**Terms of Reference (TOR) of**

**Procurement Specialist**

The ‘Terms of Reference’ shall be modified at the time of Negotiation as “Description of Services” of the Contract Agreement.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Qualification and Experience:**

1. Academic:

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

1. Experience:

* 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).
* 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).
* Strong communication skills in presenting, discussing and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team.
* 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.
* Fluency in written and spoken both English and Bangla.
* Excellent ICT & computer skills.

**Others Qualification:**

* Good report preparation skills and experience.
* Proven communication skills (excellent command in English and Bengali).
* Must be computer literate and have user-at-ease ability to work on common office-use software.

Objective and Scope of Services

* Work under the guidance of the Project Director in implementing all aspects of procurement under the project.
* Develop procurement plan for goods, works, and services under the project, and update the Plan as and when needed (at least annually).
* 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.
* Provide operational advice on concepts, policies, and procedures for international and local procurement matters.
* 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.
* 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.
* Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to the Donner for review.
* Assist BHTPA in reviewing various project implementation and capacity development reports.
* Assist in preparing TORs and associated documents for other consultants, as appropriate.
* Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.
* Any other task assigned by the project management

**Reporting Arrangements**

The consultant will report (Soft Copy and Hard Copy with signed) directly to the Project Director/Project Implementation Unit (PIU) of Establishment of IT/Hi-Tech Park at District Level (12 Districts).

**Duration of employment**: Duration will be up to 30 June, 2020.

**Place of work**: Khulna, Barisal, Rangpur, Chittagong, Comilla, Cox's bazaar, [Mymensingh](http://en.wikipedia.org/wiki/Mymensingh), Jamalpur, Natore, Gopalgonj, Dhaka, Sylhet and any other place under the project.

**Evaluation Criteria**

|  |  |
| --- | --- |
| **Criteria** | **Points** |
| * + Educational Qualification | 20 |
| * + Relevant Working Experience and its adequacy for the assignment | 65 |
| * + Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others). | 15 |
| **Total points:** | **100 points** |
| Applicants thus given points as stated above, not securing the minimum qualifying points **80** (Eighty) shall be considered disqualified. | |

**Application Submission**

[*Location*: dd/mm/yy]

To:

The Project Director

Establishment of IT/Hi-Tech Park at District Level (12 Districts)

Bangladesh Hi-Tech Park Authority

ICT Tower (9th Floor),

Agargaon, Dhaka-1207

Dear Sir:

I am hereby submitting my Application to provide the consulting Services as Procurement Specialist

in strict accordance with your **Request for Application dated 28-05-2017.**

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

|  |  |
| --- | --- |
|  | Signature |
|  | Print name |
|  | Address:  Tel: |

**Attachment:**

**Curriculum Vitae (CV) of the Applicant**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | PROPOSED POSITION FOR  THIS PROJECT : | Procurement Specialist | | | | |
| 2 | NAME OF PERSON : | *[state full name]* | | | | |
| 3 | DATE OF BIRTH : | [ dd/mm/yy] | | | | |
| 4 | NATIONALITY : |  | | | | |
| 5 | MEMBERSHIP IN PROFESSIONAL  SOCIETIES | *[state rank and name of society and year of attaining that rank].* | | | | |
| 6 | EDUCATION | *[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ].* | | | | |
| 7 | OTHER TRAINING | *[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].* | | | | |
| 8 | LANGUAGES & DEGREE OF  PROFICIENCY | Language | Speaking | | Reading | Writing |
|  | *e.g. English* |  | |  |  |
| 9 | COUNTRIES OF WORK EXPERIENCE |  | | | | |
| 10 | EMPLOYMENT RECORD  *[starting with present position list in reverse order* **[every employment held and state the start and end dates of each employment]** | *[The Applicant should clearlydistinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].*  *[The Applicant should clearly indicate the Position held and* ***give a brief description of the duties*** *in which the Applicant was involved].* | | | | |
|  | EMPLOYER 1 | FROM: *[e.g. January 2013]* | | TO: *[e.g. December 2013}* | | |
|  | EMPLOYER 2 | FROM: | | TO: | | |
|  | EMPLOYER 3 | FROM: | | TO: | | |
|  | EMPLOYER 4 (etc) | FROM: | | TO: | | |
| 11 | WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT | *[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].* | | | | |
| 12 | COMPUTER SKILL |  | | | | |

CERTIFICATION

*[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | | |
| Print name |  | | |
| Date of Signing  dd / mm / yyyy |  |  |  |

**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:**

1. 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).
2. 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.).
3. Strong communication skills in presenting, discussing and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team.
4. 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.
5. Fluency in written and spoken both English and Bangla.
6. Excellent ICT & computer skills.

**4. RESPONSIBILITIES:**

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

1. Work under the guidance of the Project Director in implementing all aspects of procurement under the project.
2. Develop procurement plan for goods, works, and services under the project, and update the Plan as and when needed (at least annually).
3. 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.
4. Provide operational advice on concepts, policies, and procedures for international and local procurement matters.
5. 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.
6. 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.
7. Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to the development partner for review.
8. Assist BHTPA in reviewing various project implementation and capacity development reports.
9. Assist in preparing TORs and associated documents for other consultants, as appropriate.
10. Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.
11. 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:**

1. Educational Qualifications.
2. Relevant working experience and its adequacy for the assignment.
3. 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.)]
4. Experience in donor fund project will get preference.
5. The consultant will be selected in accordance with the Public Procurement Rules (PPR)-2008.

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

1. 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.

|  |
| --- |
| Research Officer  Bangladesh Hi–Tech Park Authority  E-mail. rajon36@gmail.com |