

BANGLADESH REGIONAL CONNECTIVITY PROJECT -1 (P154580)**Terms of Reference for Consulting Services****NATIONAL PROCUREMENT CONSULTANT (BLPA-S5)****1. Introduction and Background**

The Government of The People's Republic of Bangladesh has received an USD 150 million Credit from the International Development Association (IDA) – a member of the World Bank Group – for financing the cost of the *Bangladesh Regional Connectivity Project 1*(BRCP-1), being jointly implemented by the Bangladesh Land Port Authority (BLPA), National Board of Revenue (NBR) and Ministry of Commerce. Now the BLPA intends to apply part of the IDA Credit for procuring the services of a Procurement Consultant (Local) for its Project Implementation Unit (PIU).

The Project Development Objective is to improve conditions for trade through improving connectivity, reducing logistics bottlenecks and supporting the adoption of modern approaches to border management and trade facilitation.

The Project consists of three (3) major components of which the below component will be implemented by BLPA:

Component 1: Invest in infrastructure, systems and procedures to modernize key selected land ports essential for trade with India, Bhutan and Nepal. The key activities under this component are:

- (i) Development and improvement works at four land ports along the Southwest to Northeast Corridor that are key to facilitating regional and transit trade. These include: Bhomra on the southwest border of Bangladesh, Sheola which would be a greenfield land port – It is currently a Land Customs Station with almost no infrastructure and third land port at Ramgarh on the border with Tripura State, Northeast India,
- (ii) The Project will also finance measures to improve physical security and manage access risks at the Benapole land port, Bangladesh's largest and busiest land port, which experiences significant security and leakage problems. Activities to be financed include a high-capacity perimeter fence, a CCTV system, and a gate pass system.

BLPA, an autonomous body established under the Ministry of Shipping is the implementing agency for the above component of the Project and is responsible for component's overall implementation, management and monitoring. BLPA was set up for development, maintenance and operation of land-ports with the neighboring countries of Bangladesh. Implementation of the project component involves, among other activities, procurement of goods, works and services of high and low values contracts through competitive process. It is necessary to build an adequate support structure from resources both within and outside BLPA to process these contracts and to carry out other project implementation activities.

2. Objective

The objective of the assignment is to: (i) support BPLA for 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 BLPA on behalf Project Director for proper integration of the project.

3. Scope of Services

The NPC will work as a full-time member of the procurement team in PIU, and will be responsible for assisting BLPA so that the procurements are done as per the relevant guidelines. The NPC 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 World Bank 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 NPC will carry out the following main activities, in conjunction with the International Procurement Expert (IPE):

- a) Develop procurement plan for goods 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.
- b) Prepare drafts to Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Invitation for Prequalification (IFP), Bidding Document, Prequalification Document (PQD), Request for Proposals (RFP) and Pre-Bid Meeting Minutes as per World Bank Procurement Regulations;
- c) Guide and conduct procurement in accordance with World Bank Procurement Regulations for IPF Borrowers" (July 2016) ("Procurement Regulations") the Bank's Systematic Tracking and Exchanges in Procurement (STEP) system will be used to prepare, clear and update Procurement Plans and conduct all procurement transactions for the Project;
- d) Take part, as a member of evaluation committees;
- e) Provide timely advice to PIU in making submissions for Letter of No Objection at World Bank, help PIU on necessary documentation and revision of the submissions as advised by the Bank officials.
- f) Help PIU to address the procurement related complaints, which will include (a) review of the complaints vis-à-vis the respective procurement processes and documents, and (b) participation in discussions that PIU members may have with complainants.
- g) Provide advice and training to PIU members on World Bank New Procurement Framework (NPF) and procurement related matters, on need basis as a part of the institutional capacity building of BLPA;
- h) 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 PD.
- i) Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to IDA for review.
- j) Assist in preparing TORs and associated documents for other consultants, as appropriate.
- k) Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.
- l) Conduct site visits and verify supervision consultant's (if any) periodic reports on physical progress.
- m) Prepare contract management checklist and suggest improvement on contract administration by different contractors at different sites.
- n) Report any possibility of contract variation.
- o) Report on implementation of sustainability factors in procurement and contract management, including economic, social and environmental considerations.
- p) Conduct procurement activities under the project using CPTU's e-GP portal as applicable.
- q) Any other task assigned by the Project Director/project management as and when required

4. Duration

Duration of the consultancy services would be for 36 (thirty-six) months, to be renewed annually based on performance.

5. Institutional Arrangement:

The Consultants will work under direct control of the Project Director. S/he will report directly to the Project Director with close collaboration with other officials of the Project. The Consultant shall be accountable to the Project Director for his day to day activities.

6. Reporting Obligations:

- (1) Monthly Activity Report
- (2) Quarterly Summarized report
- (3) Final Report.

7. Education and Experience

- At least graduate in engineering/ procurement/ supply chain management/ commerce / finance/ business/ management/ law/environmental science or suitable equivalency.
- Minimum 7(seven) years of general experience out of which three years of experience as Procurement Specialist/Procurement Consultant 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) in World Bank/Donor assisted projects;
- Specialized knowledge of 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; sustainable procurement; advanced contract management; FIDIC contracts etc.
- Basic knowledge and understanding of e-Government Procurement (e-GP)
- Knowledge and experience in technical, commercial and legal aspects of procurement of the World Bank- 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.

8. Selection Method

Selection of the NPC will follow the procedures for selecting Individual Consultants described in the World Bank's Procurement Regulation for IPF Borrowers, July 2016.