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: 9 months (Subject to the project's validity and date of joining. 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 Procurement team of a2i. A performance evaluation will be conducted by the project authority of a2i. After 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

Technical Competencies:

1. **Procurement Knowledge and Expertise:**
   - In-depth understanding of the **Bangladesh Public Procurement Act (PPA) 2006** and **Public Procurement Rules (PPR) 2008**.
   - Familiarity with international procurement standards and best practices.
   - Ability to prepare, review, and finalize tender documents, proposals, and specifications for goods, works, and services.
   - Knowledge of procurement planning, market analysis, and cost estimation.
2. **Procurement Process Management:**
   - Experience in managing the entire procurement cycle, from need assessment to contract signing and contract management.
   - Ability to develop and update procurement plans on a quarterly basis.
   - Proficiency in evaluating tenders, Expressions of Interest (EOIs), and proposals.
   - Experience in preparing procurement schedules and monitoring procurement progress.
3. **Contract Management:**
   - Knowledge of contract management principles, including monitoring contract holders' performance and ensuring compliance with contractual obligations.
   - Ability to draft and review contracts, ensuring they align with project objectives and legal requirements.

4. **Risk Management:**
    - Ability to identify procurement risks and develop mitigation strategies.
    - Experience in implementing procurement risk mitigation plans and ensuring compliance with procurement regulations.
5. **Technical Documentation:**
    - Proficiency in preparing Terms of Reference (ToR) for consultancy services and technical specifications for goods and works.
    - Ability to review and finalize procurement-related documents, ensuring accuracy and compliance with regulations.
6. **Data Analysis and Reporting:**
    - Strong analytical skills to conduct market analysis and assess procurement performance.
    - Ability to prepare monthly procurement progress reports and other relevant documentation.
7. **IT and Digital Tools:**
    - Proficiency in using procurement management software and tools.
    - Advanced computer skills, including MS Office (Word, Excel, PowerPoint) and other relevant software for procurement and contract management.

Functional Competencies:

1. **Communication and Interpersonal Skills:**
    - Excellent communication skills in both **Bangla** and **English**, with the ability to prepare clear and concise reports, documents, and presentations.
    - Strong interpersonal skills to work effectively with procurement committees, project teams, and external stakeholders.
2. **Team Collaboration:**
    - Ability to function as an effective team member, contributing to the overall success of the procurement team.
    - Willingness to provide administrative and technical support to the project management team.
3. **Problem-Solving and Decision-Making:**
    - Strong problem-solving skills to address procurement-related challenges and ensure timely delivery of goods, works, and services.
    - Ability to make informed decisions based on procurement regulations, project requirements, and market conditions.
4. **Time Management and Organizational Skills:**
    - Ability to manage multiple tasks and prioritize effectively to meet deadlines.
    - Strong organizational skills to maintain accurate records and ensure the smooth operation of procurement activities.
5. **Attention to Detail:**
    - High level of attention to detail to ensure accuracy in procurement documentation, contract preparation, and compliance with regulations.
6. **Ethics and Integrity:**
    - Demonstrated commitment to ethical procurement practices, ensuring transparency, fairness, and accountability in all procurement activities.
    - Ability to maintain confidentiality and handle sensitive information with integrity.
7. **Adaptability and Learning Orientation:**
    - Willingness to adapt to changing project requirements and procurement environments.
    - Commitment to continuous learning and staying updated on procurement regulations, best practices, and industry trends.
8. **Stakeholder Engagement:**
    - Ability to engage with various stakeholders, including government agencies, contractors, suppliers, and consultants, to ensure smooth procurement processes.

- Experience in providing technical support to resource mobilization and knowledge-sharing initiatives.

Deliverables and Timeframe:

The assignment will be for 9 months (Subject to the project's validity and date of joining). Completed task under each area and activity may be as follows:

Deliverables	Timeline
➢ 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. ➢ 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.	9 months (Subject to the project's validity and date of joining)

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 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.

Mohammad Arifur Rahman
HR Officer, Aspire to Innovate (a2i) Programme, ICT Division, Dhaka

Abdullah Al Fahim
Consultant (Programme Management), Aspire to Innovate (a2i) Programme, ICT Division, Dhaka