

BANGLADESH REGIONAL CONNECTIVITY PROJECT -1 (P154580)**Terms of Reference for Consulting Services****NATIONAL PROCUREMENT CONSULTANT (NBR-SD5)****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 a Procurement Consultant (National) 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) 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 signed contracts of NBR on behalf Project Director for proper integration of the project.

3. Scope of Services

The NPC will work as a full-time member of the procurement team in PIU, and will be responsible for assisting NSW Project so that the procurements will be done as per the relevant guidelines. The NPC will have a significant role in assuring the integrity, fairness, and overall quality of procurement in conformance with the requirements of the guidelines 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.

The NPC will carry out the following main activities, in conjunction with the International Procurement Specialist (IPS):

- a) Develop procurement plan for goods and services under the project, and submit the plan to the Project Director and assist PD to update/upload the plan through the Bank's Systematic Tracking of Procurement Exchanges system (STEP).

- b) Prepare drafts to Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Invitation for Prequalification (IFP), Bidding Document, Prequalification Document (PQD), 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;
- d) Take part, as a member of evaluation committees;
- 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) Help 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 New Procurement Framework (NPF) and procurement related matters, on need basis as a part of the institutional capacity building of NBR;
- h) Closely monitor procurement activities in reference to 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 the PD 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 procurement system, and provide recommendations to improve the same, if required to the PD;
- l) Prepare contract management checklist and submit improvement report on contract administration by different contractors at different categories to the PD;
- m) Report any possibility of contract variation to the PD
- n) Report on implementation of sustainability factors in procurement and contract management, including economic, social and environmental considerations.
- o) Conduct procurement activities under the project using CPTU's e-GP portal as applicable according to the instruction of the PD;
- p) Any other task assigned by the Project Director/project management as and when required

4. Duration

Duration of the consultancy services would be for 36 (thirty-six) months, to be renewed annually based on performance.

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.

6. Reporting Obligations:

- (1) Monthly Activity Report and submit it to the PD within the first week in each month;
- (2) Quarterly Summarized report and submit it to the PD;
- (3) Final Report. and submit it to the PD before the end of the tenure of his contact. This report will contain brief descriptions of procurement related issues addressed during the contact period and measures that were implemented or recommendations for measures to be implemented for effective resolution of those issues;

7. Education and Experience

- At least graduate in engineering/ procurement/ supply chain management/ commerce / finance/ business/ management/ law/environmental science or suitable equivalency.
- Minimum 7(seven) years of general experience out of which 5 (five) years of experience as Procurement Specialist/Procurement Consultant or have had responsibilities with a substantial

content of his / her position in the procurement area (use of internationally accepted contract documents for works, goods and services) in World Bank/Donor assisted projects;

- Specialized knowledge of procurement of IT goods; various forms of selection/ contracting of consultant services; preparation of bidding / contract documents for the international procurement of goods, works, services; public procurement policies; sustainable procurement; advanced contract management; etc.
- Basic knowledge and understanding of 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.
- Good Computer skills in Windows operating Systems (Word, Excel, Access and Power Point)

8. Selection Method

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