

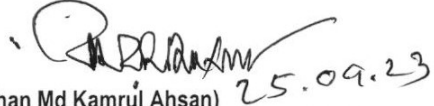
Request for Expressions of Interest (REOI)
For
INDIVIDUAL CONSULTANT SERVICE AS PROCUREMENT / CONTRACT SPECIALIST (NATIONAL)
for Sylhet-Charkhai-Sheola Highway Improvement Project under ACCESS PROGRAM

Assignment Title: Individual Consultant Service as Procurement / Contract Specialist (National)

Reference No.: SP-05

1. The Government of the People's Republic of Bangladesh (GoB) has received a credit from the World Bank towards the cost of Accelerating Transport and Trade Connectivity in Eastern South Asia (ACCESS) Program – Bangladesh Phase 1. Roads and Highways Department (RHD) will be implementing Sylhet-Charkhai-Sheola Highway Improvement component under the project. It intends to apply a part of the proceeds of this credit for the services of an individual Consultant as Procurement/ Contract Specialist.
2. The broad scope of consulting services ("the Services") include but not limited to carry out following in the project.
 - I. Develop procurement plan for IT-Goods, Goods, Works, and Services under the project, and update the Plan as and when needed through the Bank's Systematic Tracking of Procurement Exchanges system (STEP).
 - II. Prepare drafts to Request for Expressions of Interest (REOI), Terms of References (TOR), Invitation for Bids (IFB), Invitation for Prequalification (IFP), Bidding Document, Request for Proposals (RFP), Pre-Bid Meeting Minutes, and assist in Bid evaluation as per WB Procurement Regulations.
 - III. Conduct procurement in accordance with WB Procurement Regulations for IPF Borrowers (November 2020) and the Bank's STEP system will be used to prepare, clear and update Procurement Plans and conduct all procurement transactions for the Project.
 - IV. Provide timely advice in making submissions for Letter of No Objection at WB.
 - V. Provide advice and training to PIU members on WB procurement framework (NPF) and prepare report on procurement status.
 - VI. Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same.
 - VII. Conduct site visits and verify supervision consultant's (if any) periodic reports on physical progress.
 - VIII. Prepare contract management checklist and suggest improvement of contract administration.
 - IX. Conduct procurement activities under the project using CPTU's e-GP portal as applicable.
 - X. Transfer of knowledge by the consultant to Ministry officials assigned by PIU.
 - XI. Any other task assigned by the PD/project management as and when required.
3. The expected date for commencement of the services is **December 2023** and the tentative duration of the entire assignment is about 20 (Twenty) man-months. Detailed Terms of Reference (TOR) and other information will be available upon request from the address provided below either through email or in person. The TOR can be found at the following website: (www.rhd.gov.bd).
4. The Roads and Highways Department (RHD) under Road Transport and Highways Division, ministry of Road Transport and Bridges, Government of Bangladesh now invites eligible Individual to indicate their interest in providing the Services. Interested Individual should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The selection criteria are:
 - At least Graduate in engineering/ procurement/ supply chain management/ commerce / finance/ business/ management/ law/environmental science or suitable equivalency). Post graduate degree in Procurement will be preferred.
 - At least Fifteen (15) years of general experience out of which Ten (10) years of experience as Procurement Consultant in public organization or have had responsibilities with a substantial content of his / her position in the procurement area (use of internationally accepted contract documents for IT system, Goods and Services);

- Specialized knowledge of procurement of goods; selection/ contracting of consultant services; preparation of bidding / contract documents for the international procurement of goods, works, services; public procurement policies; sustainable procurement; advanced contract management;
 - Basic knowledge and understanding of e-Government Procurement (e-GP);
 - Knowledge and experience in technical, commercial, and legal aspects of procurement of the WB- financed project will be an added advantage.
 - Strong communication skills in presenting, discussing, and resolving difficult issues.
 - Ability to work efficiently and effectively in a multidisciplinary team.
 - Individuals who are currently working as Procurement Consultants under contract on another WB-financed project may also participate in the competitive selection process and if selected they will be required before contract signing to provide documentary evidence of having complied with their existing contractual obligations for advance notice to the client for early termination of the contract, to avoid disruption in implementation of that project.
5. The attention of interested Consultants is drawn to the Section III, Para 3.14,3.16, and 3.17 of the World Bank's" Procurement Regulations for IPF Borrowers, July 2016 and updated in November 2020, setting forth the World Bank's policy on conflict of interest.
6. A consultant will be selected following the Selection of Individual Consultant method set out in the World Bank Procurement Regulations for IPF Borrowers, July 2016, and updated in November 2020.
7. Further information can be obtained at the address below during office hours (09:00 AM to 05:00 PM Bangladesh Standard Time).
Expression of Interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **01:00 PM (Bangladesh Standard Time), October 30, 2023.**


(Khan Md Kamrul Ahsan) 25.09.23
ID No. 005081
Project Director (ACE), RHD
Sylhet-Charkhai-Sheola Highway Improvement Project
Roads and Highways Department.

