

Government of The People's Republic of Bangladesh

Ministry of Water Resources



Bangladesh Water Development Board (BWDB)

**Bangladesh Sustainable Recovery, Emergency Preparedness and Response
Project (B-STRONG) (BWDB Part)**

Terms of Reference (ToR)

For

Procurement Specialist for PMU

(Contract Package No. BSTRONG/BWDB/S-01)

May 2025

Handwritten signatures in blue ink, including a large signature and several smaller ones, located at the bottom of the page.

Terms of Reference (TOR)
For
Position: Procurement Specialist
Package no. BSTRONG/BWDB/S-01

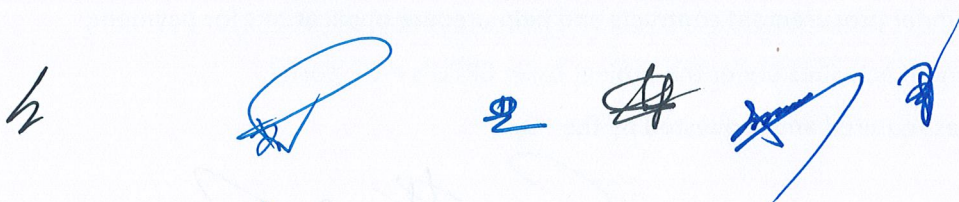
A. Background

Bangladesh has been experiencing heavy rainfall since mid-August 2024, resulting in significant flooding and severely impacting 11 eastern districts: Noakhali, Sylhet, Maulvibazar, Habiganj, Brahmanbaria, Comilla, Feni, Lakshmipur, Khagrachhari, Chattogram, and Cox's Bazar. At several rainfall stations, a peak daily rainfall of 200 to 300 millimeters was observed with a total rainfall of 600 – 800 millimeters within a week. This amount of rainfall is more than 2.5 times higher than the average conditions and exceeded 1,000 millimeters in one month. The floods had a quick onset ('flash floods') behavior due to the catchment topography. The floods have significantly impacted Bangladesh's capacity to respond to the disaster. Based on the IDA 20 CRW, this crisis meets the criteria for accessing CRW resources. The floods destroyed a large amount of the affected region's buildings, infrastructure, critical facilities, and other livelihoods assets such as cropland, agriculture equipment, and livestock and fish farms. The proposed project- **Bangladesh Sustainable Recovery, Emergency Preparedness and Response Project (B-STRONG)** is intended to address short-term immediate needs, medium-term recovery, and longer-term resilient reconstruction following a "Build Back Better" approach. B-STRONG is comprised of three components:

- Component 1: People Centric Resilient Infrastructure
 - Subcomponent 1.1: Resilient rural infrastructure
 - Subcomponent 1.2: Flood protection rehabilitation
- Component 2: Livelihoods Recovery and Enhancement Support
 - Subcomponent 2.1: Community empowerment and institutional strengthening
 - Subcomponent 2.2: Enhancing sustainable livelihoods
 - Subcomponent 2.3: Project management, monitoring, and learning
- Component 3: Contingency Emergency Response

Subcomponent 1.2: Flood protection rehabilitation under component 1 will be implemented by Bangladesh Water Development Board (BWDB) under Ministry of Water Resources (MoWR). This subcomponent will support the enhancement of the flood forecasting system and restore the fluvial, pluvial, and flash floods protection standards through a combination of interventions. Preparation, management, and monitoring of the procurement and implementation of works, supply of goods and hiring of services, will be critical. Locations of the project intervention will be in Noakhali, Comilla, Feni, Brahmanbaria and Lakshmipur Districts for BWDB.

The Project Management Unit (PMU) is mandated to manage the project in keeping with the Borrower's obligation to use the project fund with due regard to economy and efficiency and only for the purpose for which project financing was provided. BWDB intends to apply a part of the project financing to hire a Procurement Specialist following the World Bank Procurement Regulations.



B. Objective

The main objective of the services of the Procurement Specialist is to undertake all procurement activities under the project following the World Bank Procurement Regulations and the Public Procurement Act 2006 and Public Procurement Rules 2008 as applicable; and assist the Project Director (PD) in resolving contractual matters during implementation of the project.

C. Scope of Consultant's Assignment

The Consultant shall work under the supervision of the PD and with close association with other members of the PMU. The specific tasks/responsibility for the Consultant are as follows:

- Will work under the guidance of the PD, B-STRONG in implementing all aspects of procurement under the project;
- Preparation of procurement plan through Systematic Tracking of Exchanges in Procurement (STEP) portal and updating time to time;
- Prepare, review, and finalize procurement documents such as Request for Expression of Interest Bidding documents, Request for Proposals (RFP), Bid/Proposal evaluation reports, shortlist report, contract documents, for all contract packages to ensure consistent application of the Procurement Regulations of the World Bank and /or Public Procurement Act 2006 (PPA) as laid out in the legal documents between IDA and GoB;
- Assist the PD in pre-proposal meeting if any;
- Evaluate Tenders and Proposals, Eols;
- Assist the PD in procurement proceedings of tenders and proposals;
- Assist the PD in contractual matters during implementation of project;
- Uploading all procurement related documents in STEP;
- Prepare all documents required for approval of BWDB and Ministry;
- Prepare draft response to complaints and address complaint as per the PPR and WB Procurement Regulations;
- Take necessary measures for Concurrence of concerned documents from World Bank;
- Assist PD in contractual conflicts/disputes and contractor's claim;
- Providing guidance to PD to develop better procurement management;
- Provide operational advice on concepts, policies and procedures for international and local procurement matters;
- Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process of the Government and bring any slippage of activities immediately to the attention of the PD;
- Verify payments under procurement contracts and help prepare applications for payment;
- Conduct procurement activities under the project using CPTU's e-GP portal;
- Conduct training as required and requested by the PD;



