

Government of the People's Republic of Bangladesh
Secondary and Higher Education Division
University Grants Commission of Bangladesh
Improving Computer and Software Engineering Tertiary Education Project
(ICSETEP)
ADB Loan: BAN-4348, Project No: 50140-002

Terms of Reference (ToR)

Position: Senior Procurement Specialist
Package No.: PMU/S-1A

A. Background of the Project

1. The Government of Bangladesh (GoB) has secured a loan of \$100 million from the Asian Development Bank (ADB) to implement Improving Computer and Software Engineering Tertiary Education Project (ICSETEP). The main objective is to improve industry responsiveness of tertiary level computer science, software engineering and information technology (CSE/IT) education. The project will contribute to improved socio-economic condition of Bangladesh by establishing a more relevant higher education in CSE/IT Programs in terms of quality, efficiency and equity through increasing job ready graduates and cutting-edge research capacity to meet the challenges of Fourth Industrial Revolution (4IR) and develop technology entrepreneurship to lead of the country in information technology and information technology enabled service (IT/ITES) sectors.
2. The ICSETEP will be implemented at the Institute of Information Technology (IIT) at University of Dhaka (DU); (ii) computer science and engineering (CSE) department at Bangladesh University of Engineering and Technology (BUET); and (iii) CSE department at Jashore University of Science and Technology (JUST). The objectives will be achieved through the following four outputs:

Output 1: Modern learning, research and startup facilities establishment.

Output 2: Quality and industry relevance of CSE and IT programs enhancement.

Output 3: Research and development and technology entrepreneurship strengthen.

Output 4: Project management capacity strengthen.

3. The Secondary and Higher Education Division (SHED) of the Ministry of Education (MOE) through the University Grants Commission (UGC) is the executing agency of the ICSETEP. A Project Management Unit (PMU) is established in UGC to coordinate and support the project activities. Besides, each of the three public universities will have a Project Implementation Unit (PIU) that will implement university specific activities under the overall coordination of the PMU. The procurement under the PMU includes most of the consultancy services of the project including several firm consultants.



4. A Senior Procurement Specialist position is included to conduct the procurement activities under PMU as well as to support three PIUs procurement activities in line with ADB and government procurement policies.

B. Objective of the Assignment, Scope of Services, Tasks and Expected Output/Deliverables

Objective of the Assignment

The overall objective of this assignment is to provide support to PMU and three PIUs for execution of all procurement activities under this project while ensuring efficient and transparent procurement transactions in line with ADB and government procurement policies.

Scope of Services

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

Detailed Tasks

The Senior Procurement Specialist will be responsible for assisting PD as well as the PMU and PIU team members for the procurement of all goods, works, services under the project (both in the PMU and the three PIUs) to be implemented in accordance with Procurement Directive for ADB Borrowers—Goods, Works, Nonconsulting, and Consulting Services (January 2026, as amended from time to time) (Procurement Directive), ADB Procurement relevant policies, PPA 2006 (as amended in 2025, (as amended from time to time), and PPR 2025 (as amended from time to time).

In particular, the Specialist will carry out the tasks detailed, for the PMU and PIUs as necessary:

- Prepare and update Procurement Plan in both ADB and GoB formats; Packaging/repackaging the objects of procurements based on market capacity;
- Process all the procurements as per GoB and ADB policies;
- Contribute to the preparation of technical specifications for goods as well as Terms of References (TOR) for consulting services;
- Prepare invitation for tender (IFT)/request for expression of interest (REOI), corrigendum to IFT/REOI as needed; the amendment of the tender/proposal documents both in e-GP portal and in off-line tendering process;
- Prepare minutes of pre-tender, pre-proposal meeting, tender opening, tender evaluation, contract negotiation, and any other related meetings;
- Assist in Tender/Proposal opening session, evaluation process and preparation of evaluation reports, and preparing contract documents;
- Respond to ADB's queries on submission, if any;
- Provide opinion on any procurement related issue as required;
- Prepare all submissions in case of procurement of consultancy services;



- Assist PD, 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;
- Participate in procurement audits and reviews of the Project;
- Assist PD, PMU and PIU team members in resolving all procurement related issues including dealing with claims, tender challenges and litigations relating to contracts and procurement;
- Procurement related correspondences as instructed by the Management;
- Visit PIU offices and provide on-the-job training as and when required;
- Participate in the ADB missions and meeting and prepare necessary documents;
- Prepare all documents related to procurement issues for ADB mission review;
- Assist PMU and PIUs for the procurement processing.
- Assist the Principal Investigators (PIs) of the Research and Development Grants (RDG) sub-projects implementation relevant to the procurement issues.
- Any other relevant activities assigned by the PMU and PIU Management.

C. Minimum Qualification Requirements

- Bachelor degree in engineering public administration/ business administration or a related field.
- MCIPS or Master's in procurement / supply chain management or equivalent degree is preferable.
- 15 (fifteen) years of general experience and 10 (ten) years of experience in the relevant field of assignment as either a procurement specialist/consultant or in roles where procurement has been a major part of the job.
- Experience in working with government-executed development partner-funded projects in the similar field of assignment is preferable.
- Training on public procurement / e-GP
- Experience in working on e-GP platform of Government of Bangladesh
- Good knowledge of Bangladesh's Public Procurement Rules (PPR) and Public Procurement Acts (PPA)
- Good knowledge of the legal, technical and commercial aspects of procurement
- Good communication skills in English
- Proficiency in standard computer applications, including Word, Excel, PowerPoint, Access etc.
- Membership of a renowned international institution in the field of procurement/purchasing and supply chain will be an advantage.
- Regional/Country Experience: Required

D. Deliverables/Output:

- Updated procurement plan (every 6 months)
- Procurement training plan and its 6 monthly updates
- Procurement training reports
- Draft and finalize bid documents and bid evaluation reports
- Procurement monitoring sheets updated every month

- Inputs on procurement activities to the quarterly progress report including updates on compliance with procurement related loan covenants

The following mandatory reports are required with the above:

- **Inception Report:** Due within 10 calendar days after Contract Signing with tentative work plan over the contract duration and briefly providing methodology and comments on ToR, if any.
- **Monthly Activity Plan:** Due before commencement of each calendar month (except 1st and last month of engagement) briefly providing key activity plan for the upcoming month.
- **Monthly Activity Report:** Due within 5 working days after each calendar month (except 1st and last month of engagement) providing brief on: (i) achievements against planned key activities for the month, (ii) dates of working days performed during the month, (iii) summary of progress of key outputs as per ToR, and (iv) explanation if there is any delay or any challenge or issue for attention of the PMU.
- **Final Report:** Due before closure of the Contract briefly providing summary of progress of key outputs as per ToR and overall recommendations/suggestions for the project, if any.

E. Assignment Duration and Payment Modalities

- Duration of the assignment: 12 months (extendable based on project requirement and satisfactory performance of the consultant)
- Contract Type: Time Based.
- Payment: Payment will be made on monthly basis. Local taxes will be deducted as per applicable laws of the country.
- Assignment Location: PMU and 3 PIU offices.
- Reporting Arrangement: The senior procurement specialist shall primarily report to the Project Director for his/her works/activities.

