

Government of the People's Republic of Bangladesh
Office of the Project Director
Sustainable Forests & Livelihoods (SUFAL) Project
Bangladesh Forest Department
Ban Bhaban, Agargaon, Dhaka-1207, Bangladesh



Terms of Reference (TOR)

Selection of Individual Consultant: Procurement Specialist

(Package no: SD-4AA)

Forest Department

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Terms of Reference (ToR)
Position: Procurement Specialist
Type of Contract: Individual Contract
Duty Station: PMU, Dhaka
Language: English & Bengali

1. Background of the Project

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has received IDA loan of US\$175.00 million and GoB contribution of US\$3.90 million for a period of 5 years (01 July 2018 to 30 June 2023) to implement Sustainable Forests & Livelihoods (SUFAL) Project. The overall objective of the project is to improve collaborative forest management and increase access to alternative income generation activities for forest-dependent communities in targeted sites. This will be achieved by: (i) improving public sector management of forest resources and increasing participation of communities in forest conservation and restoration and, (ii) reducing direct dependence and exploitation of forest resources by offering alternative livelihood sources to dependent communities and improving the enabling environment for trees outside forests. Together, these will result in the eventual improvement of forest cover and ecosystem functions, coastline protection and increased employment opportunities for some of the poorest and most vulnerable communities, including women and small ethnic communities. The project will implement a number of activities which are grouped under the following four components:

Component-1: Strengthening Institutions, Information Systems and Training

Component-2: Strengthening Collaborative Forests and Protected Areas Management

Component-3: Increasing Access to Alternative Income Generating Activities (AIGAs) Forest Extension Service & Trees Outside Forests (ToF)

Component-4: Project Management, Monitoring, and Reporting

This project is designed to contribute in improving organizational effectiveness by adopting improved policy and regulatory framework including infrastructural development, management information system up gradation, capacity building of BFD officials and investing in degraded and denuded forest restoration and building green belt along the cost. This project will finance tree cover improvement in the ToF areas technology transfer, training, research and innovation support and engage forest dependent communities in collaborative forest management practices. By and large the project will enhance wildlife and PA management practices and thereby improve forest conservation and wildlife protection in the country.

2. Objective of the assignment

SUFAL project is expected to undertake extensive procurement of goods, works and services. As the success of the project is dependent on the timely procurement of needed goods and services, the project has made provisions for engaging a team of procurement consultants for undertaking the task. This will require engagement of adequate number of



procurement specialists so that these tasks can be efficiently carried in time. The Procurement Specialist will lead the procurement functions of the Project. This will involve handling the procurement processes starting from bidding document preparation to award of contract and ensuring the timely delivery of the goods and services, of the quality and quantity agreed upon

The consultant will undertake the following tasks to implement the above-listed activities:

3. Scope of the Service

In coordination with the other specified consultants and BFD officials, the consultant will undertake the following tasks:

- (a) Guide and conduct procurement in accordance with World Bank Procurement Regulations for IPF Borrowers" (July 2016 revised on November 2017 and August 2018) ("Procurement Regulations").
- (b) Develop procurement plan for goods, works, services and non-consulting services under the project, and update the Plan as and when needed (at least quarterly) through the Bank's Systematic Tracking of Exchanges in Procurement (STEP).
- (c) Assist project director to make sure that STEP is used to prepare, update and submit procurement plan and conduct all procurement transactions of the project.
- (d) Prepare Drafts of Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Bidding Document, Request for Proposals (RFP) and Pre-Bid Meeting Minutes as per World Bank Procurement Regulations;
- (e) Support the PMU (project management unit) and other cost centers in drafting of bidding documents, request for proposal, request for quotation, preparing bill of quantities, terms of reference and scope of work or services, maintaining procurement related complain register following World Bank's Procurement Regulations.
- (f) Assist in preparing different types of procurement related report like, pre-bid or pre-proposal meeting minutes, tender opening report and tender evaluation report, complain resolution etc.
- (g) Provide timely advice to PIU/PMU in making submissions for Letter of No Objection at World Bank, help PIU/PMU on necessary documentation and revision of the submissions as advised by the Bank officials.
- (h) Building capacity and transferring knowledge to GoB and local staff on procurement by providing regular structured/classroom and hands-on/practical training to a specified number of government staff to be designated by BFD with the objective that the specified staff acquire adequate procurement knowledge and hands-on experience to be able to independently carry out the routine procurement tasks by the end of the consultant's contract;
- (i) 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.
- (j) Prepare monthly report on procurement status and procurement risk mitigation framework and arrange submission of the same to PD for the World Bank's review.



- (k) Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.
- (l) Conduct site visits to see the timely progress of the contractor work, supplier goods delivery and consultant's report.
- (m) Prepare contract management checklist and suggest improvement on contract administration by different contractors at different sites.
- (n) Report any possibility of contract variation.
- (o) Make necessary administrative and logistic arrangement to deliver and install the procured services and equipment in the target sites.
- (p) Ensure the proper recipient and installment of the equipment in the field in consultation with the PMU and local cost centers.
- (q) Report on implementation of sustainability factors in procurement and contract management, including economic, social and environmental considerations.
- (r) Conduct procurement activities under the project using CPTU's e-GP portal as applicable any other related task assigned by the Project Director as and when required.

4. Data, Personnel, Facilities and Local Services to be Provided by the Clients

The PD will arrange for necessary information to the consultant if required.

5. Institutional Arrangement

The consultant will be based at the SUFAL PMU in Dhaka and will report directly to the Project Director, SUFAL Project BFD, Dhaka Bangladesh. The Individual Consultant will work closely with other consultants working at the PMU. The consultant is expected to undertake the activities (scope of services) mentioned in the TOR in order to achieve the stated objectives. Under this consultancy travels are being envisaged. However, travels necessary for the exigencies of services to achieve the desired objectives, may be under taken but with prior permission of the PD and in such cases only the actual costs will be reimbursed. The deliverables will be submitted on time by the consultant to the PD, SUFAL Project.

6. Deliverables

The key deliverables of the Procurement Specialist (PS) will be:

- (a) Complete and regularly updated Procurement Plans.
- (b) Procurement and contract documents (REOI, RFQ, RFP, bidding documents, Contracts etc.)
- (c) Training program and material for procurement training of specified number of government staff designated by BFD, quarterly reports on the trainings 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.
- (d) Monthly, semi-annual, and annual procurement progress reports based on format to be agreed with BFD in consultation with World Bank.



- (e) Quarterly Monitoring reports of deliverables of works, goods and consulting services contracts (progress, quality, completion etc.)
- (f) Procurement documentation and records are systematically maintained so as to be readily available for review and audit.

7. Duration of the Assignment

The duration of the assignment will be 12 (Twelve) person-months beginning from October 2021. However, the duration of the assignment may be increased or reduced according to the performance of the consultant, availability of the consultant, project needs, and availability of budget.

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