

**Bangladesh Rural Water Supply and Sanitation Project**  
**TERMS OF REFERENCE (TOR) for**  
**Procurement Specialist, Consultant**

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**1.1 Responsibility of Procurement Specialist :**

Department of Public Health Engineering (DPHE), under the Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C), is the Implementing Agency, with overall project management provided by the Project Management Unit (PMU), headed by a Project Director. The PMU is mandated to manage the project in keeping with the Borrower's obligation to use the project fund with due regard to economy and efficiency and only for the purpose for which project financing was provided.

The overall responsibility of the Procurement Specialist for Bangladesh Rural Water Supply and Sanitation Project is to establish and operate the procurement management system in the project. This will include preparing procurement plan, document and ensure the Government rules and World Bank Guidelines in the procurement process. S/he will have to ensure financial safeguards through sound procurement procedure for facilitating smooth implementation of the project activities.

The Procurement Specialist will report to the Project Director and will be assisted by full time officials (under procurement section) in performance of the overall procurement functions of the project.

**1.2 Key Functions of Procurement Specialist:**

- 1.2.1 Prepare an overall procurement plan for all goods, works and services to be procured during the project period;
- 1.2.2 Prepare Procurement Processing Schedule for major components of procurement plan for the project;
- 1.2.3 Update Procurement Plan and Procurement Schedule in compliance with loan/credit/ grant covenant.
- 1.2.4 Prepare/review/finalize procurement documents like bidding documents, Request for Proposals (RFP), bid/proposal evaluation reports etc. for all contract packages in accordance with the procurement procedure of the People's Republic of Bangladesh (Public Procurement Act 2006, Public Procurement Act (1<sup>st</sup> Amendment) 2009, and Public Procurement Rules 2008 (as amended in August 2009)- collectively referenced as PPR) and the World Bank Guidelines;
- 1.2.5 Ensure that procurement is done in accordance with the provisions of the Financing Agreement and with IDA's Guidelines and PPR;
- 1.2.6 Prepare and submit quarterly procurement report as per the agreed format with IDA and in accordance with the provisions of the loan/credit/grant covenant of project;
- 1.2.7 Prepare final report assessing procurement performance;
- 1.2.8 Ascertain that budgetary allocations are appropriated to the respective end-users and thus ensure timely and effective project implementation;
- 1.2.9 Verify that all proposed purchases are eligible for IDA financing;
- 1.2.10 Determine the appropriate procurement method to procure goods/works/services for each contract;

- 1.2.11 Finalize specification of goods, prepare bidding documents and bidding advertisements;
- 1.2.12 Make all necessary arrangements for procuring all goods and services, including finalizing purchase documents based on user requirements and ensuring that technical specifications of goods are in conformity with the prescribed one;
- 1.2.13 Organize/assist opening and evaluation of bids, contract awards in accordance with IDA's Procurement/Consultant's Guidelines/PPR and arrange for transmission of documentation to IDA for approval (if necessary);
- 1.2.14 Assist the project in carrying out all activities related to contracting including contract signing, and handling of documents that may be required for receiving, distributing and delivering goods;
- 1.2.15 Prepare a detailed plan for the proper allocation, distribution and storage of goods;
- 1.2.16 Supervise the implementation of contracts including transportation, delivery, acceptance and storage;
- 1.2.17 Verify payments due under procurement contracts and help prepare applications for payment;
- 1.2.18 Provide on job training and organize, if necessary, seminars on procurement for concerned personnel.

### 1.3 Qualifications and Experiences:

- 1.3.1 B. Sc. in Engineering or Master's in economics/ statistics/ finance/ business administration/ management/law or other relevant subject;
- 1.3.2 At least 10 years of work experience with 5 years in private or public procurement in capacity of Procurement Specialist/ Contract Administrator/ Buyer or equivalent positions;
- 1.3.3 Has proven expertise in use of internationally accepted contract documents for works, goods and services. Must have sound understanding of national regulations and international agencies' procurement guidelines;
- 1.3.4 Experience in preparation of procurement plans for Government projects, bidding documents, RFPs and evaluation reports following donor agencies' guidelines shall be an added advantage;
- 1.3.5 In depth knowledge of technical, commercial and legal aspects of procurement in development projects, financed by government and the World Bank is preferred;
- 1.3.6 Ability in computer operation with experience of working independently;
- 1.3.7 Must possess excellent communication skills in English, both written and spoken;
- 1.3.8 Age must be within 50 years;

#### 1.4 Duration of the Assignment

The duration of the assignment will be for **54 months** or up to project completion.

#### 1.5 Remuneration

The Procurement Specialist will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the **Project Director**.

