

College Education Development Project (CEDP)
National University
University Grants Commission
Secondary and Higher Education Division
Ministry of Education

Terms of Reference (ToR)
Consultancy for Senior Procurement Specialist

1. Background

Access and gender parity in the primary and secondary education has been ensured in the country. This has led to steady increase in the number of students completing higher secondary education and has placed a growing pressure on the tertiary education sector to absorb a large and increasing population of eligible secondary students in recent years. Still Tertiary education has some challenges like access, planning, governance, management, quality, relevance and financing. With a view to addressing the above-mentioned challenges, the Government of Bangladesh requested the IDA for extending support to the development of College Education Sub-sector of Bangladesh. In response to this request, the IDA is extending credit to the government towards the College Education Development Project (CEDP), IDA credit no. P 154577, to support the implementation of the Government's plans to improve the quality and relevance of college education and strengthen the governance and management of the college education sub-sector as articulated in the 6th Five Year Plan (2011- 2015) and Strategic Plan for Higher Education (2006- 2026).

The main objectives of the CEDP are to a) strengthen the strategic planning and management capacity of the college education subsector, b) to improve the teaching and learning environment of participating colleges. CEDP has some very important responsibilities which will be executed under the time bound Disbursement Linked Indicators (DLI) as agreed by GOB and IDA. The achievement of these activities will forward the claim for the allocation of the eligible expenditure of some critical interventions of the project under DLI. National University (NU) is the main implementing agency in collaboration with other implementing agencies such as Directorate of Secondary and Higher Education (DSHE), Bangladesh Open University (BOU), and National Academy for Education Management (NAEM). Project Management Unit (PMU) has been established to support the implementation of the CEDP.

A part of the IDA fund will be utilized for payments of an individual (National) Financial Management Specialist (FMS) who will provide technical inputs for the effective execution of financial management under the CEDP. The FMA will be specifically responsible to ensure FM activities for the DLI component of the project as well as the activities that are implemented by CEDP. As one of the key senior staffs of CEDP, FMA will be appointed as the lead person of the Finance Section of the CEDP to ensure fiduciary safeguards while facilitating the financial management support to implementation of all the tasks of CEDP, following World Bank guidelines and government rules and procedures.

2. Objective of the Consultancy

The main objective of this consultancy assignment is to lead and support all procurement related activities that need to be carried out as part of the preparation and implementation of the College Education Development Project (CEDP). The consultant will be a core member of the PMU and work closely with the PMU focal person and all members of the PMU team.



3. Scope of Services

The Scope of Services include the following:

- Prepare the Total Procurement Plan and the Annual Procurement Plan – as required by applicable covenants and regulations – for all goods, works and services to be procured under the project; and enter those in electronic monitoring systems like SEPA, STEP, PROMIS, etc.
- As part of the preparation and updating of the procurement plans, determine the appropriate procurement method to procure goods /works / services for each contract.
- Prepare the Procurement Processing Schedule for major components of the procurement plan of the project.
- Update the Procurement Plan and Procurement Processing Schedule in compliance with the loan / credit / grant agreement and the applicable regulations; and reflect those updates in the electronic monitoring systems.
- Prepare, review and finalize procurement documents like bidding document, request for expressions of interest (REOI), request for proposals (RFP), bid and proposal evaluation report etc. for all contracts in accordance with the Public Procurement Act 2006 (including all amendments) and Public Procurement Rules 2008 (including all amendments) – collectively called the “national procurement laws”, and the World Bank’s Procurement and Consultants Guidelines defined in the loan / credit / grant agreement – collectively called the “guidelines”.
- Make necessary arrangements for procuring goods, works and services – including finalizing purchase documents based on user requirements – and ensuring that technical specifications of goods are in conformity with the prescribed standards.
- Prepare public notices for inviting offers for the supply of goods, works and services; and assist in publishing those notices in different print and electronic media – in conformity with the provisions of the guidelines and the national procurement laws.
- Be a mandatory member of the tender / bid evaluation committee and of the proposal evaluation committee; and perform all functions associated with that role in conformity with the guidelines and the national procurement laws.
- Actively participate in all clarification meetings, pre-proposal meetings etc. with prospective bidders / consultants.
- Ensure that procurement is done in accordance with the provisions of the loan / credit / grant agreement, guidelines, and national procurement laws.
- Organize or assist in the opening of bids.
- Prepare, regularly update, and share with the local office of the World Bank the Procurement Performance Monitoring Report (PPMR) for mitigation of procurement risks.
- Prepare and submit quarterly procurement report, in the format agreed with the local office of the World Bank and in accordance with the provisions of the loan / credit / grant agreement of the project – under the guidance of Project Director.
- Assist the project in carrying out all activities related to contracting including negotiation, signing, and performance of contracts.
- Arrange for training of project procurement personnel through external training (e. g. CPTU training) as well as on the job training. Organize procurement workshops and seminars for concerned personnel if necessary.
- Guide / assist the PIU in handling procurements related complaints / grievances.
- Assist the Project Director to prepare reports related to procurement activities of the project.
- Carry out any other relevant duties that may be assigned by the Project Director / competent authority from time to time.

4. Counterpart Support

CEDP will provide office space, logistics and institutional support. The consultant will lead the procurement activities and will work closely with the procurement focal point or any other staff member assigned by CEDP in carrying out the assignment as listed above.

5. Reporting Arrangement: The Procurement Specialist will be responsible to the Project Director for discharging all project procurement functions. He / she will assist the Project Director to ensure that all procurement activities are completed on time and in accordance with the procurement plan deadlines.

6. Qualifications

6a) Required qualifications

- a) B. Sc. in engineering/Masters in Business Administration / Economics / Finance/Banking/Management/Statistics.
- b) Advanced Training (Diploma) in Procurement Management and Procedures.
- c) At least a (12) years' work experience in the field of government procurement; or having had responsibilities with substantial content of his/her position in the procurement area(use of internationally accepted contract documents for goods, works and consulting services,
- d) Specialized knowledge of and 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 document for procurement of goods, works, services; public procurement policies; practices.
- e) Sound understanding of principles underlying good procurement practices; procurement guidelines of international agencies; procurement rules and procedures of the Government of Bangladesh; ability to identify and resolve procurement issues – to be assessed through the interview process.
- f) Ability in computer operation with experience of working independently.
- g) Excellent communication skills in English, both written and spoken – to be assessed through the interview process.

6b) Preferred qualifications

- h) Advanced academic / professional qualification in procurement / purchasing and supply chain (e. g. MCIPS, CPSM).
- i) Experience in preparation of procurement plans for Government projects, bidding documents, RFPs and evaluation reports following donor agencies' guidelines.
- j) In depth knowledge of technical, commercial and legal aspects of procurement in development projects, financed by the government and the World Bank.

7. Duration of the Consultancy

The consultancy will be for a period of 4 years starting from the date of signing of contract with provision of extension up to 2 years based on satisfactory performance. However, this assignment may be increased or decreased subject to satisfactory performance or per requirement of the project.

8. Payment Schedule

This is a time based contract and payments will be made monthly in arrears (that is, payment made each month will be for services rendered during the immediate preceding month) supported by the submission of time sheets by the consultant. The negotiable contract ceiling (that is, total contract price for the duration of the contract) shall represent the consolidated remuneration inclusive of applicable Income Tax and VAT as per the laws of Bangladesh.


(Md Zaimul Islam)
Additional Secretary
Project Director

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