Terms of Reference
for
Individual Consultant Service as Procurement/Contract Specialist (National) for
Sylhet-Charkhai-Sheola Highway Improvement Project
(Contract Package No.: SP-5)

1. BACKGROUND

The Sylhet-Charkhai-Sheola Highway Road segment is an important part of Bangladesh-China, India, and Myanmar (BCIM) corridor and South Asia Sub Regional Economic Corridor (SASEC) 5. The BCIM corridor will cover encompassing an estimated 440 million people in China's Yunnan province, Bangladesh, Myanmar, and Seven Sisters in North-Eastern India through the combination of road, rail, water, and air linkages in the region. The BCIM envisages greater market access for goods, services and energy, elimination of non-tariff barriers, better trade facilitation, investment in infrastructure development, and joint exploration and development of mineral, water, and other natural resources. The upgradation of Sylhet-Charkhai-Sheola Highway Road, one of the subprojects under Component 4: Regional Connectivity Infrastructure of BBIN (Bangladesh-Bhutan-India-Nepal) cargo route. These international economic corridors provide international traffic to several land ports and seaports. Also, through these corridors, there will be cross-border movement of goods and passengers. Development of this road will enhance facilitation of faster and safer movements of passenger and cargo. On June 28, 2022, Sylhet-Charkhai-Sheola Highway Improvement Project was approved by the World Bank's (WB) Board of Executive Directors. Also, an aid-memoire has been signed between Economic Relation Division (ERD) and WB on October 18, 2022. The Roads and Highways Department (RHD) under the Ministry of Road Transport and Bridges (MoRTB) will be the implementing agency for this Investment Project. The Project was approved by GOB in ECNEC meeting on 11 April 2023.

The scope of civil works under the Investment Project includes the Improvement of the existing 2-Lane Road over the length of approximately 42.985 km into a 4-Lane divided carriageway with 5.5 m width Service Lanes on both sides. As a part of regional connectivity Sylhet-Charkhai-Shoela Highway (42.985 km) will be developed with 1 Flyover, 03 Bridges, 31 Culverts, 06 Overpasses, 02 Pedestrian Underpasses, 04 Pedestrian Foot Over Bridges, 07 Pedestrian crossings, 10 Bus Bay (Both sides), Crossings, 1 no. Toll Plaza and the like.

The project will be managed by a Project Implementation Unit (PIU) comprised of 14 nos. officials mentioned in **Table 1**. The Project Director (PD) will lead the PIU and also act as a client for all procurement. Moreover, the Chief Engineer of RHD will act as Head of Procuring Entity (HOPE).

Table 1: Organogram of PIU

Name of the Post	Number	Comments
Project Director (ACE, RHD)	1	Deputation
Additional Project Director (SE, RHD)	1	Do
Deputy Project Director (EE, RHD)	1	Do
Project Manager (EE, RHD)	2	Do
Deputy Project Manager (SDE, RHD)	3	Do
Assistant Engineer (AE, RHD)	2	Do
Accounts Officer	1	Deputation/ Additional Charge

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Sub Assistant Engineer	2	Deputation
Divisional Accountant	1	Deputation/ Additional Charge
Total	14	

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to: (i) provide expertise support in all procurement process starting from bidding document preparation to award the contract and (ii) closely monitor the contract management process of the signed contracts of RHD PIU on behalf of PD for proper implementation of the project.

3. SCOPE OF SERVICES

The Procurement Consultant (PC) will work as a full-time member of the procurement team in PIU and will be responsible for assisting RHD so that the procurements are done as per the relevant Regulations of WB. The PC will have a significant role in assuring the integrity, fairness, and overall quality of procurement in conformance with the requirements of the guidelines of the WB and the procurement laws of Bangladesh. He should not have any conflict of interest while working and should keep all the project information confidential. The PC will carry out the following main activities:

