

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**College Education Development Project (CEDP)**  
**Secondary and Higher Education Division, Ministry of Education**

**Terms of Reference**  
**for**  
**Procurement Specialist (SD-105D)**

**1. Background**

Access and gender parity in the primary and secondary education has been ensured in the country. This has led to steady increase in the number of students completing higher secondary education and has placed a growing pressure on the tertiary education sector to absorb a large and increasing population of eligible secondary students in recent years. Still Tertiary education has some challenges like access, planning, governance, management, quality, relevance and financing.

With a view to addressing the above-mentioned challenges the main objectives set by the CEDP are to-(a) strengthen the strategic planning and management capacity of the college education subsector (b) to improve the teaching and learning environment of participating colleges including 14 Teacher's Training Colleges (TTC), Bangabondhu Muktijuddha Research Institute (Gopalganj) (BMRI) and National Academy for Educational Management (NAEM), National University (NU) etc under the CEDP.

For the CEDP National University (NU) is the main implementing agency in collaboration with other implementing agencies such as the Directorate of Secondary and Higher Education (DSHE), Bangladesh Open University (BOU), and National Academy for Education Management (NAEM). In addition, project Management Unit (PMU) has been established to support the implementation of the CEDP.

A part of the GOB fund will be utilized for payments of an individual (National) Procurement Specialist (PS) who will provide technical inputs for the effective execution of Procurement activities under the CEDP. As one of the key staff of CEDP, PS will be appointed as the lead person of the Management Section of the CEDP to ensure fiduciary safeguards while facilitating the procurement activities to the implementation of all the tasks of CEDP following PPA-2006 and PPR-2008.

**2. Objective of the Consultancy**

The main objective of this consultancy assignment is to lead and support all procurement related activities that need to be carried out as part of the preparation and implementation of the College Education Development Project (CEDP). The consultant will be a core member of the CEDP, PMU and work closely with the PMU focal person and all members of the PMU team.

**3. Scope of Services**

The Scope of Services include the following:

- Prepare the Total Procurement Plan and the Annual Procurement Plan – as required by applicable covenants and regulations – for all goods, works and services to be procured under the project

- As part of the preparation and updating of the procurement plans, determine the appropriate procurement method to procure goods /works / 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 the applicable rules and regulations; and reflect those updates in the electronic monitoring systems.
- Prepare, review and finalize procurement documents like bidding document, request for expressions of interest (REOI), request for proposals (RFP), bid and proposal evaluation report etc. for all contracts in accordance with the Public Procurement Act 2006 (including all amendments) and Public Procurement Rules 2008 (including all amendments) – collectively called the “national procurement laws”.
- 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 public notices for inviting offers for the supply of goods, works and services; and assist in publishing those notices in different print and electronic media in conformity with the provisions of the guidelines and the national procurement laws.
- Actively participate in all clarification meetings, pre-proposal meetings etc. with prospective bidders / consultants.
- Ensure that procurement is done in accordance with the provisions of the PPA-2006 and PPR-22008.
- Organize or assist in the opening of bids.
- Prepare, regularly update the Procurement Performance Monitoring Report (PPMR) for mitigation of procurement risks.
- Prepare and submit quarterly procurement report under the guidance of Project Director.
- Assist the project in carrying out all activities related to contracting including negotiation, signing, and performance of contracts.
- Review procurement related documents such as tender documents, tender evaluation reports, contract documents etc. for 14 Teacher's Training Colleges (TTC), Bangabondhu Muktijuddha Research Institute (Gopalganj) (BMRI) and National Academy for Educational Management (NAEM), National University (NU) etc under the CEDP.
- Communicate with TTC, BMRI, NAEM, NU etc and implement the procurement accordingly as per approved procurement plan.
- Support TTC, BMRI, NAEM, NU etc. to finalize Official Cost Estimate, including technical specification for goods supply and Bill of Quantity for works contract.
- Conduct regular site visits to provide support and supervision to ensure that procurement regulations are complied with and procurement contracts are fully implemented in different stakeholders.
- Arrange training to personnel of TTC, BMRI, NAEM, NU etc through external training (e. g. CPTU training) as well as on the job training. Organize procurement workshops and seminars for concerned personnel if necessary.
- Guide / assist the PIU in handling procurements related complaints / grievances.
- Assist the Project Director to prepare reports related to procurement activities of the project.

