

Improving Computer and Software Engineering Tertiary Education Project (ICSETEP)

ToRs and Evaluation Criteria for Individual Consulting Selection (ICS) Positions

PMU/S-2: Procurement Specialist

Qualifications and Experiences:

- Bachelor in Science/Engineering and Master in Science/Engineering/Procurement/Supply Chain; Professional Degree/Post-graduate Diploma in Procurement/Supply Chain will be added advantage;
- At least 15 years of general experience; service in public university is preferable;
- At least 7 years of specific experience in government procurement or procurement role in public university;
- Training on Bangladesh's Public Procurement: PPR / PPA / e-GP;
- Experience in working on e-GP platform;
- Experience in working in government-executed donor-funded projects is preferable;
- Procurement experience in building construction / ICT establishment is preferable;
- Experience in working with Research / Innovation Grant is preferable;
- Knowledge of the ADB's procurement guidelines is preferable.

Scope of Works:

The scope of the assignment includes assisting Project Director and/or Senior Procurement Specialist in conducting all aspects of procurement of the projects including market study, procurement packaging/repackaging, updating procurement plan, preparing invitation for bid (IFB)/request for expression of interest (REOI), preparing bidding documents, request for proposal (RFP) documents, evaluating bids/proposals, formulating contract, managing contract, maintaining records and audit trails.

Detailed Tasks and/or Expected Output:

The Procurement Specialist will be responsible for assisting Project Director as well as the Senior Procurement Specialist, PMU and PIU team members for the procurement of all goods, works and consultancy services under the project (both in the PMU and the three PIUs) to be implemented in accordance with the ADB Procurement Policy (2017, as amended from time to time) and Procurement Regulations for ADB Borrowers: Goods, Works, Nonconsulting and Consulting Services (2017, as amended from time to time) and Public Procurement Act, 2006 (as amended from time to time) and Public Procurement Rules, 2008 (as amended from time to time).

In particular, the Specialist will carry out the tasks detailed below, and other tasks as necessary:

- a) Prepare and update Procurement Plan in both ADB and GoB format; Packaging/repackaging the objects of procurements based on market capacity;
- b) Process all the procurements as per GoB's rules and also ADB's rules;
- c) Contribute to the preparation of technical specifications for goods, furniture and equipment as well as Terms of References (TOR) for consulting services;
- d) Prepare invitation for bid (IFB)/request for expression of interest (REOI), corrigendum to IFB/REOI as needed; the amendment of the bid/proposal documents both in e-GP portal and in off-line bidding process;
- e) Prepare minutes of pre-bid, pre-proposal meeting, bid opening, bid evaluation, contract negotiation, and any other related meetings;
- f) Assist in Bid/Proposal opening session, evaluation process and preparation of evaluation reports, and preparing contract documents;
- g) Respond to ADB's queries on submission, if any;
- h) Provide opinion on any procurement related issue as instructed;
- i) Prepare all submissions in case of procurement of consultancy services;
- j) Assist Project Director, Senior Procurement Specialist, PMU and PIU team members in managing contracts, monitoring and keeping track of all the deliverables of consulting services, supply of goods, progress of works, and prepare the procurement progress reports;
- k) Participate in procurement audits and reviews of the Project;

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- l) Assist Project Director, Senior Procurement Specialist, PMU and PIU team members in resolving all procurement related issues including dealing with claims, bid challenges and litigations relating to contracts and procurement;
- m) Procurement related correspondences as instructed by the Management;
- n) Visit PIU offices and provide on-the-job training as or when required;
- o) Participate in the ADB missions and meeting and prepare necessary documents;
- p) Prepare all documents related to procurement issues for ADB mission review;
- q) Assist PMU and PIUs in obtaining ADB and GoB no objections related to procurement; and
- r) Any other relevant activities assigned by the PMU and PIU Management.

Deliverables:

Assist PMU and PIUs in delivering the following:

- a) Updated procurement plan (every 6 months)
- b) Procurement training plan and its 6 monthly updates
- c) Procurement training reports
- d) Draft and finalize bid documents and bid evaluation reports
- e) Procurement monitoring sheets updated every month
- f) Inputs on procurement activities to the quarterly progress report including updates on compliance with procurement related loan covenants

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A. Minimum Criteria to Prepare List of Preliminary Qualified Candidates

1. Nationality: Bangladeshi
2. Bachelor in Science / Engineering.
3. Master's in Science / Engineering / Procurement / Supply Chain.
4. At least 15 years of general experience.
5. At least 7 years of specific experience in government procurement or procurement role in public university.
6. Training on Bangladesh's Public Procurement: PPR / PPA / e-GP.
7. Experience in working on e-GP platform.

B. Detailed Scoring Criteria to Rank Preliminary Qualified Candidates

Criteria	Total Score
A. Educational Qualification:	20
1. Bachelor in Science / Engineering	08
2. Master in Science / Engineering / Procurement / Supply Chain	08
3. Professional Degree / Post-graduate Diploma in Procurement / Supply Chain	04 (Professional Diploma. CIPS -04, Advanced Diploma, CIPS-03, Foundation Diploma CIPS – 02, Other Proc./Sup. Chain Diploma -02)
B. General Experience:	20
1. At least 15 years of general experience	15
2. Service in public university is preferable	05 (1 point per year)
C. Specific Experience:	40
1. At least 7 years of specific experience in government procurement or procurement role in public university	20
2. Experience in working in procurement in public university	10 1 point per Year
3. Experience in working on e-GP platform	05 1 point per Year
4. Experience in working in government-executed donor-funded projects	05 1 point per Year
D. Suitability for the Assignment:	20
1. Procurement experience in building construction / ICT establishment	05
2. Experience in working with Research / Innovation Grant	05
3. Training on GoB public procurement: PPR / PPA / e-GP	05
4. Training on ADB procurement policies or experience in procurement under ADB's guideline	05
Viva (Optional): - Sound understanding of principles underlying good procurement practices - Proficiency in standard computer applications, including Word, Excel, PowerPoint, etc. - Good Communication skills in English	
Total:	100