

BANGLADESH REGIONAL CONNECTIVITY PROJECT -1 (P154580)**Terms of Reference for Consulting Services****INTERNATIONAL PROCUREMENT SPECIALIST (NBR-S7)****1. Introduction and Background**

The Government of The People's Republic of Bangladesh has received an USD 150 million Credit from the International Development Association (IDA) – a member of the World Bank Group – for financing the cost of the *Bangladesh Regional Connectivity Project 1* (BRCP-1), being jointly implemented by the Bangladesh Land Port Authority (BLPA), National Board of Revenue (NBR) and Ministry of Commerce. Now the NBR intends to apply part of the IDA Credit for procuring the services of an International Procurement Consultant (IPC) for its Project Implementation Unit (PIU).

The Project Development Objective is to improve conditions for trade through improving connectivity, reducing logistics bottlenecks and supporting the adoption of modern approaches to border management and trade facilitation.

The Project consists of three (3) major components of which the below component will be implemented by NBR:

Component 3: Implement National Single Window and Customs Modernization plan. The key activities under this component are:

In line with International standards, including the WTO Trade facilitation agreement, the Government of Bangladesh has committed to the implementation of a National Single Window (NSW) system and the associated reform and modernization of customs and other border management agency requirements. Once fully operational, the system will allow traders to submit all import, export and transit information required by customs and other key regulatory agencies via single electronic gateway instead of submitting essentially the same information numerous times to different government agencies, many of which still rely heavily on paper based processing systems.

The lead implementation agency NBR under the Internal Resource division, Ministry of Finance is responsible for overall implementation, management and monitoring of the component 3. Implementation of the component involves, among other activities, procurement of goods and services of high and low values contracts through competitive process. It is necessary to build an adequate support structure from resources both within and outside NBR to process these contracts and to carry out other project implementation activities.

2. Objective

The objective of the assignment is to: (i) provide expertise support NBR for all procurement process starting from bidding document preparation to award the contract and (ii) closely monitor the contract management process of the large value signed contracts of NBR on behalf Project Director for proper integration of the project.

3. Scope of Services

The IPS will provide expertise support and advice as an intermittent member of the procurement team in PIU, and will be responsible for guiding and advising NSW Project so that the procurements are done as per the relevant procurement regulations. The IPC will have a significant role in assuring the integrity, fairness, and overall quality of procurement in conformance with the requirements of the regulations of the World Bank and the procurement laws of Bangladesh. He should not have any conflict of interest while working and should keep all the project information confidential.

International Procurement Consultant (IPC) will provide the below key expertise support:

- a) Monitor and advice to update the procurement plan for goods and services under the project through the Bank's Systematic Tracking of Procurement Exchanges system (STEP) as well as NSW financial management system;
- b) Lead the team in drafting the Key Bidding Document of large value contract, Request for Proposals (RFP) and Pre-Bid Meeting Minutes as per World Bank Procurement Regulations;

- c) Guide and conduct procurement in accordance with World Bank Procurement Regulations for IPF Borrowers” (July 2016) (“Procurement Regulations”) of the Bank. Prepare a update of procurement plan using Systematic Tracking and Exchanges in Procurement (STEP) system.
- d) Take part, as a member of evaluation committees, as applicable;
- e) Provide timely advice to PIU in making submissions for Letter of No Objection at World Bank, help PIU on necessary documentation and revision of the submissions as advised by the Bank officials.
- f) Guide PIU to address the procurement related complaints, which will include (a) review of the complaints vis-à-vis the respective procurement processes and documents, and (b) participation in discussions that PIU members may have with complainants.
- g) Provide advice and training to PIU members on World Bank Procurement Framework (PF) and procurement related matters, on need basis as a part of the institutional capacity building of NBR;
- h) Closely monitor procurement activities about the Procurement Plan timeline and the procurement approval process of the Government and bring any slippage of activities immediately to the attention of the PD.
- i) Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to IDA for review.
- j) Assist in preparing TORs and associated documents for other consultants, as appropriate.
- k) Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.
- l) Prepare contract management checklist and suggest improvement on contract administration by different contractors at different sites.
- m) Report any possibility of contract variation.
- n) Report on implementation of sustainability factors in procurement and contract management, including economic, social and environmental considerations.
- o) Any other task assigned by the Project Director/project management as and when required;
- p) Maintain stick confidentiality to all documents and functions;

4. Duration

Duration of the consultancy services would be for 12 months over the period of 36 months.

5. Institutional Arrangement:

The Consultants will work under direct control of the Project Director. S/he will report directly to the Project Director with close collaboration with other officials of the Project. The Consultant shall be accountable to the Project Director for his day to day activities.

NBR will provide working space and office consumables for the expert at PIU premises in Dhaka. All international travel, city transportation arrangements, and accommodation will solely be the Consultant’s own responsibility. If necessary, NBR will assist in finding accommodation during his stay in Bangladesh.

NBR may provide further reasonable assistance for Visa and other activities in connection with carrying out his responsibilities under the project scope, upon the request.

The IPS will be paid a negotiable consolidated remuneration inclusive of all applicable Tax and VAT as per law of Bangladesh.

6. Reporting Obligations:

- (1) Monthly Activity Report
- (2) Quarterly Summarized report
- (3) Final Report.

7. Education and Experience

International Consultant could be from any eligible country regardless of nationality including Bangladesh having required comprehensive global experience as detailed below.

- Post-graduate qualification (at least Bachelor degree in engineering or at least Master degree in procurement/ supply chain management/ commerce / finance/ business/ management/ law/ICT).
- At least 15 years of general experience out of which five (10) years of experience as International Procurement Specialist/Procurement Consultant or had responsibilities with a substantial content of his / her position in the procurement area (use of internationally accepted contract documents for IT contracts and services);
- About 5 years of relevant experience at international level on procurement of complex IT solution/system;
- Having sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines; understanding of Government's procurement Act/Rules; analytical capability in identifying and resolving procurement issues.
- Specialized knowledge of procurement of IT related goods; selection/ contracting of consultant services; preparation of bidding / contract documents for the international procurement of goods, services; public procurement policies; sustainable procurement; advanced contract management; etc.
- Basic knowledge and understanding of international / national e-Government Procurement (e-GP)
- Knowledge and experience in technical, commercial and legal aspects of procurement of the World Bank- financed project will be an added advantage.
- Strong communication skills in presenting, discussing and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team.
- Computer skills in Windows System (Word, Excel, Access and Power Point)

8. Selection Method

Selection of the IPC will follow the procedures for selecting Individual Consultants described in the World Bank's Procurement Regulation for IPF Borrowers, July 2016.