

Social Development Foundation (SDF)

Terms of Reference (ToR) for hiring Procurement Consultant under Contract Package No-S 10 (NJLIP)

1. Background

The Social Development Foundation (SDF) was established by the Government of Bangladesh in 2000 as an autonomous and 'not for profit' organization and was registered under the Companies Act-1994 on July 28, 2001. Initially it started its operation with a grant from the Government of Bangladesh (GoB) and continued the services until 2003. The Social Investment Program Project-I (SIPP-I) was undertaken under the auspices of the World Bank (WB) in 2003 as a pilot project to test Community Driven Development (CDD) approach in two of the most poverty stricken districts of the country--Jamalpur and Gaibandha for financing and institutional arrangements for improving access to local infrastructure and basic services. Later, keeping employment generation in view, Livelihood Improvement component was added to the project. After severe flooding and 'Sidr' in 2007 the project area was extended in 2008 under two additional financings to 5 more districts most of which are located in the disaster prone areas in the South. An Environment and Climate Change Risk Reduction intervention was introduced to cope with the problems of natural disasters. After successful completion of the SIPP-I the second phase, a five year project titled Empowerment and Livelihood Improvement "Nuton Jibon" Project (SIPP-II) came into being with a budget of US\$ 115 million in July 2011 extending coverage to 9 additional districts bringing a total of 16 districts with 3262 villages under the project with an additional component on Second Generation Institutions with a view to helping the communities take advantage of economies of scale associated with access to economic, social and financial services through aggregation of community institutions. The program reached out to around 6 million beneficiaries with 95% women beneficiaries in different decision making positions in several committees of the village institutions. The project has been closed 6 months ahead of the scheduled closure on December 31, 2015. The successful implementation of SIPP-II has led the Government of Bangladesh and World Bank to start another bigger operation in August 2015 with a budget amounting to US\$ 220 million codenamed "Nuton Jibon Livelihood Improvement Project (NJLIP)" to serve another 2,500 poverty

prone villages under 12 more districts (unintervened upazilas of 7 SIPP-II districts and 6 more new districts). The project is scheduled to be closed in June 2021.

2. Rationale for hiring Procurement Consultant:

The procurement unit of SDF falls under the portfolio of Director, Finance and Procurement. In the mean time necessary steps have been taken to recruit a Procurement Manager to assist the Director, Finance and Procurement and a suitable candidate was also recruited but did not join considering salary and benefit packages currently being offered by SDF. In consultation with Bank a re-advertisement was also published and non-availability of suitable candidates led the SDF to go for recruiting a Procurement Consultant to cooperate with the procurement unit of SDF to accomplish all procurement activities for its ongoing NJLIP project. The Procurement Consultant will report to the Managing Director through Director, Finance and Procurement.

3. Objective of the Assignment

The objectives of the assignment is to ensure effective management and coordination of all procurements—procurement of goods, services and works as needed under ‘Nuton Jibon Livelihood Improvement Project (NJLIP)’ by the consultant in line with the World Bank Procurement Guidelines and PPR-2008 as outlined in approved procurement plan.

4. Scope of Services of Procurement Consultant (PC) will include, inter alia the following tasks:

4.1 The PC will play a key role in preparing, implementing and monitoring different procurement stages/transactions pertaining to implementation of NJLIP. S/he will handle all procurement procedures and implementation leading to concluding the contracts. The PC will lead the preparation and processing of different process schedule and ensure their timely contracting, delivery, and prepare documents for seeking ‘No Objections’ from the Bank for each package upon getting clearance from SDF management.

4.2 Provide practical guidance and technical assistance to SDF in respect of:

- Initiating procurement packages, preparing bid documents and inviting EOI/REOI as per procurement plan;
- Uploading and updating procurement plan and procurement transactions through the World Bank’s Systematic Tracking of Exchanges in Procurement (STEP).
- Conducting procurement activities under the project using CPTU’s e-GP portal.