- Guide the Supervision Consultant for better contract administration;
- Prepare and update Project Procurement Strategy for Development (PPSD);
- Any other relevant tasks assigned by PD.

D. Key Qualifications

Academic Qualifications and Professional Experience of the Consultant:

a. Educational Qualification

- BSc. in Engineering or Master's in procurement/economics/statistics/finance/business administration/management/law or other relevant subjects.

b. Experience

- 10 years of work experience of which 5 years should substantially be related to the relevant tasks of preparation of tender documents (Works & Goods)/EoI, proposal documents/ procurement plan, evaluation of bids/proposals, negotiation, conflict resolutions and following concerned contract, PPR 2008 and Procurement documents & Guidelines of World Bank or similar Development Partners.
- Knowledge and working experience of e-Government Procurement (e-GP) is a must.
- Proven working experience on procurement following the World Bank or other Development Partners' Procurement Guidelines. Knowledge and understanding of World Bank's STEP system is an added advantage.
- Strong ability to work independently on a computer-based system.
- Possess excellent communication skills in English, both written and spoken.

E. Duration of the Assignment

The Consultant shall perform the Services for 30 months up to the project completion date of June 30, 2029. However, the duration will depend on performance of the individual and project need.

F. Institutional Arrangement

The Consultant will work at PMU, Dhaka under direct control of the Project Director. S/he will report directly to the PD with close collaboration with other officials of the Project. The Consultant shall be accountable to the PD for everyday activities. The Consultant may be required to conduct field visits to the project areas.

The PMU will provide necessary assistance to the Consultant in carrying out his activities under the project. The PMU will provide necessary office accommodation, computer, logistic services, consumables and other things or related services required for smooth execution of his services. The PMU will provide necessary assistance to carry field trips if necessary.

G. Reporting Obligations

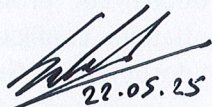
- Monthly Activity Report
- Quarterly Summarized Report
- Final Report
- Any other reports required by the PMU.

H. Remuneration

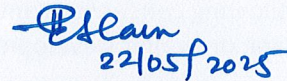
The Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis.

I. Procurement/ Hiring method

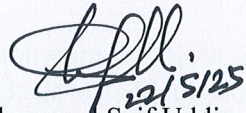
The Consultant will be hired and contracted as per the "Selection of Individual Consultant (SIC)" method as set forth in the **World Bank Procurement Regulations for IPF Borrowers, Sixth Edition, February 2025**.



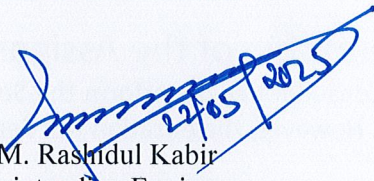
Safat Mahmud
Executive Engineer (CC)
Office of the Chief Engineer (Civil) Planning,
BWDB, Dhaka
&
Member
ToR/ RFP Review Committee



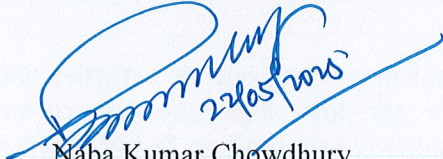
Md. Hafizul Alam
Superintending Engineer,
Contract and Procurement Cell,
BWDB, Dhaka
&
Member
ToR/ RFP Review Committee



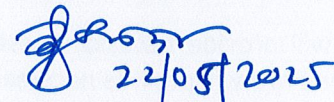
Dr. Mohammad Saif Uddin
Superintending Engineer (A.C),
Design Circle-4, BWDB, Dhaka
&
Co-opt Member
ToR/ RFP Review Committee



T.M. Rashidul Kabir
Superintending Engineer,
Directorate of Planning-2,
BWDB, Dhaka &
Member
ToR/ RFP Review Committee

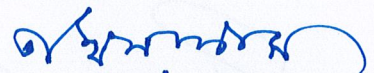


Naba Kumar Chowdhury
Additional Chief Engineer (Civil) &
Project Director, BSTRONG Project (BWDB Part)
BWDB, Dhaka
&
Member Secretary
ToR/ RFP Review Committee



(Dr. Shamal Chandra Das)
Additional Chief Engineer (Civil) Planning
BWDB, Dhaka
&
Convener
ToR/ RFP Review Committee

Approved


04/06/25
(A.K.M. Tahmidul Islam)
ID No. 660715001
Director General
BWDB, Dhaka.