Government of the People's Republic of Bangladesh
Internal Resources Division
National board of revenue (NBR)

Strengthening Domestic Revenue Mobilization Project (SDRMP)

Terms of Reference
for
Selection of Senior Procurement Specialist

February 2026

Project Background:

The National Board of Revenue (NBR) plans to implement a Domestic Revenue Mobilization (DRM) project under a proposed World Bank–financed SITA operation to strengthen revenue mobilization and tax administration in Bangladesh. The project will support the design and implementation of tax reforms through improved business processes, change management, capacity building, policy analysis, and communications. It will also focus on modernizing tax administration by automating income tax and VAT systems, ensuring interoperability among NBR and other government systems, strengthening IT capacity and enhancing taxpayer services and awareness. In addition, the project will support day-to-day operations, including the engagement of consultants, provision of office equipment, and coverage of necessary operational costs.

Objective of the Assignment

Under the guidance of the Project Director (PD) in implementing all aspects of procurement under the project

- To carry out all procurement related activities such as procurement planning, Invitation for Bids, preparation of Request for Expression of Interest (REOI), Bid documents, Request for Proposal, Evaluation reports, prepare Contract documents concerning works, goods and consultant services.
- To monitor and report all field level procurement related activities.
- To assist the Project Implementation Unit (PIU) in ensuring compliance of all procurement activities.

Scope of services/Duties and responsibilities

The Procurement Consultant will be responsible for providing quality support for all procurement activities under direct supervision of the Project Director. The following are the major duties and responsibilities of the designated post, but not limited to the following:

- Developing procurement plan for the project in consultant with the PIU.
- Monitoring and updating the procurement plan on a continuous basis.
- Preparing Procurement documents (Request for Expressions of Interest, Request for Proposal/bidding documents etc.); working in collaboration with technical staff, consultants, and Project Director (PD)/Deputy Project Director (DPD) of the project.
- Participating in pre-bid/pre-proposal meetings and bid/proposal opening meetings.
- Providing secretarial and technical support to the bids/proposals Evaluation Committee.
- 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 the 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, 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.
- Coordinating closely with the Economic Relations Division (ERD) and Implementation Monitoring and Evaluation Division (IMED) and maintaining regular flow of information on procurement matters of the project.
- Providing advisory inputs while decision-making authority remains with the Procuring Entity

- Assisting in soliciting of bids, proposals and expression of interest: including use of electronic bidding portal.
- Assisting in shortlisting of Expressions of Interest (EOIs) in accordance with applicable procurement procedures.
- Preparing and finalizing Minutes of pre-bid and pre-proposal meetings in accordance with applicable procurement regulations.
- Assisting in preparing Specification/TORs and associated documents for other consultants, as appropriate.
- Assisting in drafting procurement and contract related letters to the World Bank, Bidders, and Contractors.
- Prepare drafts to Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Bidding Document, Request for Proposals (RFP), and relevant documents
- Assisting in receiving, preliminary examination, and responsiveness checking of bids and proposals prior to detailed evaluation.
- Participate in or provide support for pre-qualification, short-listing, evaluation and selection of winning bids/ proposals and will also assist in (i) the organization of pre-bid or pre-proposal meetings, preparing answers/ clarifications/ modifications/ amendments; (ii) receiving, opening, and examining bids/ proposals; (iii) organizing technical evaluation committees, and participating where appropriate; and (iv) writing evaluation reports using standard format.
- Provide advice and training to PIU members on World Bank and GoB procurement related matters, on need basis as a part of the institutional capacity building.
- Managing the technical and financial evaluation of Change Requests (CRs) during software development to ensure NBR's evolving automation needs are met without unauthorized cost escalations.
- Ensuring all hardware procurement includes specifications for real-time data synchronization between the Primary Data Center and the Disaster Recovery Site.
- Ensuring all ICT procurement follows the National Cyber Security Strategy and includes mandatory vulnerability assessments (VAPT).
- Developing a Knowledge Transfer Protocol to ensure NBR ICT personnel can operate the SAP Competency Center independently by the end of the assignment.
- Maintaining confidentiality by not disclosing any evaluation information prior to award notification.
- Any other procurement related task assigned by the Project Director as and when required.

Qualification and Experience Requirements:

a. Academic:

- At least Bachelor's in Engineering/Business Administration/Law/Finance or Masters in procurement/commerce/Engineering/Business Administration/Law/Finance.
- Professional certifications/degree in Procurement from any recognized institution will be given preference.

b. Experience :

- At least total 10 (Ten) years' experience in carrying out Public Procurement with primary responsibilities and substantial content of his/her position in practical application of