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- Carry out any other relevant duties that may be assigned by the Project Director / competent authority from time to time.

#### **4. Qualifications**

The Procurement Specialist should hold a minimum of a B.Sc. in engineering or a Master's degree in any discipline. However, advanced professional qualifications such as MCIPS (Member of Chartered Institute of Procurement and Supply) / CSCP (Certified Supply Chain Professional) will be considered additional qualifications. The ideal candidate should possess a minimum of 12 (twelve) years of general work experience in government procurement or Development Projects.

Furthermore, the Consultant should demonstrate a minimum of 06 (Six) years of experience in roles that are substantially relevant to Government procurement, with at least 02 (two) years in a similar position within a development partner's project. Also, should demonstrate expertise in substantive areas/aspects of procurement, including goods, various construction contracts, and the selection/contracting of consultant services are required.

Proficiency in Electronic Government Procurement (eGP) is essential, with a track record of completed/supported tenders, including evaluation and contract award. The Consultant must specify the position and period during which these activities were undertaken.

The candidate should demonstrate proficiency in computer operations, detailing their capabilities in utilizing Microsoft Word and Microsoft Excel independently and with ease.

Additionally, the prospective candidate must possess outstanding communication skills in English, both in written and spoken form. These competencies are essential for effective performance in the role.

Moreover, considering the substantial travel demands and individual workload associated with the role, the maximum age limit for this position shall be 50 years on the date of deadline of submission of the EOI.

#### **5. Counterpart Support**

CEDP will provide office space, logistics and institutional support. The consultant will lead the procurement activities and will work closely with the procurement focal point or any other staff member assigned by CEDP in carrying out the assignment as listed above.

#### **6. Reporting Arrangement**

The Procurement Specialist will be responsible to the Project Director for discharging all project procurement functions. He/she will assist the Project Director to ensure that all procurement activities are completed on time and in accordance with the procurement plan deadlines.

#### **7. Deliverables**

The key deliverables of the Procurement Consultant will be:

- Complete and regularly updated Procurement Plans.
- Procurement and contract documents (REOI, RFQ, RFP, bidding documents, Contracts etc.)

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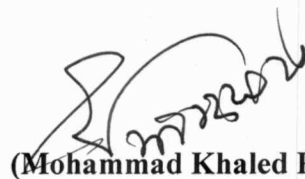
- Training program and material for procurement training of a specified number of government staff designated by project, quarterly reports on the training provided by the consultant and the learning progress of each staff. Consultant's performance at the end of the contract will include an assessment of the knowledge and capability of the designated government officials for independently carrying out the routine procurement tasks by the end of the consultant's contract.
- Monthly, semi- annual, and annual procurement progress reports based on format to be agreed with the PMU.
- Quarterly Monitoring reports of deliverables of works, goods and consulting services contracts (progress, quality, completion etc.)
- Procurement documentation and records are systematically maintained so as to be readily available for review and audit.

#### **8. Duration of the Consultancy**

The consultancy will be for a period of 12 (twelve) months starting from the date of signing of the contract. However, this assignment may be increased or decreased subject to satisfactory performance or per the requirement of the project.

#### **9. Payment Schedule**

This is a time-based contract and payments will be made monthly in arrears (that is, payment made each month will be for services rendered during the immediately preceding month) supported by the submission of timesheets by the consultant. The negotiable contract ceiling (that is, the total contract price for the duration of the contract) shall represent the consolidated remuneration inclusive of applicable Income Tax and VAT as per the laws of Bangladesh.



**(Mohammad Khaled Rahim)**  
Additional Secretary  
Project Director  
College Education Development Project  
(CEDP)

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