- Maintaining systematically the procurement related records and documentations for audit/review by the World Bank and other departments;
- Issuing request for proposals (RFP), bid evaluation report, contracts and other documents concerning procurement;
- Review procurement method and suggest management for modification, if needed.
- Work as a member of the bid/ proposal evaluation committee formed by SDF.
- Prepare quarterly procurement monitoring reports;
- Conduct diagnostic analyses and identify delays, bottlenecks, inefficiency, slippage etc. and share with SDF management;
- Assist in preparation of monthly/quarterly procurement report and update procurement files accordingly; and
- Arrange quarterly procurement meetings and prepare minutes accordingly;

4.3 Coordinate with other members of the Procurement Core Team (PCT) to finalize the technical specifications of the goods and services:

- Based on the standard bidding documents, prepare bid document for various packages contained in the procurement plan as per agreed timelines;
- Manage the entire procurement process, verify the technical specifications or terms of reference, prepare and launch tender documents, arrange and facilitate site visits or bidders' conferences, respond to written queries or requests for clarifications, facilitate evaluation panel, prepare evaluation reports, carry out price reasonableness analysis, facilitate contract negotiations, prepare and award contracts, notify contract award and conduct debriefing with bidders. Assist the management to resolve bid challenges, if emerged.
- Get the contract documents signed for each award of contract by the winning consultant and provide feedback to unsuccessful consultants;
- Prepare and issue addendum/clarifications to the bidders;
- Ensure sending clarifications to all bidders for any queries received before the deadline for submission of bids;
- Receive the bids till the agreed deadline, and open the bids as per procedure;
- Receive the proposals till the agreed deadline, and arrange opening of technical proposals as per the time indicated in the bid document;

- Communicate with SDF management, and other members of the PCT for technical and commercial evaluation of bids;
- Share the bid evaluation report with SDF management;
- Conduct negotiations with highest ranked consultant/responsive bidders, prepare draft contract for negotiation and minutes of negotiations and seek the “No Objection” of the World Bank for contract award in consultation with SDF management;
- Prepare and issue contract documents to the winning bidders and provide the feedback to unsuccessful firms/consultants;
- Assist procurement unit to ensure all approvals and procurements records are kept safely and filed appropriately. Assist in the preparation of the weekly, monthly, and quarterly Procurement Progress Reports, and annual/final Procurement Agent Activity Reports.
- Assure all procurement activities are performed in a fully professional, transparent, and ethical manner and in line with procurement regulations and conditions of the grant and implementation agreement.

4.4 Any other task concerning procurement assigned by the Managing Director.

5. Counterpart Support

The SDF will provide office space, logistics and institutional support. The procurement unit of the SDF will assist the Procurement Consultant for carrying out the assignments.

6. Contract duration, reporting and location

6.1 The duration of the Contract will be initially six months from June-November 2017. The PC will work on a full time basis at least 5 days a week attending SDF, HQs. The contract may be extended depending on performance, business needs and resource availability.

6.2 The Procurement Consultant will be responsible to the Managing Director, SDF through the Director, Finance and Procurement for discharging all project procurement functions with the assistance of Procurement Committees.

7. Expected Outputs

7.1 Drafting of bidding documents, request for proposals (RFP), bid evaluation reports, contracts and other relevant documents;

7.2 As part of SDF procurement unit, clear all procurement related documents (plans, bidding documents and RFPs, addenda to bidding documents and RFPs, shortlists, evaluation reports, draft contracts etc.) and provide a synopsis of every document forwarded to The World Bank as part of The Bank's prior review.

8. Qualifications and Experience

- 8.1 B.Sc. in Engineering/Master's in Economics/Statistics/Finance/Business Administration/ Management/ Procurement/Agriculture or other relevant subjects;
- 8.2 At least Seven (7) years working experience in the field of government procurement or have had responsibilities with a substantial content of his/her position in the procurement area (e.g. use of contract documents for goods, works and consulting services; sound understanding of principles underlying good procurement practices and international agencies' procurement guideline; understanding of GoB's procurement rules and procedure, ability in identifying and resolving procurement issues;)
- 8.3 At least two weeks training on procurement management/procurement procedures elsewhere in the country or abroad.
- 8.4 Having experience in World Bank/any donor funded projects in the procurement related field will be an added advantage.
- 8.5 Knowledge and understanding of technical, commercial and legal aspects of procurement of the World Bank/Donor and GoB financed projects.
- 8.6 Self-guided, strong organizational and planning skills with the ability to work independently as a team member and under pressure.
- 8.7 Ability to organize and impart training to the project implementing personnel on procurement.
- 8.8 Basic Knowledge of e-procurement (e-Gp).
- 8.9 Fully conversant and possessing skills in MS word, Excel and other software applications on procurement monitoring system.

9. The Procurement Consultant will be hired employing Individual Consultant Selection Method