

# **Terms of Reference (TOR) for Senior Procurement Specialist (National) (Individual Consultant)**

## **1. Introduction**

1.1 Although Bangladesh is highly vulnerable to earthquake due to its geological location, the government's preparedness is not adequate to address any of its aftermath. Given the lack of recent earthquake events, an understanding of earthquake risk and corresponding strategies to mitigate the impact of such events is lacking. A National Plan on Disaster Management includes an Earthquake Management Plan and a National Earthquake Contingency Plan, which have been developed under the Ministry of Disaster Management and Relief. These plans identify response and risk reduction activities with corresponding lead and support agencies. However, the plans lack the comprehensive vision of a national earthquake strategy, and a convincing demonstration of benefits, implementation, and controls. Furthermore, the institutional structure for multi-stakeholder engagement to deal with a problem as complex as urban earthquake risk is also lacking and the existing plans do not engage agencies and organizations in a sustainable way.

1.2 To respond to this critical gap in the management of disaster risk in Bangladesh, this project represents the response & preparedness phase of a multi-phase national DRM program to build institutional capacity to mitigate the impact of earthquakes in the rapidly urbanizing cities of Bangladesh. The objective of the overall engagement is to develop a comprehensive approach to managing earthquake risk through a structured process of knowledge development, education, and planning (for preparedness and response) that involves a wide range of stakeholders to increase engagement and ownership.

## **1.3 Project Components**

The Project comprises five components briefly described below:

### **Component A: Reinforcing the Country's Emergency Management Response Capacity**

An emergency management system will be put in place that will mobilize the resources at all levels and assign roles and responsibilities more efficiently. The system will be guided by international standards and principles of emergency management and in conformity with national laws and guidelines incorporated in the Disaster Management Act of 2012 and SOD 2010. The overall goal is to design and operationalize an integrated emergency management system in Bangladesh that will enable the country to plan and respond to both common, everyday emergencies as well as major disasters in an organized and effective manner.

## **Component B: Vulnerability Assessment of Critical and Essential Facilities**

The objective of this component is to develop the consensus-driven analytical foundation required for longer-term investments to reduce risk in the built environment of Dhaka, Sylhet and other cities in Bangladesh. It concentrates on two activities, the first of which is an assessment of the vulnerability of the built environment in Greater Dhaka to earthquakes and other major hazards, focusing on essential and critical facilities and infrastructure. The second activity is the development of risk-sensitive land use planning as a practice in Bangladesh. This will be informed by an understanding of the hazards, vulnerability, and risk facing urban centers, and by clearly stated consensus-driven disaster risk management (DRM) objectives and policies.

## **Component C: Improved Construction, Urban Planning and Development**

The objective of Component C is to put in place the institutional infrastructure and competency to reduce long-term disaster vulnerability in Dhaka. It would address both the existing built environment as well as future development. The overall scheme for component C covers four areas of investment: (1) create a unit within RAJUK to support the integration of risk information into development planning; (2) put up the infrastructure and processes to ensure an efficient and integral mechanism for land use and zoning clearance, permitting and approval of site and building plans; (3) improve competency through professional accreditation, trainings, continuous education, as well as forums; and (4) strengthen building code implementation and enforcement.

The following activities will be implemented under Component C:

- Create and operationalize an Urban Resilience Unit (URU) in RAJUK (Component C1)
- Establish an electronic construction permitting system (Component C2, US\$ 8.7M)
- Set up a professional accreditation program for engineers, architects and planners (Component C3)
- Improve building code enforcement within RAJUK jurisdiction (Component C4)

## **Component D: Project Coordination, Monitoring and Evaluation**

The objective of Component D is to provide necessary funding for project coordination, monitoring and evaluation. It will also ensure periodic evaluation of the investment program to highlight the outputs and outcomes in support of a longer-term investment program.

## **Component E: Contingent Emergency Response**

Following an adverse natural or man-made event that causes a major disaster, the Government may request the Bank to re-allocate project funds to this component (which presently carries a zero allocation) to support response and reconstruction.



