

**REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTING SERVICES – Individual Consultant Selection (Open; National)**

COUNTRY: Bangladesh

NAME OF PROJECT: Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project under
Bangladesh Private Investment & Digital Entrepreneurship Project (P170688)

Credit No: IDA-6676 BD

Assignment Title: Selection of Procurement Consultant (2 Nos.)

Reference No.: IC-8-BSMSN-BEZA

The Government of the People's Republic of Bangladesh has received financing from the World Bank toward the cost of the Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project under Bangladesh Private Investment & Digital Entrepreneurship Project (P170688), and intends to apply part of the proceeds for consulting services.

The Responsibilities/ Accountabilities of Procurement Consultant includes, but not limited to, the following:

- Developing procurement plan for the project in consultant with the PIU and CCU
- Monitoring and updating the procurement plan on a continuous basis.
- Preparing Procurement documents (Request for Expressions of Interest, Request for Proposal/bidding documents etc.) working in collaboration with technical staff, consultants, and Project Director (PD)/Deputy Project Director (DPD) of the project.
- Participating in pre-bid/pre-proposal bid meetings and bid/proposal opening meetings.
- Participating as member of the bid/proposal evaluation committee in evaluation of bids/proposals including following up with Technical Evaluation Committees, compiling and consolidating bid/proposal evaluation reports prepared by the bid evaluation committee before submission to the approving authorities.
- Monitoring the procurement processes to ensure compliance with the approved procurement plan and preparing procurement progress reports on the progress of each procurement package, identifying any bottlenecks and recommending measures for resolution. Submitting monthly, semi-annual, and annual progress reports and other required reports for the Government,
- Guiding and advising the concerned government officials involved with procurement in ensuring that all procurement financed under the PRIDE project is carried out according to the applicable World Bank Procurement Regulations.

- Reviewing and anticipating potential issues on procurement or any other issues and bringing to the attention of the PD
- Monitoring and keeping track of the deliverables during implementation of goods/works/consultant contracts.
- Building capacity and transferring knowledge to GoB and local staff on procurement by providing regular structured/classroom and hands-on/practical training to a specified number of government staff to be designated by BEZA, with the objective that the specified staff acquire adequate procurement knowledge and hands-on experience to be able to independently carry out the routine procurement tasks by the end of the consultant's contract.
- Coordinating closely with the Central Coordination Unit (CCU) of Economic Relations Division (ERD) and Implementation Monitoring and Evaluation Division (IMED) and maintaining regular flow of information on procurement matters of the project
- Participating in meetings and committees related to the project and delivering opinion and making decisions (where applicable)
- Any other task assigned by the project management

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 BEZA, quarterly reports on the trainings provided by the consultant and the learning progress of each staff. 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 BEZA in consultation World Bank.
- 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.



- **Place of work:** Head office located at BEZA Office located at Dhaka; however, the consultant needs to do field visits in Bangabandhu Sheikh Mujib Shilpa Nagar. During the Covid-19 pandemic period until such time that the Government offices are fully open/operational and unrestricted travel to and within Bangladesh is permitted by the Government, BEZA and the consultant will discuss and agree on a mutually acceptable working arrangement for the consultant to work remotely from his/her home location.
- **Duration of employment:** For period- July, 2021 to July 2023. Depending on the need of the client and satisfactory performance of the consultant, the contract period may be extended through mutual agreement.

Commencement of the Service: 1 July 2021 (Indicative)

The detailed Terms of Reference (TOR) for the assignment can be found in the website: www.beza.gov.bd

The Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project under Bangladesh Private Investment & Digital Entrepreneurship Project (P170688) now invites eligible "Consultants" to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: Educational qualification, experience (general & specific) and knowledge in procurement.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, Revised November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the 'Open Competitive Selection of Individual Consultants' method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours [i.e. 0900 to 1700 hours].

Expressions of interest must be delivered in a written form (hard copy)/E-mail to the address below by 15:00 hours Bangladesh Standard Time on 14 June 2021.


Abdullah Al Mahmud Faruk

Project Director

Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project under Bangladesh Private Investment & Digital Entrepreneurship Project (P170688)

Bangladesh Economic Zones Authority (BEZA)

Monem Business District, Level-12, 111, Bir Uttam C.R. Datta Road, Dhaka-1205, Bangladesh.

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Government of the People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority (BEZA)
Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project
Monem Business District (Level-12)
111, Bir Uttam C. R. Dutta Road, Dhaka-1205.