- Develop procurement plan for IT-Goods, Goods, Works, and Services under the project, and update the Plan as and when needed (at least quarterly) through the Bank's Systematic Tracking of Procurement Exchanges system (STEP). Upload and update the procurement transactions using STEP.
- Prepare drafts to Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Invitation for Prequalification (IFP), Bidding Document, Request for Proposals (RFP), Pre-Bid Meeting Minutes, and assist in Bid evaluation as per WB Procurement Regulations;
- Conduct procurement in accordance with WB Procurement Regulations for IPF Borrowers" (July 2016, amended in November 2017, August 2018 and November 2020) ("Procurement Regulations") the Bank's STEP system will be used to prepare, clear and update Procurement Plans and conduct all procurement transactions for the Project;
- Provide timely advice to PIU in making submissions for Letter of No Objection at WB, help PIU on necessary documentation and revision of the submissions as advised by the Bank officials.
- Provide advice and training to PIU members on WB Procurement Framework (NPF) and procurement related matters, on need basis as a part of the institutional capacity building of RHD;
- Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to IDA for review.
- 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.
- Conduct site visits and verify supervision consultant's (if any) periodic reports on physical progress.
- Prepare contract management checklist and suggest improvement of contract administration by different contractors at different sites.
- Conduct procurement activities under the project using CPTU's e-GP portal as applicable.
- Transfer of knowledge by the consultant to Ministry officials who will be specifically assigned by PIU as the trainees and expected to take over procurement tasks for the project by the end of the Consultant's contract after 2 years (expiration of consultant's contract).
- Any other task assigned by the PD/project management as and when required.

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4. QUALIFICATIONS and EXPERIENCE

- At least Graduate in engineering/ procurement/ supply chain management/ commerce / finance/ business/ management/ law/environmental science or suitable equivalency). A post graduate degree in Procurement will be preferred.
- At least Fifteen (15) years of general experience out of which Ten (10) years of experience as Procurement Consultant in public organization or have had responsibilities with a substantial content of his / her position in the procurement area (use of internationally accepted contract documents for IT system, Goods and Services.
- Specialized knowledge of procurement of goods; selection/ contracting of consultant services; preparation of bidding / contract documents for the international procurement of goods, works, services; public procurement policies; sustainable procurement; advanced contract management.
- Basic knowledge and understanding of e-Government Procurement (e-GP).
- Knowledge and experience in technical, commercial, and legal aspects of procurement of the WB-financed project will be an added advantage.
- Strong communication skills in presenting, discussing, and resolving difficult issues.
- Ability to work efficiently and effectively in a multidisciplinary team.
- Individuals who are currently working as Procurement Consultants under contract on another WB-financed project may also participate in the competitive selection process and if selected they will be required before contract signing to provide documentary evidence of having complied with their existing contractual obligations for advance notice to the client for early termination of the contract, to avoid disruption in implementation of that project.

5. REPORTING REQUIREMENT

- Monthly Activity Report.
- Quarterly summarized report
- Final Report.
- Any other relevant report, information, or dataset.

6. DELIVERABLES

The key deliverables of the PC will be:

- Complete and regularly updated Procurement Plans.
- Procurement and contract documents (REOI, RFQ, RFP, Bidding documents, Contracts etc.)
- Training program and material for procurement training of specified number of government staff designated by RHD, quarterly reports on the training provided by the Consultant and the learning progress of each staff. The consultant's performance at the end of the contract will include an assessment of the knowledge and capability of the designated government officials for independently carrying out the routine procurement tasks by the end of the consultant's contract.
- Monthly, semi- annual and annual procurement progress reports based on format to be agreed with RHD in consultation WB.
- Quarterly Monitoring reports of deliverables of works, goods, and consulting services contracts (progress, quality, completion etc.)
- Procurement documentation and records are systematically maintained so as to be readily available for review and audit.

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7. INSTITUTIONAL ARRANGEMENT/ COUNTER PART SUPPORT

The PC will work under the direct control of the PD. He/she will report directly to the PD in close collaboration with other officials of the Project. The PC will be accountable to the PD for his/her day-to-day activities. The project will provide working space and necessary logistical support for the PC at PIU premises in Dhaka.

8. SELECTION METHOD

Selection of the PC will follow the procedures for selecting Individual Consultants described in the WB's Procurement Regulation for IPF Borrowers (July 2016, Revised November 2017, August 2018 and November 2020).

9. DURATION

The duration of the assignment will be period of Twenty (20) man-months, depending on the need of the client and satisfactory performance of the consultant. At least Twenty-Two (22) business days of service will be considered a month and eight (8) working hours a day. The Contract period may be extended on mutually agreed terms if required as per rules and regulation of WB and GOB.



(Khan Md Kamrul Ahsan) 25.09.23

ID No. 005081

Project Director (ACE), RHD

Sylhet-Charkhai-Sheola Highway Improvement Project
Roads and Highways Department.