The Consulting service for this assignment is relevant to component A which comprises the following activities:

- Renovate and outfit national-level Disaster Risk Management (DRM) facilities (**Sub-Component A1**)
- Build, renovate and outfit local-level City Corporation and Fire Service and Civil Defense (FSCD) DRM facilities in Dhaka and Sylhet (**Sub-Component A2**)
- Supply, install and integrate specialized Emergency Management and Communications Technology (ECT) equipment for DRM and emergency response within national-level and local-level agencies(**Sub-Component A3**)
- Supply specialized search and rescue equipment to local-level agencies involved in DRM(**Sub-Component A4**)
- Provide Training, Exercises and Drills (TED) to national-level and local-level agencies involved in DRM (**Sub-Component A5**)

Sub-component A1 and A5 above will be implemented by DDM and **sub-component A2, A3 and A4 will be implemented by DNCC.**

The Dhaka North City Corporation (DNCC) has been implementing component A2, A3 and A4 of the project. Most part of the DRM facilities (Sub-component A2) and Search & Rescue equipment (Sub-component A4) are completed. The Project is seeking to recruit a Senior Procurement Specialist to join its Project Implementation Unit (PIU) to lead the procurement of all sorts of goods (specially ECT equipment Sub-component A3), works and services of both National and International.

## **2. Objective of the Assignment:**

Borrower's ability to successfully implement a project fulfilling the fiduciary requirements of the various stake holders are largely affected by the adequacy and quality of the procurement management system used in the project implementation. To attain and maintain the quality and effectiveness of the procurement management system, the existence of an organization for procurement management functions having in place, staff with adequate qualifications and appropriate experiences with clearly defined authorities and responsibilities is inevitable. The Procurement Specialist will be appointed as key personnel of the project to support and coordinate the procurement of the PIU to ensure fiduciary safeguards while facilitating for smooth operation of the procurement management and address issues following World Bank guidelines and Govt. rules and procedures.

## **3. Scope of Works:**

The scope of services of the Senior Procurement Specialist will include but is not limited to:

- i. Lead all sorts of national and international bidding processes. The procurement 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 in STEP;
- 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 bids and/or 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 certificate", 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 etc.);
- 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 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);
- xiii. Provide support and training to members of the Proposal Evaluation Committee on how to review bids and proposal evaluation reports (in response to the guidelines of world bank: "Selection and Employment of Consultants under IBRD Credits & Grants by World Bank Borrowers") and Public Procurement Act 2006 and Rules 2008 of Bangladesh); and any other procurement related training for the PIU staff as required by the Project Director.
- xiv. Carry out any other relevant periodic duties that may be assigned by the Project Director/concerned authority from time to time.

#### **4. 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.

## **5. Duration of the assignment:**

Duration of the services would be approximately for **21(Twenty One)** months (Till June 2020) based on performance and project need.

## **6. Expected Outputs:**

- i. Successful implementation of all procurement packages of the project both National and International goods, works and services required to function the PIU.
- ii. Comprehensive Project Procurement Plan as detailed above;
- iii. Annual, semi-annual and quarterly procurement report;
- iv. Bidding and contract documents (EOI, TOR, RFQ, RFP, Bid documents, Contracts etc.);
- v. Monitoring report of goods and consulting services (completion, quality, progress etc.);
- vi. Ensure documentation and record keeping of all procurement and appointment decisions;
- vii. Training and Capacity Building of PIU and other relevant staff, as required.

## **7. Qualifications/specialized knowledge/experience required:**

- i. Minimum B.Sc. Engineering or Master's in economics/ statistics/ finance/ business administration/management/ law or other relevant field; Telecommunication background is preferable.
- ii. Candidates having advanced academic/professional qualification(s) in procurement and supply chain or membership of renowned international institution(s) in the field of procurement/purchasing and supply chain will be given preference;
- iii. Candidates shall have at least seven (7) years of relevant experience as either a procurement specialist/ consultant or in roles where procurement has been a major part of the job;
- iv. Knowledge of international organizations'/agencies' procurement guidelines and national public procurement regulations and procedures and e-GP;
- v. Special training on procurement in line with the World Bank rules would be an advantage;
- vi. Excellent communication skills in English, both written and spoken, and competency in computer operation (MS Office, MS Excel etc.);
- vii. The candidate will be self-motivated, with strong organizational and planning skills with the ability to work independently as a team player and under pressure.





He/she will have strong interpersonal communicative skills, and the ability to organize and impart training to the project implementing staff on procurement.

8. The Consultant will be selected in accordance with the "Selection and Employment of Consultants under IBRD Credits & Grants by World Bank Borrowers" January 2011 revised July 2014.



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