

Government of the People's Republic of Bangladesh
Finance Division, Ministry of Finance
Skills for Employment Investment Program (SEIP)

Loan 3468 BAN: SD-32F: Procurement Specialist (National)

Terms of Reference (ToR)

A. Background and Objective of SEIP

1. The Skills for Employment Investment Program (SEIP) supports the Government of Bangladesh's reforms in skills development anchored in the National Skill Development Policy (NSDP), 2011. It also supports private sector involvement and public-private partnership, which is critical to meet existing and future labor market needs and in reducing skills-gap. This in turn is crucial for Bangladesh to move away from the current "low-skill, low-wage equilibrium" to a "higher skill, higher wage virtuous cycle" to transition to a middle-income country. The program helps the government to scale up skilling of new entrants and up- skilling of existing workers that will contribute to higher growth of priority sectors. SEIP will strengthen the skills eco-system in Bangladesh by establishing a unified funding system and enhancing overall coordination of the currently fragmented system of skills development.
2. The overall objective of the project is to qualitatively and quantitatively expand the skilling capacity of identified public and private training providers of Bangladesh by establishing responsive skill ecosystem and delivery mechanisms through a combination of well-defined set of funding triggers and targeted capacity support. Quality skills training will be strengthened by implementing vocational trainers' development program; quality assurance functions and appropriate skills assessment. The project will enhance mid-level trainee targets with expanded partnership with private sector and public sectors. Institutional capacities for mid-level training would be strengthened and a national governance structure for skills development would be established. The project has been supporting industries to conduct training programs by providing grants to meet their skill requirements with a condition to employ at least 60% of the trained graduates.
3. To achieve the objective of the project, Finance Division has been implementing Tranche 1 and 2 of SEIP Project. Tranche 1 (Loan 3131) became effective on 24 July 2014 and its completion date is 31 December 2018 (loan closing on 30 June 2019). Tranche 2 became effective on 30 March 2017 and its completion date is 31 December 2021 (loan closing on 30 June 2022).
4. Implementation of training programs through industry associations and public training providers has been going on under Tranche 1 and Tranche 2. Tranche 1 and Tranche 2 address the skills requirements of nine industry sectors through implementation of market responsive inclusive skills training programs. SEIP is now planning to design and develop the project for Tranche 3 which may be implemented from January 2020 to May 2024. In Tranche 3, the scope of training support may extend to the new industry sectors/sub-sectors. The support to the existing industry associations and public training providers may also continue in Tranche 3.
5. SEIP has already engaged an international Skill Development Specialist to develop sector investment plan and strategy for Tranche 3. The major likely activities of Tranche 3 will include (1) financing new sectors/sub-sectors/areas such as furniture making, energy, electronics, auto mechanics including hybrid technology, (2) extending support to upgrade BITAC and establish a cooperation between BITAC and

BEIOA to develop skilled workforce for the light engineering sector; (3) financing for upgrading the training facilities of TTCs (Technical Training Centers), and TSCs (Technical School and Colleges), (4) financing for establishment of training center in BACI-owned land and infrastructure facilities for EDC in BUTEX-owned land; (5) scaling up of Executive Development Training Program and (6) continuing support to the existing IAs (Industry Associations) and PTIs(Public Training Institutes). After recommendation from the specialist, the activities under Tranche3 may be increased. The preparation of Tranche3 is associated with procurement activities, which need to be performed by a Procurement Specialist.

B. Objectives of the assignment, Scope of Services, Tasks and Expected Deliverables

Overall Objectives and Scope of Services under the Assignment

The overall objectives of this assignment are:i) execution of procurement, and ii) procurement reporting.

6.Scope of Services

The Procurement Specialist will be responsible for assisting SEIP Project's Fund Management and Procurement Team in activities related to procurement of goods, works and consultancy services to be implemented in accordance with the ADB Procurement Policy, Regulations, Guidelines and Guidelines on the Use of Consultants, Public Procurement Acts and Rules. In particular, the Procurement Specialist will carry out the tasks detailed below:

- Conducting all aspects of procurement of the projects;
- Reviewing the specifications of goods and works as communicated by the user(s) and developing marketable specification to ensure wide competition;
- Ensuring that procurement activities are done in accordance with the Procurement Plan and Asian Development Bank and GOB Guidelines;
- Preparing and updating ADB's Procurement Plan and Annual Procurement Plan , Cost Estimate, Invitation for Bids (IFBs), Request for Expressions of Interest (REOIs) and other bid, proposal and contract documents whenever required;
- Preparation of minutes of pre-bid and pre-proposal meeting
- Contributing to the preparation of Terms of References (TOR);
- Ensuring effective and efficient contract management, including timely contract variations and timely communication with ADB for required contract variations;
- Assisting TEC and PEC in all respects of evaluation and clarifications;
- Contributing to prepare the procurement progress reports;
- Preparing all submissions in case of procurement of consultancy services;
- Conducting Procurement Capacity Assessment of different Industry Associations;
- Taking part in Capacity Building Activity;
- Monitoring and recording procurement activities;
- Participating in procurement audits and reviews of the Project and;
- Preparing all documents related to procurement issues for ADB mission review;
- Assisting Project management in resolving all procurement related issues;
- Any other responsibilities assigned by the SEIP Management.

7. Reporting, Communication, and Time Schedules

- The Procurement Specialist shall report to the Executive Project Director;
- Regular Communications with different levels of Management as required;
- S/he will submit report of procurement issues , if instructed;
- S/he shall give inputs to the preparation of procurement reports to be prepared by the management.
- S/he will prepare regular procurement status report.

C. Minimum Qualifications and Experience

- Bachelor degree or professional qualification in engineering, finance, accounting, management, law, procurement, public administration business administration or a related field.
- 7years experience in the field of public procurement.
- Preferably 5 years of experience of working in procurement-related activities for the Asian Development Bank and/or other Multilateral Development Banks (MDB)-funded projects (working experience under ADB financed projects will be an advantage).
- Specific knowledge on Asian Development Bank or similar procurement and consultant recruitment procedures and procurement documents including Public Procurement Act and public procurement rules of Bangladesh.
- Good knowledge of the legal, technical and commercial aspects of procurement.
- Proven teamwork skills, and communication skills in English.
- Proficiency in computer applications, including Word, Excel, PowerPoint, Access etc.

D. Assignment Duration and Payment Modalities

- Duration of the assignment: 12 Months from the issuance of Notice to Proceed (NTP).
- Payment Schedule: Payment will be made monthly basis. Local Taxes will be paid by the Executing Agency.
- Assignment Location: Field

E. Counterpart Support: As determined through negotiation

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