- Ensure strict compliance with ethical standards, including avoidance of any conflict of interest, and maintain confidentiality of all project-related information, documents, and records.
- Developing and maintaining a detailed procurement calendar covering the full procurement and contract management cycle for goods, works, and consulting services, and proactively reminding the PIU and Project Director of upcoming procurement actions, approvals, and timelines.
- Managing procurement activities through the STEP, including uploading procurement plans, procurement documents, project account and regular progress reports in acceptable format, evaluation reports, and contracts, and ensuring receipt of the World Bank's "No Objection", wherever applicable, prior to proceeding to subsequent stages.
- Assisting in the preparation, review, and verification of cost estimates, Bills of Quantities (BOQs), and related documents, including reviewing submissions received from design or technical consultants and providing recommendations to the Employer.
- Conducting procurement activities, where applicable, using the BPPA e-GP system in accordance with the procurement laws and rules of the Government of Bangladesh.
- Assisting the PIU in handling and responding to procurement-related complaints, clarifications, and communications in accordance with World Bank Procurement Regulations and Government of Bangladesh procurement requirements.
- Providing support during negotiations with bidders, consultants, or contractors, when required, and assisting in preparing contract documents, amendments, and related approvals.
- Assisting in dispute resolution activities.
- Advising on optimal procurement methods based on the type and volume of procurement activities.
- Assisting in preparing cost estimates based on norms and approved district rates or market rates, whichever is applicable.
- Assisting in the preparation of the Annual Work Plan and Budget (AWPB), particularly in relation to procurement scheduling, cost planning, and implementation timelines.
- Drafting and reviewing procurement- and contract-related correspondence with the World Bank, bidders, consultants, and contractors, as required.
- Conducting site visits, as necessary, and verifying physical progress and deliverables reported by supervision consultants or contractors in relation to procurement and contract obligations.
- Preparing and applying contract management checklists and recommending improvements in contract administration practices to ensure timely, efficient, and compliant implementation.
- Reviewing reports or indications of potential contract variations and assisting the Project Director in taking appropriate actions in accordance with contractual provisions and applicable procurement regulations.
- Assisting in preparing technical specifications, Terms of Reference (TORs), and related procurement documents for goods, works, and consulting services, as required.
- Assisting in maintaining complete procurement records, files, and documentation required for audit, review, and reporting purposes.

internationally accepted procurement and contracting procedures and documents for works, goods and services

- Of which at least 05 (Five) years' experience in managing internationally competitive procurement under projects funded by multilateral organizations, preferably World Bank.
- Should have experience in ICT procurement, data center procurement, cybersecurity procurement, large system integration contracts.
- 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.
- Understanding of Government's procurement Rule/Act.
- Analytical capability in identifying and resolving procurement issues.
- Strong coordination and communications skills in presenting, discussing and resolving difficult issues.
- Excellent drafting, analytical and communication skill in English.
- During the term of the contract the consultant shall not be associated with any other Government agency, consulting firm or private business entities.
- Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but if they are selected they will be required before signing the proposed contract to provide documentary evidence of having satisfactorily complied with their existing contract's requirements with respect to early termination of the contract by the consultant, including advance notice period, to avoid disruption in implementation of that project.

Deliverables

The key deliverables of the consultant 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, 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 PIU in consultation with World Bank.
- Quarterly Monitoring reports on deliverables of works, goods and consulting services contracts (progress, quality, completion etc.).
- Procurement documentation and records are systematically maintained (in STEP) so as to be readily available for review and audit.

As part of his/her deliverables the consultant shall provide monthly achievements of Key Performance Indicators (KPI) along with the time sheet for payment as follows:

Key Performance Indicator	Minimum to be achieved	Actual achievement	Comments
Submit all activities as per PPSD in the STEP Procurement Plan			
No procurement will be initiated outside STEP			
Updating the timeline in STEP to reflect the current implementation schedule			

Key Performance Indicator	Minimum to be achieved	Actual achievement	Comments
Ensure 100% of procurement documents are uploaded for all post review contracts as procurement happens			
Provide monthly update of five high value contracts under procurement and five high value contracts under implementation to the PD and TTL			
Draft BD, RFP, REOI, IFB submitted more than two times to the Bank for review should be NIL			
The prior review procurement documents requiring resubmission to the Bank will be resubmitted within 3 days.			
The consultant will bring it to the notice of PIU director and BEC/TER Chairperson when the evaluation exceeds 8 weeks.			
All works, goods and Consulting services contracts will be signed within 8 weeks after BER/draft contract is approved			
Provide quarterly update on procurement risk mitigation measures agreed in the PAD/PPSD to the PIU Director and TTL			
Proactively advise the PIU to minimize non-compliances and ensure corrective actions are taken and follow up PPR Reports			
Ensure Bid validity and contract completion dates never expire			
Ensure Bid Security, Performance Security and advance payment Guarantees never expire			

Duration of employment and Place of Work:

- The duration of the assignment will be 24 person months, and the tentative commencement date is 1st April, 2026. There will be an annual performance assessment of the incumbent by the PIU. Satisfactory performance will be a condition for continuation of the contract.
- Duty Station: Project office/Head office located at PIU Office located at Dhaka; however, the consultant needs to do field visits, and the consultant will discuss and agree on a mutually

acceptable working arrangement for the consultant to work remotely from his/her home location.

Termination:

If the performance is nor satisfactory, then the employer has the right to terminate the contract following the provisions of contract.

Institutional arrangements:

The PIU will be responsible for core project management functions and for coordinating project activities. A team of consultants will assist the PIU and will report to the Project Director and Deputy Project Directors. The PIU will provide the necessary office space, office equipment, stationery, data, information, and project-related documents, as well as transportation facilities for field trips.

Reporting Obligations:

The consultant shall report to the Project Director and will work with close collaboration with other officials and consultants of the project.

Selection Method:

Selection of the consultant will follow the World Bank's procedures for the "Open Competitive Selection of Individual Consultants, or through CV comparison" as described in the World Bank Procurement Regulations for IPF Borrowers, Sixth Edition, February 2025.

Evaluation Criteria:

The most experienced and best qualified individual among the candidates and fully capable of carrying out the assignment shall be selected and invited for negotiation. The evaluation shall be based on the relevant qualifications and experience of the individual Consultant.

Conflict of Interest:

The consultant shall not have any actual, potential or perceived conflict of interest as defined under the World Bank procurement regulations (IDA).