

Government of the People's Republic of Bangladesh
National Strategy for Development of Statistics (NSDS) Implementation Support Project
Bangladesh Bureau of Statistics (BBS)
Statistics & Informatics Division; Ministry of Planning
Parishankhyan Bhaban; E-27/A, Agargaon, Dhaka-1207, Bangladesh
www.bbs.gov.bd

Request for Expression of Interest (REOI) for Individual Consultants (National)

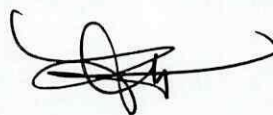
Ministry/Division	Statistics & Informatics Division; Ministry of Planning
Agency	Bangladesh Bureau of Statistics (BBS)
Procuring Entity Name	Project Director, National Strategy for Development of Statistics (NSDS) Implementation Support Project
Procuring Entity District	Dhaka
EoI for Selection of	Individual Consultant (Procurement Specialist)
Title of Service	REOI for Procurement Specialist
EoI Ref No. & Date	52.01.0000.409.11.014.18(Part-1)- 826 ; 24 July 2019
Procurement Method	Individual Consultant (IC)
Budget and Source of Funds	International Development Association (IDA)
Development Partners	IDA (World Bank)
Project Code	2230327
Project Name	National Strategy for Development of Statistics (NSDS) Implementation Support Project
EoI Closing Date	08 August 2019, 2:00 PM (EoI shall have to be submitted on or before EoI closing date and time by post or email at the given address and email below)
Brief Description of Assignment	Details scope of work is given at the ToR of Procurement Specialist which is available at the website of BBS (www.bbs.gov.bd) and at Project Office during the office time.
Required Educational Qualification	Procurement Specialist: <ul style="list-style-type: none"> • At least second class Master's Degree or Equivalent Degree in Business Administration/ Commerce/ Economics/ Finance/ Law or Procurement. • Professional qualifications in procurement, purchasing, and/or supply chain management (such candidates will be given preference)..
Experience and Skills Required	At least five (5) years of work experience in procurement in government/semi-government institutions, or with international donors, implementing development projects; or having had other responsibilities with a substantial procurement content (i.e. preparation of bidding documents and requests for proposals; use of internationally accepted contract documents; understanding of principles underlying procurement practices; analytical capability in identifying and resolving procurement issues; etc.); Extensive knowledge of Government's Public Procurement Act and Regulations; Extensive knowledge of IDA's Procurement/Consultant Guidelines; Ability to work on computer and knowledge of standard Microsoft Office package (certificates are welcomed); Ability to work on different levels (recommendation letters are welcomed); Excellent spoken and written Bengali and English skills.
Name of Official Inviting EoI	Md. Dilder Hossain
Designation and Address of Official Inviting EoI with Contract Details	Project Director, National Strategy for Development of Statistics (NSDS) Implementation Support Project; Parishankhyan Bhaban, E-27/A, Agargaon, Dhaka-1207, Bangladesh Phone: +8802-55007043, Fax: +8802-55007069 Email: dilderbbsbd@gmail.com

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Md. Dilder Hossain
Project Director

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Terms of Reference (ToR) for Individual Consultants

Terms of Reference for Individual Consultants		
	Consultant	Scope of Work
1.	Procurement Specialist	<ul style="list-style-type: none"> • Prepare and update the procurement plan, as required by applicable covenants and regulations, for all goods, works, and services to be procured under the project and enter these in electronic monitoring systems as in STEP. • As part of the preparation and updating of the procurement plans, determine the appropriate procurement method to procure goods and 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, or grant agreement and the applicable regulations and record these updates in the electronic monitoring systems. • Prepare, review, and finalize procurement documents, such as bidding documents, requests for expressions of interest, requests for proposals, bid and proposal evaluation reports, and so on, for all contracts in accordance with the World Bank's Procurement Regulations for Borrowers in Investment Project Financing (July 2016, revised November 2017) and the Public Procurement Act 2006 and Public Procurement Rules 2008 as agreed in the procurement plan by the World Bank. • 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 and publish general procurement notices according to World Bank's Procurement Regulations. • Update the Project Procurement Strategy for Development. • Prepare public notices for inviting offers for the supply of goods and services and assist in publishing these notices in various print and electronic media in conformity with the provisions of the GOB as well as the Bank's Procurement Regulations and national procurement laws. • Prepare the terms of reference for procuring any goods and services



Terms of Reference for Individual Consultants

Consultant	Scope of Work
	<p>internationally or nationally.</p> <ul style="list-style-type: none">• Be a mandatory member of the tender and bid evaluation committee and of the proposal evaluation committee and perform all functions associated with that role in conformity with guidelines and national procurement laws.• Actively participate in all clarification meetings, preproposal meetings, and so on with prospective bidders and consultants.• Ensure that procurement is carried out in accordance with the provisions of the loan, credit, or grant agreement, guidelines, and national procurement laws.• Organize or assist in the opening of bids.• Prepare and submit quarterly procurement reports 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 and under the guidance of the project director.• Assist the project in carrying out all activities related to contracting, including the negotiation, signature, and performance of contracts.• Arrange for the training of project procurement personnel through external training (for instance, Central Procurement Technical Unit training) as well as on-the-job training. Organize procurement workshops and seminars for concerned personnel if necessary.• Guide and assist the PIU in handling procurement-related complaints or grievances.• Assist the project director in preparing reports related to procurement activities of the project.• Carry out any other relevant duties that will be assigned by the project director or other competent authority from time to time.


24.07.2019
Md. Dilder Hossain
Project Director