

Terms of Reference

For Selection of Individual Consultant

Job #	N/A
Job Title	Jr. Consultant (Procurement)
Number of Positions	01
Location	Dhaka, Bangladesh
Appointment	Local Hire
Job Posted	TBA
Closing Date	TBA
Language	Bangla [Essential]; English [Essential]
Appointment Type	Time-Based. Duration: 12 months (Further extension is subject to the performance of the incumbent and availability of fund)

Background of the Project:

The Aspire to Innovate (a2i) Programme builds on the Government of Bangladesh's efforts to introduce a citizen-centric culture of innovation in civil service to improve service delivery and make services more inclusive, affordable, reliable, and easier to access. This project will provide support to establish institutional mechanisms and improve accountability to accelerate SDG achievements in Bangladesh. This project will have three components:

1. Institutionalizing Public Service Innovation and Improving Accountability
2. Catalysing Digital Financial Services and Fintech Innovations
3. Incubating Private Sector-enabled Public Service Innovation

Background of the assignment:

The main objective of this assignment is to develop a robust procurement management system and strategy for the achievement of project development objectives (PDO) with necessary oversight to minimize procurement lead time, to minimize the risk of mis-procurement procurement, and ensuring compliance with the existing procurement act, rules and regulations to achieve the value for money. This will be achieved through review of documents (particularly the technical aspects of the tender/bidding documents), conducting a comprehensive evaluation of the tender/proposal, selecting appropriate contractor/supplier/consultants, developing effective procurement performance KPIs, monitoring the implementation of procurement function based on agreed procurement risk mitigation plan.

'Aspire to Innovate (a2i) Programme' is looking to recruit a **Jr. Consultant (Procurement)** who will discharge procurement function at a2i in line with the organizational goals and objectives.

Objectives of the assignment:

- Perform procurement function based on the guidelines and procedures for procurement under the Bangladesh Public Procurement Act, 2006 & PPR, 2008.
- Assist procurement team for smooth operation of procurement functions.
- Develop procurement KPIs for tracking and monitoring performance.
- Develop best procurement practices for a2i based on the country context.

Supervision and Performance Evaluation:

The **Jr. Consultant (Procurement)** will be working with Sr Procurement Consultant/Procurement Consultant. A performance evaluation will be conducted by the project authority. After 12 months of the contract period, further continuation of the contract will depend upon the satisfactory performance and availability of funds.

Scope of work, Duties and Responsibilities:

- Assist the project cost center in conducting procurement activities.
- Assist in reviewing all available project documents to facilitate the establishment of procurement procedure.
- Support to establish a procurement management system for the project, based on the guidelines and procedures for procurement under the Bangladesh Public Procurement Act 2006, PPR 2008.
- Assist in the preparation and update of the procurement plan.
- Preparing Tender/Proposal Document/ ToR/Specification.
- Assist in the opening and evaluation process in the procurement.
- Support in conducting market analysis.
- Prepare a procurement schedule
- Review and finalize existing procurement documents
- Administrative support to the project
- Evaluate tenders/EOIs/Proposals
- Provide technical support to the project management
- Monitor and track procurements
- To prepare monthly procurement progress report.
- Function as an effective member of the procurement team of the project
- Suggest proper procurement process and perform to prepare documentation accordingly up to issuance of contracts
- Continuous monitoring of contract holders' time-bound performances
- Assist the procurement committees for opening and evaluating the proposals
- Perform other related duties and responsibilities as and when required assigned by project management

Deliverables and Timeframe:

The assignment will be for 12 months. Completed task under each area and activity may be as follows:

Deliverables	Timeline
<ul style="list-style-type: none">➤ Support to develop procurement management system for the project.➤ Prepare procurement plan and update in quarterly basis.➤ Prepare need assessment, cost estimate, tender documents, proposal documents for Goods, Works and Services.➤ Preparation of ToR for consultancy and Specification for Goods and works➤ Support to execute all project procurement as per yearly Procurement plan.➤ Assist to ensure high quality, reliable and responsive procurement business services.➤ Introduce best practice to carry out the procurement activities of the project.➤ Provide Administrative support to the project.➤ Provide technical support to resource mobilization.➤ Support in knowledge building and knowledge sharing.	12 Months

<ul style="list-style-type: none"> ➤ Suggest proper procurement process and perform to prepare documentation accordingly up to issuance of contracts. ➤ Provide assistance to the procurement committees for opening and evaluating the proposals. ➤ Ensure all the procurement completion of the projects as per procurement plan. ➤ Assist to manage whole procurement cycle i.e.-need assessment to contract signing and contract management. ➤ Any other task determined by the a2i authority. 	
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The incumbent will perform other related duties and responsibilities as and when required and assigned by the authority. The incumbent should function as an effective team member.

Payment: The Jr. Consultant will be paid 12 (Twelve months) equal instalments on a monthly basis.

Requirements for Experience and Qualifications:

Academic Qualifications:

- Minimum Bachelor’s degree in any subject from any reputed private/public University.

Experience:

- At least of 4 years working experience in national/ international organization.
- At least 2 years of experience in the area of Procurement.

Facilities and services provided by the client:

- Office space and others logistics support as per project provision
- All available documents, papers and information relevant to the assignment will be provided to the consultant.

Other criteria:

- The consultant will have capability to carry out the assignment in terms of overall suitability, training, computer skills, proficiency in English, etc.
- PPA. 2006 & PPR, 2008 will be followed for selection of the consultant.