

Project Name: Bangladesh Insurance Sector Development Project

Terms of Reference (ToR)

Senior Procurement Specialist (S1-2-1)

1. Background:

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 to be implemented by Insurance Development & Regulatory Authority (IDRA) and intends to apply a part of the proceeds of this credit for hiring a Senior Procurement Specialist following the World Bank Consultant Guidelines.

2. Objective of the Assignment:

The main objective of this consultancy assignment is to support the PIU regarding all procurement related activities to be carried out as part of the implementation of the project. The consultant will work closely with all members of the PIU at IDRA.

3. Scope of Services:

The consultant will work closely with the Project Director and other Project staff to carry out all the procurement activities. The Scope of Services of the Sr. Procurement Specialist includes, but not limited to:

- 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.

4. Counterpart Support:

IDRA will provide office space, logistics and institutional support. The consultant will carry out the procurement activities and will work closely with members of the PIU.

5. Reporting Arrangement:

The consultant will report to the Project Director for discharging all project procurement functions.

6. Qualifications and 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;

7. Duration:

The duration of the contract will be 20 (Twenty) months. However, the duration of the assignment may be increased or reduced according to the availability of the consultant, project needs and budget.

8. Remuneration:

Monthly remuneration will be negotiable.

9. Selection Method:

The consultant will be selected using the Selection of Individual Consultant method in accordance with the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 (Revised July 2014).

