

**NATIONAL BOARD OF REVENUE (NBR)**  
**ACCELERATING TRANSPORT AND TRADE CONNECTIVITY IN EASTERN**  
**SOUTH ASIA – BANGLADESH PHASE 1 PROJECT**  
**Terms of Reference for Consulting Services**

**Procurement Specialist (Individual National Consultant)**

**1. Introduction and Background**

The Government of Bangladesh's 8<sup>th</sup> Five Year Plan through promotion of prosperity and fostering inclusiveness places importance on reforms to improve trade competitiveness and enable trade-led growth. In this regard, the deepening of the relationship between Bangladesh, Bhutan, India, and Nepal (BBIN countries), as reflected by an increasing number of subregional and bilateral connectivity agreements, suggests there is momentum to advance the regional transport and trade facilitation agenda. A regional transport and trade facilitation program, with support from the World Bank, aims to develop efficient and resilient trade and transport along selected corridors in Bangladesh. Under this initiative, the government has taken a project in collaboration with World Bank Group to develop infrastructure in key Customs points, e.g. Custom House, Chattogram, Customs, Excise and VAT Training Academy, Chattogram, Custom House, Benapole, Custom House, Dhaka, along with modernization of customs procedures and capacity building for Customs officials.

The program will seek to address the main drivers of high trade and transport costs. It will support the transformation of the cross-border clearance ecosystem through the provision of digital and automated systems for trade, transport and trade-enabling infrastructure, and capacity building and technical assistance to streamline policy, regulatory, and procedural impediments that constrain freight movement.

National Board of Revenue as one of the implementing agencies for Phase 1 of the program seeks the services of a Procurement Specialist to help it with procurements for the project and management of the contract packages.

**2. Objective**

The objectives for employing the proposed Procurement Specialist are:

- To ensure the procurement of consulting services, goods and works are done as agreed between Government of Bangladesh and the World Bank.
- To prepare procurement plan, draft bidding and contract documents as per the World Bank's procurement procedure.
- Guide and train the NBR-PIU staff on procurement planning, preparation of TOR, drafting of specifications, and other procurement documents and the whole procurement cycle.
- To Support the PIU in management and administration of contract packages under the project.

**3. Scope of Services**

The Procurement Specialist will work as a full-time member of the procurement team in Project Implementation Unit (PIU) and will be responsible for assisting the PIU so that the procurements are done as per 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 Procurement Specialist will carry out the following main activities:

- a) Guide and conduct procurement in accordance with (i) World Bank Procurement Regulations for IPF Borrowers” fourth edition, November 2020 (“Procurement Regulations”), (ii) Procurement Act & Rules of Government of Bangladesh (GoB).
- b) Develop and maintain a procurement calendar, listing events in procurement and contract management cycle for each works, goods and services package. Remind the Employer of the necessary actions to be taken for each such event and assist in taking these actions.
- c) Develop procurement plan for goods, works and services for the project, and update the Plan as and when needed (at least quarterly) through the Bank’s Systematic Tracking Exchange of Procurement (STEP) as well as Procurement Act & Rules of GoB.
- d) Prepare and update periodically the project procurement plan using the World Bank’s STEP (Systematic Tracking of Exchanges in Procurement) system.
- e) Assist in uploading the documents onto STEP and ensuring that the World Bank’s “No Objection” is received, wherever applicable, for each stage before proceeding further.
- f) Advise on optimal procurement methods based on the type and volume of procurement activities.
- g) Assist in preparing cost estimates based on norms and approved district rates or market rates, whichever is applicable.
- h) Assist in soliciting of bids, proposals and expression of interest: including use of electronic bidding portal.
- i) 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.
- j) Assist in negotiating with bidder, when required, and preparing contract documents, for approval/ clearances by the concerned authority and the World Bank.
- k) Checking the submissions from the Design Consultants (Cost Estimates, BOQ, etc.) received from the Design Consultants and recommending these to be accepted by the Employer.
- l) Assist in maintaining records and other documentation required for audit and progress reporting purposes.
- m) Prepare monthly progress reports of procurement and contract activities, project account and regular progress reports in acceptable format to the World Bank; including uploading of essential documents in STEP.
- n) Assist in preparing Annual Work Plan and Budget.
- o) Assist in dispute resolution activities.
- p) Assist in drafting procurement and contract related letters to the World Bank, Bidders, and Contractors.
- q) Assist in preparing Specification/TORs and associated documents for other consultants, as appropriate.
- r) Prepare drafts to Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Bidding Document, Request for Proposals (RFP), and relevant documents
- s) Assist shortlisting of EOIs.
- t) Prepare response to any clarification of applicants/bidders/proposers.

