

**Bangladesh Municipal Development Fund (BMDF)**  
**Municipal Governance and Services Project (MGSP)**  
**Terms of Reference for Procurement Specialist**

**A. Background**

Bangladesh is one of the most populous as well as one of the most densely populated countries in the world. About 28% of its 150 million people live in the urban areas of the country. Urban governance remains a key challenge to harness Bangladesh's growth and poverty reduction. In response to the urban governance challenges, the Seventh Five Year Plan (SFYP) of the Government of Bangladesh lays out the government priorities to address human service delivery deficiencies and to further reduce urban poverty.

The government, through the Local Government Engineering Department (LGED) and Bangladesh Municipal Development Fund (BMDF) is implementing the Municipal Governance and Services Project (MGSP). The project aims to improve municipal governance and basic urban services in participating urban local bodies (ULBs), and improve the recipient's capacity to respond promptly and effectively to an eligible crisis or emergency. The project has four components: Component 1 (Municipal Governance and Basic Urban Services Improvement) aims to provide financial support to 26 pre-identified ULBs, which have high economic growth and job creation potential, and are located along the three growth corridors and three district towns in the southern part of Bangladesh. Component 2 aims to provide demand-based sub-credits to eligible ULBs for basic urban services improvement investment costs, at an 80:20 grant to loan ratio. Component 3 provides capacity building and technical assistance to GOB and ULBs and project implementation support to the Project Management Units of the project. Component 4 will support any GoB request for assistance to respond to adverse natural or man-made disasters.

**B. The BMDF Component**

The BMDF component provides financing to urban local bodies (ULBs) through a mix of loans and grants for improvement of basic urban services. Financing is based on borrowing capacity and financial performance of ULBs as well as subproject appraisal. This component also assists ULBs in capacity building and developing and implementing sub-projects consistent with BMDF requirements; and support the development of a road map for the future sustainable operations of BMDF, improvement of appraisal procedures and operations, and capacity building for its staff. The total cost of this component is \$155 million, of which around \$58 million (37%) has already been committed.

**C. OBJECTIVES**

BMDF's project management Unit (PMU) is responsible for appraisal of the sub-projects submitted to BMDF from the fund-seeking local governments (Pourashavas and City Corporations). There are several aspects of appraisal, with technical, financial, economic, social, and environmental assessment of sub-projects before funding for them could be considered.

**D. SCOPE OF WORK**

The Procurement Specialist, under the guidance of "MGSP Project Manager" and with support from key specialists of PMU, is expected to carry out the following tasks:

- a. Provide overall support to the PMU and supervision of activities under Component 2 of MGSP.
- b. Review appropriateness of procurement instruments, standards and methods, and recommend revisions as appropriate; and based on the review, provide technical inputs in the preparation of the Subproject Appraisal Report presenting the results of the evaluation and corresponding recommendations.
- c. Prepare/ Update the Procurement Plan through the Bank's *Systematic Tracking of Exchanges in Procurement (STEP)* system, by inputs from ULBs as and when required, to reflect the actual project implementation needs and adjustments. Upload and update the procurement transactions using STEP.
- d. Assist ULBs in implementing e-GP and facilitate the delivery of procurement training/orientation to participating ULBs.
- e. Review procurement-related documents submitted by the ULBs.
  - i. Provide technical assistance to subproject proponents in the evaluation of submitted bids and in the preparation of bid evaluation reports. This will involve review of existing guidelines and procedures in preparing bid documents, TORs and technical specifications and eventually enhancement of these materials if deemed necessary
  - ii. Examine and approve bidding documents submitted by ULBs following guidance provided in the PIM.
  - iii. Assist the PMU to send the procurement documents of subprojects requiring WB for clearance (where applicable).
- f. Provide technical assistance to ULBs in the evaluation of submitted bids and in the preparation of bid evaluation reports;
- g. In coordination with the engineer, review variation or change orders proposed by the ULBs.
- h. Prepare the Procurement Risk Mitigation Plan (PRMP) and update the plan on semi-annual basis.
- i. Provide advisory review of issues and activities relevant to the project procurement and specific subprojects that may be required by the PMU.
- j. Conduct field visits together with other PMU specialists to review implementation of procurement activities.
- k. Assist the PMU in contract management in coordination with the Project Manager, Financial Management Specialist, and other relevant specialists.
- l. Assist the PMU to secure copies of all procurement documents, information and supporting materials. These should be made available to the BMDF-PMU and WB when needed, especially during implementation review missions.
- m. Provide technical inputs in the preparation of the following reports, whose format and content should be acceptable: (a) Monthly Monitoring Reports, (b) Semi-Annual Reports; (c) Subproject Completion Reports and Sustainability Plans; and (d) Project Completion Report (PCR).

## **E. DURATION OF EMPLOYMENT**

The consultant will be employed - for a period of 18 months e.i June 2020 -

## **F. QUALIFICATIONS AND EXPERIENCE**

The Consultant should have the following minimum qualifications and experience:

- S/he will have a Master's degree or equivalent in Procurement/Economics/Finance/Business

Administration / any branch of Social Science/Graduation in Engineering. Candidates having 3<sup>rd</sup> class or CGPA equivalent in their academic career will not be considered. Membership of professional body of international repute in Procurement / Purchasing / Supply Chain will be preferred. S/he must have eight years of relevant experience preferably with experience of working with any donor funded projects. Prior work with ULBs would be a distinct advantage. S/he must be able to work effectively within a multi-disciplinary team.

#### **G. REPORTING AND DELIVERABLES**

The Consultant will work closely with the BMDF's PMU appraisal team in preparing the technical appraisal reports of all sub-projects for review and clearance by the World Bank and report to "MGSP Project Manager" of PMU.

H. The Consultant will be hired following the Selection of Individual Consultant (IC) method in accordance with the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011.