

Terms of Reference (ToR)
For the Position of
Procurement Specialist
(Jr. Consultant)
World Bank/IDA Funded
Export Competitiveness for Jobs (EC4J) Project
Under the Ministry of Commerce

1. Background

Bangladesh's economic performance has been characterized by strong growth for more than a decade. Between 2000 and 2015, the size of the economy in purchasing power parity terms (PPP, current US\$) more than tripled to US\$537 billion. During this period, exports of goods and services and inflows of personal remittances increased on an annual average of 15.5 percent and 15.2 percent, respectively. In the decade to 2015, gross domestic product (GDP) per capita (PPP) increased annually by 6.8 percent to US\$3,333. Bangladesh may attain middle-income status by 2021—the target set by the Government of Bangladesh (GoB) if it maintains a growth trajectory close to eight percent. Bangladesh's continued integration in trade and international production networks will play an important role in this process.

Importantly, around 25 million youth will reach working age and an estimated 16 million youth will enter the labor market in the coming decade. More, better, and more inclusive jobs are required to continue to reduce poverty and provide a brighter future for a nation in which 30 percent of the population is 14 years or younger. Nine out of ten Bangladeshi workers are operating in the informal sector and three out of five workers find themselves in vulnerable employment. Rapid urbanization coupled with significant youth unemployment and underemployment indicate that inclusive economic growth is required, but not necessarily sufficient, to maintain political stability. An important contribution to formal job creation in productive sectors could come from tradable sectors in which Bangladesh has a comparative advantage. Raising export competitiveness is essential in realizing this economic potential.

The 7th Five-Year Plan (FYP) FY2016-20 and Vision 2021 aim for Bangladesh to attain middle-income economy status by its 50th anniversary as an independent nation. Concrete targets of the seventh FYP (by FY20) include to: (i) increase gross investment from 28.97% to 34.4% of GDP; (ii) increase private investment from 22% to 26.6% of GDP; (iii) generate FDI worth US\$9.6 billion; and (iv) generate exports worth US\$54.1 billion. According to Sustainable Development Goal (SDG) 17.11, Bangladesh also aims to double the export volume by 2030 and MoC will be leading this agenda on behalf of GoB. The GoB will seek to achieve these targets by improving regional and global integration through trade liberalization and trade facilitation to promote higher value added manufacturing; invest in industrial infrastructure to develop the private market for economic zones; strengthen institutions to manage a larger and more complex economy and foster a business-friendly environment; and improve technical education and skills formation.

The goal of the 7th FYP is to reduce poverty through export-led growth, and export diversification is the strategy for GoB to achieve this. To avoid the risk of limited markets and products, our export policy has a mandate to diversify export products from highest priority sectors and special development sector. To comply this mandate, the GoB requested World Bank

Group (WBG) support in FY16 to promote export competitiveness and diversification by supporting the development of the leather, footwear, plastics and light engineering sectors. Leather and leather products, (leather and non-leather) footwear, plastics and light engineering are labor-intensive sectors that have demonstrated strong growth potential. In particular, leather and footwear are increasing exports in the recent times. Firms in these sectors are expanding their production and seeking to integrate into global value chains (GVCs), but development is held back in part due to insufficient technology and skills adoption, and lack of compliance with international Environmental, Social and Quality (ESQ) standards. Failure to invest to overcome these shortfalls results in large part from a number of market failures, including information asymmetry between foreign buyers and Bangladeshi sellers with regard to requirements for adherence to often-changing standards and accreditations in high-income markets. Market signals often fail to reach prospective suppliers and markets for business development services (BDS) and accreditation and testing mechanisms are generally underdeveloped. There are frequent coordination failures to address issues of mutual interest, such as policy advocacy, articulation of demand for skills, and agreement on common needs for technology adoption due to poorly organized market participants.

The identified sectors currently employ largely poor, low-skilled workers; demonstrate great potential for stronger backward linkages, and increased domestic value addition. There is strong anecdotal evidence of multinationals assessing Bangladesh as the next frontier for large investment in these sectors with significant knock-on effects if key constraints can be addressed. PricewaterhouseCoopers (PwC) ranked the four sectors as top in an assessment of sectors with high employment and growth potential in Bangladesh in 2017.

2. Project Description

The “Export Competitiveness for Jobs” Project will support key priorities and objectives outlined in the World Bank 2015 Systematic Country Diagnostic (SCD) for Bangladesh (titled ‘More and Better Jobs to Accelerate Shared Growth and End Extreme Poverty’). In particular, it will target two of the three foundational priorities: (i) ‘strengthening institutions and the business environment’; and (ii) ‘promoting human development’. In addition, it will contribute to one of the five transformational priorities: ‘regional and global integration’.

The Bangladesh Country Partnership Framework (CPF) for FY16-20 focuses on three key areas: (a) enhancing growth and competitiveness, (b) fostering social inclusion, and (c) supporting climate and environment management. This project is designed to enhance growth and competitiveness of select labor-intensive sectors such as Leather & Leather Goods, Footwear (leather & non-leather), Light Engineering (Electronics & Electrical Goods, Bicycle, Mold making, etc.) and Plastics in which Bangladesh has a revealed comparative advantage or sectors that provide essential inputs in export-oriented manufacturing value chains. It will support policy reforms as well as the provision of training and technology diffusion opportunities to boost competitiveness.

