

**Government of the People's Republic of Bangladesh
Information and Communication Technology Division
Ministry of Posts, Telecommunications and Information Technology**

**Digital Entrepreneurship and Innovation Eco-System Development Project
Bangladesh Hi-Tech Park Authority (BHTPA)**

**Terms of Reference (TOR)
for
Procurement Specialist (National)
under BHTPA-PRIDE**

Package No: DEIEDP-BHTPA-S-4

Project Background:

The World Bank Board has approved USD 500.00 million for Government of The People's Republic of Bangladesh in a project titled 'Private Investment and Digital Entrepreneurship (PRIDE)' to be implemented during January, 2021 to December, 2025. The execution of the project is vested upon two Project Implementing Entities (PIEs)—Bangladesh Economic Zones Authority (BEZA) and Bangladesh Hi-Tech Park Authority (BHTPA). Economic Relations Division (ERD) has been given the responsibilities to play coordinating role to ensure smooth operation of the project. Among others, Central Coordination Unit (CCU) of ERD will act as the single point delivery mechanism of progress reports, results framework reports and other fiduciary requirements to World Bank, as well as monitoring fund flows and utilization, DLIs verification and project activity monitoring for quality control support. Hence, a project titled 'Central Coordination Unit of PRIDE (CCU-PRIDE)' has been undertaken at ERD, Ministry of Finance (MOF) financed fully by Project Aid.

The project PRIDE is built upon the foundation laid by Private Sector Development Support Project (PSDSP) that will strengthen capacity to start delivering by BEZA and BHTPA on their mandates and help generate positive outcomes. The Project Development Objectives (PDOs) of PRIDE are to promote private investment, job creation and environmental sustainability in participating economic zones and software technology parks in Bangladesh. The PRIDE project has four components:

- Creating an Enabling Environment for Private Investment and Sustainability
- Developing a Greener and Climate Resilient Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN).
- Creating a Dynamic Private Market for Serviced Industrial Land
- Strengthening the Digital Entrepreneurship and Innovation Echo System.

The PRIDE project will use a new lending instrument of the World Bank and the project/fund will be disbursed against the achievement of the five Disbursement Linked Indicators (DLIs). The CCU-PRIDE, ERD is responsible for overall coordination and ensures timely reporting to the World Bank on project Financial Management issues, Results Framework and DLIs. A third party independent verification firm (International) will be engaged by CCU-PRIDE to verify the activities of the PIEs on the basis of DLIs and the terms and conditions of the contract and the firm will report to PIEs, CCU-PRIDE, ERD for onward submission of reports to World Bank.

A part of the proceeds of the loan of BHTPA-PRIDE will be used for engaging a full time Procurement Specialist (PS) who will be an integral part of the BHTPA-PRIDE and will work under the overall procurement and guidance of the BHTPA.

The PS of BHTPA-PRIDE will oversee fiduciary matters-such as preparation of procurement plan, bid invitation, request for expressions of interest, request for proposals, evaluation reports, contracts, and other documents concerning procurement of goods, works, consultants' services etc related to the Project.

The scope of Services:

The BHTPA is responsible for overall reporting to the PD, ERD, World Bank on the project fiduciary matters, project results and performance of the results framework and DLIs alongside Non-DLIs achievements.

The Major responsibilities for the Procurement Specialist (PS) include but are not limited to:

- Develop procurement plan for goods, works, and services under the project, and update the Plan as and when needed regularly in STEP, World Bank's online procurement planning and tracking tool 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.
- Prepare EOI, RFP, RFQ, and any other procurement documents in accordance with the GoB/ WB guidelines and the agreed annual/implementation plan.
- Provide assistance on procurement matters of the project to ensure consistent application of the Procurement/Consultants' Guidelines of the WB, and The Public Procurement Act/Rules (PPA/PPR) of the Government as appropriate and acceptable to the Doner.
- 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 reports regularly on procurement status and procurement risk mitigation framework and arrange submission of the same to the Doner 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.
- Work under the guidance of the Project Director in implementing all aspects of procurement under the project.
- Advice on Contract implementation and management.
- Any other task assigned by the project management

Qualification and Experience:

a. Academic:

- At least Bachelors in Engineering or Masters in procurement/commerce or equivalent).

b. Experience in Procurement Specialist:

- At least 10 (Ten) years of experience as Procurement Sector 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) of which must be 05 (Five) years experience in Procurement Specialist in Donor's funded Govt. project.
- Specialized knowledge of and significant experience in 5-6 years 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.

Duration of employment and Place of Work: Duration of the Employment and Place of Work

- For the entire project period- January, 2021 to December, 2025
- Head office located at BHTPA, Dhaka and periodical on-site visits to Hi-Tech Parks and Software Technology Parks located across Bangladesh.

Procurement Specialist reporting Obligations under the Period of Contract:

The PS will report to the Project Director of the PIU. The PS will also coordinate closely with the WB team, the CCU, and the ICTD/HTPA.

Deliverables

The key deliverables of the PS will be:

- Annual, semi- annual, and quarterly procurement report
- Bidding and contract documents (EOI, ToR, RFQ, RFP, Contracts etc.)
- Monitoring report of goods, works and consulting services (completion, quality, progress etc.)
- Ensure documentation and record keeping of all procurement and appointment decisions
- Successful implementation of all procurement packages of the project