

Sustainable Forests & Livelihoods (SUFAL) Project
Bangladesh Forests Department
Ministry of Environment, Forests, and Climate Changes
Ban Bhaban, Agargaon, Dhaka-1207, Bangladesh

Terms of Reference (ToR)
for
Junior Procurement Specialist
(Package # SD-12I)

Background of the Project:

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has received IDA loan of US\$175.00 million and GoB contribution of US\$3.90 million for a period of 5 years (01 July 2018 to 30 June 2023) to implement Sustainable Forests & Livelihoods (SUFAL) Project. The overall objective of the project is to improve collaborative forest management and increase access to alternative income generation activities for forest-dependent communities in targeted sites. This will be achieved by: (i) improving public sector management of forest resources and increasing participation of communities in forest conservation and restoration and, (ii) reducing direct dependence and exploitation of forest resources by offering alternative livelihood sources to dependent communities and improving the enabling environment for trees outside forests. Together, these will result in the eventual improvement of forest cover and ecosystem functions, coastline protection and increased employment opportunities for some of the poorest and most vulnerable communities, including women and small ethnic communities. Project will implement a number of activities which are grouped under following four components:

- Component-1: Strengthening Institutions, Information Systems and Training
- Component-2: Strengthening Collaborative Forests and Protected Areas Management
- Component-3: Increasing Access to Alternative Income Generating Activities (AIGAs)
Forest Extension Service & Trees Outside Forests (ToF)
- Component-4: Project Management, Monitoring, and Reporting

This project is designed to contribute in improving organizational effectiveness by adopting improved policy and regulatory framework including infrastructural development, management information system upgradation, capacity building of BFD officials and investing in degraded and denuded forest restoration and building green belt along the cost. This project will finance tree cover improvement in the ToF areas technology transfer, training, research and innovation support and engage forest dependent communities in collaborative forest management practices. By and large the project will enhance wildlife and PA management practices and thereby improve forest conservation and wildlife protection in the country.

Objective of the assignment

The objective of the assignment is to assist in developing, implementing and operating a procurement management system for the projects of SUFAL, BFD that adheres to the project management effectiveness needs and implementation requirements of the IDA/World Bank as well as the Government of Bangladesh. The consultant will undertake the following tasks to implement the above-listed activities.

Scope of the Service

In coordination with Project Director, Procurement Specialist and other specified consultants and BFD officials, the consultant will undertake the following tasks.

- The Junior Procurement Specialist will help the project cost center in conducting procurement activities following World Bank Procurement Regulations with coordination with PMU.
- Assist in reviewing all available project documents to facilitate the establishment of procurement procedure through e-GP for the management and implementation of the project including a simple tracking system to monitor the implementation of procurement activities;
- Help in establishing a procurement management system for the project, based on the guidelines and procedures for procurement under World Bank funded projects, and the government regulations for the procurement of goods, works and services under the Bangladesh Public Procurement Act 2006, PPR 2008 and the World Bank Procurement Regulations;
- In consultation with the project beneficiary, prepare and update the Project's Annual Procurement Plan, detailing contract packages for goods, works and services, the estimated cost for each package, the procurement or selection methods and processing till completion of each procurement activity;
- Monitor procurement implementation and update the procurement plans prepared at the beginning of the project, for the procurement of goods, works and services annually and whenever it becomes necessary to do so;
- Assist in reviewing all Bid documents of the sub-projects, help to establish appropriate Evaluation/Tender Committees, ensure that due processes as mandated by the World Bank/GoB are followed, and follow throughout the whole process of procurement from initiation to contracting and contract completion;
- In consultation with the PIU/PMU, SUFAL, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications for the preparation of bidding documents for goods and works activities using standard documentation agreed with the World Bank;
- Help in receiving bids and participating in bid opening sessions, evaluating goods bids and consultants' proposals, and ensuring that the appropriate guidelines are followed to arrive at the recommendations for award in favor of suppliers and consultants;
- Assist in preparing the minutes of the Evaluation Panel meetings, and also prepare the requests for "no objection", and coordinate arrangements for the negotiation process, where necessary;
- Help in preparing final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Consultants, Suppliers, the World Bank and Ministry);
- Ensure timely receipt of the Goods and consultant's monthly status reports; confirming acceptability of goods delivered, and also acceptability of consultants' reports as reviewed, and recommending payments to the services providers, i.e. suppliers and consultants, as they fall due;
- The consultant is required to visit regularly to the assigned field office to provide hands on support; and
- Carry out any other relevant periodic duties that may be assigned by the Project Director/concerned authority from time to time.

Transfer of Knowledge (training)

Facilitate capacity building and transfer of knowledge in PPR-2008, e-GP, Procurement Management etc.

List of Reports, Schedule of Deliverables, Period of Performance

- An inception report and a work plan
- Reviewed Procurement plans
- Monthly progress reports of the procurement activities

Data, Personnel, Facilities and Local Services to be Provided by the Client

The PD will arrange for necessary information of the consultant if required.

Duration of the Assignment

The duration of the assignment will be 24 (Twenty-four) person-months. However, the duration of the assignment may be increased or reduced according to the performance of the consultant, availability of the consultant, project needs, and budget.

Handwritten signatures and initials, including a checkmark, 'HSm', '29', and a large flourish.

(This Qualification requirement will not be the part of TOR but will be used in REoI and Evaluation)

Qualification and work experience

- At least Graduate in Engineering/Procurement/Supply Chain Management/ Economics/ Finance/ Law/ Business Administration.
- Candidates having professional qualification in procurement (Like CIPS Diploma) will be given preference.
- At least three (3) years' work experience in the field of procurement; supply chain area.
- Training on Public Procurement, e-GP will be considered as an added advantage.