Terms of Reference
for
Selection of Individual Procurement Consultant

April 2021

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Project Background:

The Government of Bangladesh is in process of creation of Economic Zones across the country for both export and local market-oriented industries based on the cluster principle for similar industries for the purpose of promoting economic development of the country. In this regard strengthening the BEZA was arranged through Private Investment & Digital Entrepreneurship Project (PRIDE) financed by the World Bank, within which 'Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project' is under implementation by Bangladesh Economic Zones Authority (BEZA). The BSMSN Development Project provides support and services to BEZA including development of Bangabandhu Sheikh Mujib Shilpa Nagar mainly in terms of providing professional services. Two (02) qualified **Individual Procurement Consultants** are required to be engaged under separate contracts by BEZA under the PRIDE project to provide the required inputs and support for the procurement to be carried out under the project. The World Bank's 'Procurement Regulations for IPF Borrowers (July 2016, Revised November 2020)' will be followed for all procurement to be undertaken under the PRIDE project, including this selection of Individual Procurement Consultant.

The Responsibilities/ Accountabilities of Procurement Consultant includes, but not limited to, the following:

- Developing procurement plan for the project in consultant with the PIU and CCU
- Monitoring and updating the procurement plan on a continuous basis.
- Preparing Procurement documents (Request for Expressions of Interest, Request for Proposal/bidding documents etc.) working in collaboration with technical staff, consultants, and Project Director (PD)/Deputy Project Director (DPD) of the project.
- Participating in pre-bid/pre-proposal bid meetings and bid/proposal opening meetings.
- Participating as member of the bid/proposal evaluation committee in evaluation of bids/proposals including following up with Technical Evaluation Committees,

compiling and consolidating bid/proposal evaluation reports prepared by the bid evaluation committee before submission to the approving authorities.

- Monitoring the procurement processes to ensure compliance with the approved procurement plan and preparing procurement progress reports on the progress of each procurement package, identifying any bottlenecks and recommending measures for resolution. Submitting monthly, semi-annual, and annual progress reports and other required reports for the Government,
- Guiding and advising the concerned government officials involved with procurement in ensuring that all procurement financed under the PRIDE project is carried out according to the applicable World Bank Procurement Regulations.
- Reviewing and anticipating potential issues on procurement or any other issues and bringing to the attention of the PD
- Monitoring and keeping track of the deliverables during implementation of goods/works/consultant contracts.
- Building capacity and transferring knowledge to GoB and local staff on procurement by providing regular structured/classroom and hands-on/practical training to a specified number of government staff to be designated by BEZA, with the objective that the specified staff acquire adequate procurement knowledge and hands-on experience to be able to independently carry out the routine procurement tasks by the end of the consultant's contract.
- Coordinating closely with the Central Coordination Unit (CCU) of Economic Relations Division (ERD) and Implementation Monitoring and Evaluation Division (IMED) and maintaining regular flow of information on procurement matters of the project
- Participating in meetings and committees related to the project and delivering opinion and making decisions (where applicable)
- Any other task assigned by the project management

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Qualification and Experience Requirements:

a. Academic:

- At least Bachelors in Engineering, or Masters in procurement/commerce or other relevant fields.
- Professional certifications/degree in Procurement from any recognized institution will be given preference.

b. Experience :

- At least total 15 (Fifteen) years experience in carrying out public Procurement with primary responsibilities and substantial content of his/her position in practical application of internationally accepted procurement and contracting procedures and documents for works, goods and services
- Of which at least 05 (Five) years experience in managing internationally competitive procurement of large scale and complex civil works under projects funded by multilateral organizations such as ADB/AIIB and particularly World Bank.
- Hands-on experience in managing all steps in the procurement process, including procurement planning, preparation of bidding/contract documents, bid/proposal evaluation, contract award and implementation monitoring, of internationally competitive procurement of goods, works and consultant services.
- Experience in procurement of Public-Private Partnership contracts for infrastructure will be an advantage.
- understanding of Government's procurement Rule/Act;
- analytical capability in identifying and resolving procurement issues
- Strong coordination and communications skills in presenting, discussing and resolving difficult issues.
- Ability to work efficiently and effectively in a multidisciplinary team.
- Excellent computer skills.
- Excellent English writing and speaking ability.
- During the term of the contract the consultant shall not be associated with any other Government agency, consulting firm or private business entities

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 BEZA, quarterly reports on the trainings provided by the consultant and the learning progress of each staff. 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 BEZA in consultation World Bank.
- 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.

Duration of employment and Place of Work:

- For period- July, 2021 to July 2023 . Depending on the need of the client and satisfactory performance of the consultant, the contract period may be extended through mutual agreement.
- Duty Station: Head office located at BEZA Office located at Dhaka; however, the consultant needs to do field visits in Bangabandhu Sheikh Mujib Shilpa Nagar. During the Covid-19 pandemic period until such time that the Government offices are fully open/operational and unrestricted travel to and within Bangladesh is permitted by the Government, BEZA and the consultant will discuss and agree on a

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mutually acceptable working arrangement for the consultant to work remotely from his/her home location.

Commencement of the Service: 1 July 2021 (Indicative)

Selection Method:

Selection of the consultant will follow the World Bank's procedures for 'Open Competitive Selection of Individual Consultants' described in the 'Procurement Regulations for IPF Borrowers (July 2016, Revised November 2020)'.

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