

Terms of Reference (ToR)

for the Position of

Component Coordinator-3

1) Background:

The overarching goal of the Government of Bangladesh (GoB) is to reduce poverty through export-led growth and export diversification is a strategy of the 7th Five Year Plan (FYP). The objective of the Export Policy is to diversify of product and export market. To achieve this objective, Ministry of Commerce is directly implementing a project titled “Export Competitiveness for Jobs” financed by the World Bank Group. The project will directly contribute to the GoB’s policy objective of diversifying exports beyond ready-made garments (RMG). The project will support in particular the leather, leather goods & footwear, light engineering and plastic sectors which are important pillars of Bangladesh’s industry and prominent in direct and deemed exports.

There are three components of the project: Component 1: Market Access Support Program, Component 2: Productivity Enhancement Program, and Component 3: Public Investment Facility for Infrastructure Constraints. The Component 1 (Market Access) will focus on facilitating access to international markets and integration into global value chains (GVCs) by supporting compliance with international standards. Specifically, the component will support achievement and accreditation of national, international, and buyer-specific standards, with respect to environmental, social, safety and quality practices. The project intends to engage a coordinator for overall management and coordination of the specific component related to Market Access Support Program.

2) Reporting, Duration & Location:

Reports to: Project Director (PD)
Duration: 24 mm initially (subject to extension as per performance and project need)
Location: Dhaka

3) Summary of Key Functions:

The consultant shall be responsible for the management, coordination and implementation of the proposed public infrastructure related investments under the component-3 of the EC4J Project in order to ensure that the activities are implemented according to the approved designs, allocated budgets, and estimated time frames. He will assist the PD/Project Manager (PM)/Deputy Project Director (DPD) in implementation of the project, which is, related the following activities:

- Take a leading role in implementation of activities on the ground;
- Review and provide feedback on all cluster infrastructure related proposals, reports for consulting services relating to studies, assessments, field investigations;
- Take active role in preparing Terms of Reference for implementation firms/ consultants, hiring process and negotiation;

- Manage PIFIC Firm, different engineering firms, construction contractors and suppliers engaged in implementing the activities for different infrastructure projects through effective coordination;
- Prepare and update work schedules and work programs in an effort to monitor implementation of the activities under component-3;
- Effectively monitor field-based activities and quality control on specific deliverables;
- To assist PD/PM/DPD in arranging Project Steering Committee (PSC) and Project Implementation Committee (PIC) meetings as per the requirement of the project, prepare and present update reports, and support the follow-up on the implementation of the decisions taken in relation to this component;
- Prepare reports on project activities and progress for the World Bank, MoC, IMED, ERD, Planning Commission and other institutions as per the requirement of the project;
- Contribute to project evaluation according to indicators set at the project level;
- Maintain close coordination with environmental and social safeguards team for implementation of activities;
- Support in day-to-day office management of the PIU related to the component;
- Provide cross support to the other components as needed;
- Carry out any other relevant duties and responsibilities as assigned by the PD/PM.

4) Required Educational Qualifications:

- Preferably B.Sc. in Civil/Civil & Environmental Engineering or Post Graduate degree Structural Engineering or in relevant discipline from any reputed university.

5) Required Experiences:

- Professional experience of at least ten (10) years, with at least five (05) years in the field of project/construction management at the executive level of a public sector contracting authority or of a major general contracting firm engaged in public works projects.
- Demonstrate experience and ability to manage sub-projects including preparing work plan, budgeting, monitoring progress, and implementation of activities.
- Ability to establish and maintain effective working relationships with focal points, Project Steering Committee (PSC), the Ministry of Commerce and World Bank staff, vendors, private operators and the public;
- Experience in coordinating and managing multiple consultants/ consulting firms.
- Preference will be given to candidates with experience in foreign funded /WB funded project;

6) Financial Terms and Conditions:

- The consultant shall be responsible for all taxes and duties including income and/or service tax as may be applicable as per Government of Bangladesh 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.
- The consultant shall be paid travel and lodging expenses on an actual cost basis and a subsistence allowance to cover all other costs associated with any official travel.