The project has four components:

- i. Market Access Support Program,
- ii. Productivity Enhancement Program,
- iii. Public Investment Facility for Infrastructure Constraints (**PIFIC**); and

iv. Project Implementation, Monitoring and Evaluation.

The Project Development Objective (PDO) is to increase employment through increased trade and private investment in select sectors with export potential. At the PDO outcome indicator level, 'export diversification' is measured by the number of firms directly exporting in targeted sectors, 'More jobs' is measured by the number of new jobs created in the targeted sectors, and 'Better jobs' is measured by the average wage growth for beneficiary firms in the targeted sectors.

3. Objective of the assignment

The objective of this assignment is to ensure effective management of all procurement related activities during the project implementation period. The main objective of this consultancy assignment is to deal with all procurement related activities that need to be carried out as part of the implementation of the Export Competitiveness for Jobs Project (EC4J). The consultant will be a member of the Project Implementation Unit (PIU) and work closely with the PIU team.

4. Duties and Responsibilities

The scope of services includes the following, but not limited to:

(i) Work for preparation of Total Procurement Plan and the Annual Procurement Plan – as required by applicable covenants and regulations – for all goods, works and services to be procured under the project; and enter those into Procurement software STEP.

(ii) As part of the preparation and updating of the procurement plans, determine the appropriate procurement method to procure goods /works / services for each contract.

(iii) Prepare the Procurement Processing schedule for major components of the procurement plan of the project.

(iv) Update the Procurement Plan and Procurement Processing Schedule in compliance with the loan / credit/grant agreement and the applicable regulations; and reflect those updates in the STEP.

(v) Update, upload and store all procurement related information and document from procurement plan to contract completion or contract termination in to STEP.

(vi) Prepare, review and finalize procurement documents like bidding document, request for expressions of interest (REOI), request for proposals (RFP), bid and proposal evaluation report etc. for all contracts in accordance with the Public Procurement Act 2006 (including all amendments) and Public Procurement Rules 2008 (including all amendments)– collectively called the “national procurement laws” as and when applicable per approved procurement plan by Bank, and the World Bank’s Procurement Regulations for IPF Borrowers , dated July 2016 (Revised November 2017) as referred as “Procurement Regulations”.

(vii) Make necessary arrangements for procuring goods, works and services – including finalizing purchase documents based on user requirements – and ensuring that technical specifications of goods are in conformity with the prescribed standards.

(viii) Prepare public notices for inviting offers for the supply of goods, works and services; and assist in publishing those notices in different print and electronic media – in conformity with the provisions of the guidelines and the national procurement laws.

(ix) Support the tender/bid evaluation committee and of the proposal evaluation committee; and perform all functions associated with that role in conformity with the guidelines and the national procurement laws.

(x) Actively participate in all clarification meetings, pre-proposal meetings etc. with prospective bidders / consultants.

(xi) Ensure that procurement is done in accordance with the provisions of the loan/credit/grant agreement, Procurement Regulations, and national procurement laws as and when applicable.

(xii) Organize or assist in the opening of bids.

(xiii) Prepare, regularly update, and share with the local office of the World Bank the Procurement Performance Monitoring Report (PPMR) for mitigation of procurement risks.

(xiv) Prepare and submit quarterly procurement report, in the format agreed with the local office of the World Bank and in accordance with the provisions of the loan / credit / grant agreement of the project – under the guidance of Project Director.

(xv) Assist the project in carrying out all activities related to contracting including negotiation, signing, and performance of contracts.

(xvi) Guide/Assist PIU in handling procurements related complaints/grievances, particularly Grievance Redress System of PIU.

(xviii) Assist the Project Director/Project Manager to prepare reports related to procurement activities of the project.

(xix) Carry out any other duties that may be assigned by the Project Director/Project Manager/competent authority assigned by the Project Director from time to time.

5. Location and Duration of the Assignment

This is a Dhaka based position and duration of the assignment will be initially for twenty-four (24) months.

6. Required Skills and Experiences

The applicant should have the following minimum credentials:

a. Bachelor degree or equivalent in Engineering or Masters in Procurement/ Commerce/ Finance/ Business Management/Law.

b. Minimum 7 years' experience in a responsible position with a government or non-government organization.

c. Minimum one year experience in the field of procurement/relevant field with a Government/ Public Enterprise/NGO/ Consulting/ Project Advisory/ National or International Bank or Financial Institution/ UN Agencies/ World Bank/ ADB.

d. Knowledge and experience in any of the project sectors will be preferred.

- e. Knowledge and experience with PPA 2006 & PPR 2008, World Bank procurement policies, procedures, guidelines and Procurement Regulations is desirable.
- f. Excellent communication skills in English for general communication, writing reports, and negotiation.
- g. Excellent computer and document processing skills.

7. Reporting Arrangements

The Procurement Specialist (PS) will report to the Project Director with additional guidance from the Project Manager and relevant DPDs. He will also coordinate with the existing Procurement Specialist of the project to accomplish the procurement activities of the project in a timely manner.

8. Financial Terms and Conditions

- a. The Consultant shall be responsible for all taxes and duties including income and/or service tax as may be applicable per GoB rules and regulations. The Consultant is advised to have/get full understanding of such taxes, if any, to be paid by him/her to the authorities before expressing interest.
- b. The Consultant shall be paid travel and lodging expenses on an actual cost basis and a subsistence allowance to cover all other costs.