# Government of the People's Republic of Bangladesh Prime Minister's Office

Bangladesh Economic Zones Authority (BEZA)

"Support to Capacity Building of Bangladesh Economic Zones Authority" Project BDBL Bhaban (Level-15), 12 Karwan Bazar, Dhaka-1215

Memo No. 03.761.11.01.13.089.2016-2899

Date: 27.02.2017

# Subject: Request for Expression of Interest (EOI) for Selection of Procurement Specialist (National) (Contract Package No BEZA S-106)

The Government of the People's Republic of Bangladesh (GOB) has received a loan from IDA for "Support to Capacity Building of Bangladesh Economic Zones Authority" Project and it is intended that part of the proceeds of the loan will be applied to appoint 01 (one) no. of **Procurement Specialist (National)**.

## 2. Educational Qualification:

A minimum Bachelor's in Engineering or Master's Degree in Science, Business or any other related Discipline.

## 3. Experience:

At least 05 years of mid-management experience is required. Previous experience of implementing similar project, especially foreign or World Bank funded is preferred. Prior experience in procurement and contract/project management is required. Knowledge of international procurement is preferred. Proficiency in all forms of English and Bangla is required.

### 4. Responsibilities:

a) Developing Procurement Plan for the Projects under World Bank Finance; Monitoring and updating the Procurement Plan; b) Ensuring procurement according to WBG and GoB guidelines; c) Monitoring the contracts and implementation of activities so that they are in harmony with the project development objectives and budget estimates; d) Preparation of bidding documents for works, services and goods; Monitoring and ensuring that all bidding/tendering process is free, fair and transparent; e) Coordinating project activities and progress with relevant stakeholders; f) Reviewing and anticipating potential issues on procurement; g) Monitoring and keeping track of the deliverables of works, services and goods; h) Following up with technical Evaluation Committees on short-listing and proposal evaluations; i) Building capacity and transferring knowledge to GoB and local staff; j) Coordinating closely with ERD and IMED and maintaining regular flow of information on procurement matters; k) Preparing quarterly, annual and semi-annual reports and other required reports for the WB and Government and Participating in meetings and committees related to the project and delivering opinion and making decisions (where applicable); l) Preparing Request for Proposal (RFP) documents for appointing zone developers and assisting in evaluation of the bid documents; m) Preparing bidding documents for BEZA and/or as required by the authority; n) Any other relevant works as required by the Authority.

#### 5. Other Terms and Conditions:

- (a) Duration of employment: Initially for 02 (two) years. It may be extended up to the project completion period depending on satisfactory completion of work.
- (b) Place of work: Head office located at Dhaka.

## 6. Selection Criteria:

- (a) Educational Qualifications; (b) Relevant working experience and adequacy for the assignment; (c) Capability to carry out the assignment [overall suitability considering age, skill (Training, computer skills, proficiency in English and Bengali, knowledge of local conditions, administrative systems, etc.)]; (c) Only short-listed candidates will be contacted for interview.
- The consultant will be selected in accordance with the procedure set out in the World Bank's Guidelines: "Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers" dated January 2011 (revised July 2014)
- 8. Project Director, Support to Capacity Building of Bangladesh Economic Zones Authority project now invites eligible applicants to indicate their interest in providing the services. Applicants are requested to submit application accompanied by: (a) CV; (b) Two passport size photographs.
- 9. Interested Applicants are requested to send their Expressions of Interest for the position by 22.03.2017at 03.00 P.M, in sealed envelope, clearly marked "Request for Expression of Interest (REOI) for Procurement Specialist (National)" to the undersigned by direct delivery/mail/courier service. Any EOI received after the deadline will not be accepted. Any persuasion by the applicant will be treated as disqualification.

The Authority reserves the right to accept or reject any or all the EOIs without assigning any reason whatsoever.

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