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

Re-Request for Expression of Interest (RREOI) for Individual Consultants (National)

Agency Bangladesh Bureau of Statistics (BBS) Procuring Entity Name Project Director, National Strategy for Development of Statistics (NSDS) Implementation Support Project Procuring Entity District EOI for Selection of Individual Consultant (Procurement Specialist) REOI for Procurement Specialist EOI Ref No. & Date S2.01.0000.409.11.014.18-344; 22/01/2019 Procurement Method Individual Consultant (IC) International Development Association (IDA) Budget and Source of Funds Development Partners Project Code 2230327 National Strategy for Development of Statistics (NSDS) Implementation Support Project Name EOI Closing Date Or February 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 Required Educational Qualification Procurement Specialist: • At least second class Master's Degree or Equivalent Degree in Business Administration/ Commerce/ Economics/ Finance/ Law or Procurement in government/semi-governm (such candidates will be given preference). Experience and Skills Required Experience and Skills Required Experience and Skills At least five (5) years of work experience in procurement in government/semi-governm institutions, or with international donors, implementing development projects; or having I other responsibilities with a substantial procurement content (i.e. preparation of bidd documents and requests for proposals; use of internationally accepted contract documen understanding of principles underlying procurement practices; analytical capability identifying and resolving procurement issues; etc.); Extensive knowledge of Government Public Procurement/Consultant Guidelines; Ability to work on computer and knowledge of stand Microsoft Official Inviting EOI Designation and Address of Official Inviting EOI Designation and A		
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Address of Official Implementation Support Project; Parishankhyan Bhaban, E-27/A, Agargaon, Dhal Inviting EOI with 1207, Bangladesh	Inviting EOI	
Contract Details Phone: +8802-55007043, Fax: +8802-55007069 Email: dilderbbsbd@gmail.com	Designation and Address of Official	Implementation Support Project; Parishankhyan Bhaban, E-27/A, Agargaon, Dhaka

Md. Dilder Hossain Project Director

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

Terms of Reference (ToR) for Individual Consultants

	T	erms of Reference for Individual Consultants
	Consultant	Scope of Work
1.	Procurement Specialist	 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 service



	Terms of Reference for Individual Consultants
Consultant	Scope of Work
	internationally or nationally.
	 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.

Md. Dilder Hossain
Project Director