



Government of the People's Republic of Bangladesh
Office Of The Project Director
Bangladesh Insurance Sector Development Project
Insurance Development and Regulatory Authority
Financial Institutions Division, Ministry of Finance
Jiban Bima Tower Bhaban, Front Block (5th Floor)
10, Dilkusha C/A, Dhaka-1000
E-mail: bisdproject@gmail.com



“মুজিব বর্ষের প্রতিশ্রুতি
বীমা খাতের অগ্রগতি”

No.53.03.0000.090.33.002.18- 426

02 December 2020

Subject: Request for Expression of interest for Selection of Senior Procurement Specialist (Individual Consultant) (Package no. S1-2-1)

The Government of the people's Republic of Bangladesh (GoB) has received a credit from the International Development Association (IDA) towards the cost of Bangladesh Insurance Sector Development Project (BISDP) to be implemented by Insurance Development and Regulatory Authority (IDRA) and intends to apply a part of the proceeds of this credit for hiring a **Senior Procurement Specialist** for the project as an individual consultant.

Name of The position: Senior Procurement Specialist

Number: 1 (One)

Package Number: S1-2-1

Duties of Senior Procurement Specialist

- Prepare and update Procurement Plan for the project using the World Bank's Systematic Tracking of Exchanges in Procurement (STEP); Upload and update the procurement transactions using STEP;
- Assist the PIU in carrying out the procurement activities required under the project;
- Conduct procurement activities under the project using CPTU's e-GP portal;
- Prepare/review procurement documents like bidding document, terms of reference, request for bids, request for expressions of interest (REOI), request for proposals (RFP), bid and proposal evaluation report, draft contracts etc. following World Bank's Procurement and Consultants Guidelines and National Procurement Laws (PPA, 2006 and PPR, 2008);
- Assist the Bid Opening Committee / Proposal Opening Committee in preparing the relevant documents;
- Act as member of the bid/ proposal evaluation committee along with other BEC/ PEC members and prepare bid/ proposal evaluation report;
- Participate in all pre-bid / pre-proposal meetings etc. and prepare the clarifications/ addendum when necessary;
- From time to time monitor and evaluate the procurement activities in accordance with the Procurement Plan;
- Assist the PIU to prepare different types of procurement related reports of the project;
- Guide/assist the PIU in handling procurement-related complaints;
- Assist PIU in procurement and contract management of contracts under the project;
- Assist in maintaining records and other documentation required for audit and progress reporting purposes;
- Prepare the procurement risk mitigation plan with a set of performance indicators;
- Prepare and submit quarterly procurement reports as per the formats agreed with the World Bank and guidance of the Project Director;
- Provide training to project procurement personnel on different aspects of procurement;
- Other relevant duties assigned by the Project Director.

Required Qualifications & Experiences:

- a) B. Sc. in engineering or Masters in Procurement/ Physics/ Meteorology/ Economics / Statistics /Finance / Business Administration / Management / Law or other relevant subjects;
- b) Ten (10) years' work experience in the field of public procurement; 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; sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines; understanding of Government's procurement Act/Rules; analytical capability in identifying and resolving procurement issues);
- c) Sound understanding of principles underlying good procurement practices; procurement guidelines of international agencies; procurement rules and procedures of the Government of Bangladesh;
- d) Knowledge and understanding of e-Government Procurement (e-GP);
- e) Proven working experience on procurement following the World Bank or other donor agency's Procurement Guidelines;
- f) Solid working knowledge on the PPA-2006 and the PPR-2008. Experience in the preparation of bidding documents/Requests for proposal for procuring of goods, works and services as well as evaluation of the same.
- g) Advanced academic / professional qualification in procurement / purchasing and supply chain (e. g. MCIPS, CPSM) will be an advantage;

Duration: 20 (Twenty) months. However, the duration of the assignment may be increased or decreased according to the availability of the consultant, project needs and budget.

BISDP now invites applications from eligible applicants to express their interest in providing their services [complete CV with detail information about employment history with duties and responsibilities, current remuneration, expected remuneration, academic details, major publications (if any), passport size photograph, contact address including telephone number & e-mail]. The Specialist will be selected by using the *selection of individual consultant* method in accordance with the World Bank's guidelines. Selection and Employment of Consultant under IBRD Loans and IDA Credits & Grants by World Bank's borrowers, January 2011 (Revised July 2014). Only the short listed candidates will be contacted. It is expected that the service will be commenced in December, 2020 or nearer time.

Expression of Interest must be delivered along with other supporting documents in a sealed envelope by the applicant on or before 17 December 2020 within 05:00 pm to the address below (in person or by mail or by e-mail) and also must be delivered a soft copy by e-mail within the stipulated date and time. Interested candidates may obtain the ToR from IDRA's website (www.idra.org.bd).

The authority reserves the right to accept or reject any or all EOI without assigning any reason whatsoever.

Md. Nayeb Ali Mondal
Project Director (Joint Secretary)
Bangladesh Insurance Sector Development Project
Jiban Bima Tower Bhaban, Front Block (5th Floor)
10, Dilkusha C/A, Dhaka-1000
e-mail:pd.bisdproject@gmail.com
Phone: 02-9514963