

Bangladesh Hi-Tech Park Authority
Support to Development of Kaliakoir (and other Hi-Tech Park) Project
Information and Communication Technology Division
ICT Tower, Agargaon, Dhaka-1207
www.bhtpa.gov.bd

Memo No.: 56.02.0000.009.34.002.18 (Part-1) - 730

Date: 29/12/2019

Subject: Request for Expression of Interest (EOI) for Selection of Procurement Specialist {Contract Package No. BHTP S-1002 (B)}

The Government of the People's Republic of Bangladesh (GOB) has received a loan from IDA (IDA Credit no. 5769-BD for "Support to Development of Kaliakoir (and other Hi-Tech Park) Project" and it is intended that part of the proceeds of the loan and grant will be applied to appoint Procurement Specialist.

2. EDUCATIONAL QUALIFICATION:

A minimum Master's degree in Science, Business, and Social Science, Engineering or any other related discipline with at least 10 years of mid-management experience is required.

3. Requirements:

Previous experience of implementing similar project with civil engineering background especially foreign funded project is preferred. Prior experience in procurement and contract/project management is required. Knowledge of international procurement is required. Proficiency in all forms of English and Bengali is required. Must be computer literate and have user-at-ease ability to work on common office-use software.

4. RESPONSIBILITIES: Procurement Specialist (PS) will assist Project Director as the focal and lead person on matters related to procurement. More specifically, the PS will be responsible for the following activities:

- a. Develop procurement plan timely for the project in consultation with the PIU and the Central Coordination Unit (CCU)
- b. Monitor and update the procurement plan on a regular (quarterly) basis and suggest Project Director (PD) for efficient procurement.
- c. Ensure that all procurement is carried out according to the World Bank (WB) and the GoB guidelines
- d. Monitor the contracts and implementation of activities so that they are in harmony with the project development objectives (PDO) and the budget estimates.
- e. Prepare bidding documents consultation with PD/DPD and other technical personnel of the project.
- f. Monitor and ensure that all bidding/tendering process is free, fair and transparent,
- g. Prepare EOI, RFP, RFQ, and any other procurement documents in accordance with the GoB/WB guidelines and the agreed annual/implementation plan,
- h. Prepare ToRs and contracts for goods and services and monitor the implementation and outputs,
- i. Review and anticipate potential issues on procurement, and any other issue and bring to the attention of the PD
- j. Monitor and keep track of the deliverables of consulting services and goods/works and inform PD of any important issue regarding it.
- k. Assist technical evaluation committees on short-listing and proposal evaluations,
- l. Build capacity and transfer knowledge to GoB and local staff on procurement issues,
- m. Assist PIU to coordinate closely with the ICT Division, IMED, ERD, and the CCU and maintain regular flow of information on procurement matters of the project,
- n. Prepare quarterly, annual, and semi-annual reports and other required reports for the WB and the Government
- o. Participate in meetings and committees related to the project and deliver opinion and make decisions (desired by the Authority)
- p. Any other official duties assigned by the Authority.

5. OTHER TERMS AND CONDITIONS:

- (a) Duration of employment: Duration will be up to 31 December 2020.
- (b) Place of work: Project Head Quarter, Dhaka and any other place under the project.
- (c) Procurement Specialist will perform other relevant work as requested by the Authority.

6. SELECTION CRITERIA:

- i. Educational Qualifications.
 - ii. Relevant working experience and its adequacy for the assignment.
 - iii. 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.)]
7. The consultant will be selected in accordance with the procedure set out in the World Bank's Guidelines: "Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers" dated January 2011".

Only short-listed candidates will be contacted for interview.

8. Project Director, Support to Development of Kaliakoir (and other Hi-Tech Park) Project 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. The applicant shall submit Expression of Interest (EOI) by 2.00 P.M of 12-01-2020, in sealed envelope, clearly marked "Request for Expression of interest (REOI) 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.


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