporting Arrangement**

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

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

- a. The Procurement Specialist will have a Bachelor degree in Engineering or Master’s in Economics/Statistics /Finance/Business Studies/Management/Law or other relevant field. Professional degree/membership/ affiliation of any internationally recognized institution will be given preference.
- b. 10 years of experience in the field of Procurement/Engineering where the responsibility substantially covers procurement of goods, works and services
- c. The consultant should have sound knowledge in the World Bank Procurement Guidelines and government Public Procurement Act / Rules;
- d. Hands on experience in e-GP (electronic government procurement of Bangladesh government)
- e. Strong communication, interpersonal and computer skills
- f. Ability to impart training to the project staff on financial management system.

## **7. Duration of the Assignment**

The duration of the assignment will be as per DPP provision. However the duration of the assignment may be increased or reduced depending on the performance of the consultant, project needs and budget.

## **8. Responsibilities of NHA**

The specialist will be based in the office of the Project Director, LICHSP, NHA, Dhaka. NHA will provide necessary logistics support. The specialist will have to arrange own transportation for attending office on all regular workdays. NHA will bear VAT, Remuneration/Daily allowances and Travel cost as per financial negotiation.

### Form 3A. Application Submission

[Location  
dd/mm/yy]

The Project Director  
Low Income Community Housing Support Project (LICHSP)  
National Housing Authority  
Grihayan Bhaban  
82, Segunbagicha, Dhaka-1000, Bangladesh

Dear Sir,

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and other documents related to this assignment.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in performing my duties.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date as asked for.

I understand that you are not bound to accept any Application that you may receive.

Faithfully yours,

Signature  
(Full name)  
Phone no. :

**Enclosed :**

1. Form 3B- Curriculum Vitae (CV)
2. One copy of Colour Passport size photograph
3. All educational & experience certificates
4. Form 3C- Indicative Remuneration & Expenses.

### Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION :			
2	NAME OF PERSON :	<i>[state full name]</i>		
3	DATE OF BIRTH :	[ dd/mm/yy]		
4	NATIONALITY :			
5	MAILING ADDRESS :	<i>With Mobile no &amp; E-mail Address</i>		
6	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>		
7	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ].</i>		
8	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>		
9	LANGUAGES & DEGREE OF PROFICIENCY	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>
				<u>Writing</u>
10	COUNTRIES OF WORK EXPERIENCE			
11	EMPLOYMENT RECORD <i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i>  <i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i>		
	EMPLOYER 1	FROM:	TO:	
	EMPLOYER 2	FROM:	TO:	

	EMPLOYER 3	FROM:	TO:
	EMPLOYER 4 (etc.)	FROM:	TO:
12	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>	
13	COMPUTER SKILL		

**CERTIFICATION**

*[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing dd / mm / yyyy			

### Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations .

**(1) Remuneration ( Including IT)**

Rate (per month) Taka	Staff Time (No. month)	Total (Tk)
a. Remuneration ( Including IT)	<b>10 month</b>	
b. Add, VAT 15%		
Sub-Total (a+b)		

**Note: A month consists of 30 calendar days.**

**(2) Reimbursable Expenses (as applicable)**

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses ( <i>to be listed</i> )			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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Signature  
Name :