- u) Attend Pre-Bid/Pre-Proposal Meeting and prepare Minutes as per World Bank Procurement Regulations.
- v) Assist in preparation of procurement evaluation report.
- w) Help PIU to address the procurement related complaints as per WB regulation and GoB procurement Act & Rules.
- x) 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.
- y) 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 Project Director.
- z) Conduct site visits and verify supervision consultant's (if any) periodic reports on physical progress.
- aa) Prepare contract management checklist and suggest improvement on contract administration by different contractors at different sites.
- bb) Take action on any report on possibility of contract variation.
- cc) Conduct procurement activities under the project using CPTU's e-GP portal as applicable.
- dd) Any other procurement related task assigned by the Project Director as and when required.

#### **4. Duration**

Duration of the consultancy services would be for 40 (forty) months or till project period.

#### **5. Termination:**

If the performance is not satisfactory, then the employer has the right to terminate the contract following the provision in the contract.

#### **6. Institutional Arrangement:**

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

#### **7. Reporting Obligations:**

- (1) The consultant shall report to the Project Director. He/she may be required to prepare any report as and when instructed by the Project Director.

#### **8. Qualification:**

##### **(a) Education**

- The Procurement Consultant's qualification will be at least Bachelor's degree in Engineering. Post graduate degree in Management/Laws/Economics/ Finance / Business Administration or related subject. A postgraduation degree in procurement or similar field will be preferred.
- Training on public procurement and contract management.
- Advanced academic/professional qualifications in procurement from recognized university/institutes will be preferred.
- Familiarity with World Bank Procurement Policies and Guidelines and Systematic Tracking of Exchanges in Procurement (STEP) system would be preferred.
- Excellent knowledge on FIDIC procedure will be preferred.

##### **(b) Experience**

- 10 (ten) years of general working experiences in procurement;
- 7 (Seven) years of experience as Procurement Specialist/ Procurement Consultant in public organization or have had responsibilities with a substantial content of his / her position in the procurement area (use of internationally accepted contract documents for Goods/ works/ Services);
- Excellent knowledge of procurement and contract policies, procedure and guidelines of Development Partners; candidates having knowledge and experience in World Bank procurement procedure will get preference.
- Knowledge and experience in preparation of /bidding document/ evaluation report/ contract documents for international procurement of goods, works, services;
- Sound knowledge and understanding of e-Government Procurement (e-GP), Public Procurement Act, 2006 and Public Procurement Rules, 2008 of Government of Bangladesh (GoB).
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## **9. REMUNERATION AND COMPENSATION**

The consultant shall be provided with the remuneration and benefits as per the contract. The contract will mention a lump sum amount of remuneration per month, which shall include all his overhead, social charges and other associated costs including local transportation within Dhaka and insurance premium.

The consultant shall be stationed at the PIU office, with required visits to work sites.

The consultant shall be responsible to clear all taxes including the income tax as applicable in Bangladesh.

## **10. Facilities to be provided by the Employer**

The consultant shall be provided with working space at the PIU with basic furniture, internet access, stationery and printing facility. The Consultant is expected to bring his own laptop with required software to render the expected services.

## **11. Selection Method**

Selection of the Procurement Specialist will follow the procedures for Selection of Individual Consultants (SIC) described in the World Bank's Procurement Regulation for IPF Borrowers, fourth edition November 2020.