



**Establishment of IT/Hi-Tech Park at District Level (12 Districts) Project.**  
**Bangladesh Hi-Tech Park Authority**  
**Information and Communication Technology Division**  
**Ministry of Posts, Telecommunications and Information Technology**  
**ICT Tower, Agargaon, Dhaka-1207**  
[www.bhtpa.gov.bd](http://www.bhtpa.gov.bd)

Memo No.: 56.02.0000.009.03.004.17-738

Date: 28/05/2017

**Subject: Request for Expression of Interest (EOI) for Selection of Procurement Specialist.**

The Government of the People's Republic of Bangladesh (GoB) has taken a project 'Establishment of IT/Hi-Tech Park at District Level (12 Districts)'. It is intended that the project will appoint a Procurement Specialist to expedite the procurement process of the project.

**1. NAME OF THE POST:** Procurement Specialist.

**2. EDUCATIONAL QUALIFICATION:**

The Procurement Specialist should be a Master in Commerce/MBA in Accounting/Finance/Management/ Masters in procurement/ Bachelors in Engineering or related field.

**3. Requirements:**

- a) At least ten years of experience as Procurement Specialist 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; sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines; understanding of Government's procurement Rule/Act; analytical capability in identifying and resolving procurement issues).
- b) Specialized knowledge of and significant experience in 2-3 substantive areas/aspects of procurement (e.g. procurement of goods; various forms of construction contracts; selection/ contracting of consultant services; preparation of bidding/contract documents for the international procurement of goods, works, services; public procurement policies; practices etc.).
- c) Strong communication skills in presenting, discussing and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team.
- d) To ensure impartiality the consultant must not be in any way be affiliated with business entities that are currently providing or are seeking to provide goods or services to the project.
- e) Fluency in written and spoken both English and Bangla.
- f) Excellent ICT & computer skills.

**4. RESPONSIBILITIES:**

The Procurement Specialist will be responsible for carrying out the following tasks, among others:

- a) Work under the guidance of the Project Director in implementing all aspects of procurement under the project.
- b) Develop procurement plan for goods, works, and services under the project, and update the Plan as and when needed (at least annually).
- c) Assist BHTPA to prepare invitation for bids/ prequalification, request for expressions of interest, bidding/ prequalification documents, request for proposals, evaluation reports, contracts, and other documents concerning procurement of goods, works, consultants' services.
- d) Provide operational advice on concepts, policies, and procedures for international and local procurement matters.
- e) Provide assistance on procurement matters of the project to ensure consistent application of the Procurement/Consultants' Guidelines of the government of India, and The Public Procurement Act/Rules (PPA/PPR) of the Government of Bangladesh as appropriate and acceptable to the development partner.
- f) 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.
- g) Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to the development partner for review.
- h) Assist BHTPA in reviewing various project implementation and capacity development reports.
- i) Assist in preparing TORs and associated documents for other consultants, as appropriate.
- j) Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.
- k) Any other task assigned by the project management

**5. OTHER TERMS AND CONDITIONS:**

- (a) Duration of employment: 36 man months.
- (b) Place of work: Dhaka or any other place under the project.
- (c) Procurement Specialist will perform other relevant work as requested by the Project Authority.
- (d) ToR & CV format: Please visit web site [www.bhtpa.gov.bd](http://www.bhtpa.gov.bd).

**6. SELECTION CRITERIA:**

- a) Educational Qualifications.
- b) Relevant working experience and its adequacy for the assignment.
- c) Capability to carry out the assignment [overall suitability considering age, skill (Training, computer skills, proficiency in English and Bengali, knowledge of local conditions, administrative systems etc.)]
- d) Experience in donor fund project will get preference.

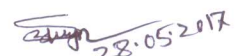
7. The consultant will be selected in accordance with the Public Procurement Rules (PPR)-2008.

**Only short-listed candidates will be contacted for interview.**

8. Project Director, 'Establishment of IT/Hi-Tech Park at District Level (12 Districts)' now invites eligible applicants to indicate their interest in providing the services.

The interested Applicants are requested to apply for the position providing information indicating that they are qualified to perform the services (Complete CV with attested copies of educational, training and experience certificates as required for the position). Interested applicants are required to submit their Expressions of Interest in accordance with the Standard Application Forms which will be obtained from the web site [www.bhtpa.gov.bd](http://www.bhtpa.gov.bd). The last date of submission of Expression of Interest (EoI) is on **20/06/2017 at 2.00 P.M.**, in sealed envelope, clearly marked "Request for Expression of Interest (EoI) for Procurement Specialist" to the undersigned by hand/courier service/Guaranteed express from post office. Any EoI received after the deadline will not be accepted. Any persuasion by the applicant will be treated as disqualification.

The authority reserves the right to accept or reject any or all the EoIs without assigning any reason whatsoever.

  
28.05.2017

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