

Government of the People's Republic of Bangladesh
Office of the Project Director
Strengthening of the Ministry of Disaster Management and Relief Program Administration
(SMoDMRPA) Project
Department of Disaster Management-DDM
Ministry of Disaster Management & Relief (MoDMR)
House No # 213 (4th Floor), Lake Road-13, Mohakhali DOHS, Dhaka-1206.
www.snsdp.ddm.gov.bd

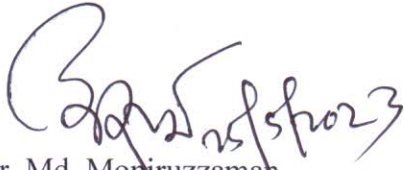
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Date: 25/05/2023

Notification for Collection of CVs
(Short term Engagement)

Subject: Request for Consultant Expression of Interest (EoI) for the Position of Procurement & Contract Management Associate

This is to inform that Strengthening of the Ministry of Disaster Management and Relief Program Administration (SMoDMRPA) Project of the Department of Disaster Management under the Ministry of Disaster Management & Relief (MoDMR) is inviting Expression of Interest (EoI) from the Bangladeshi Nationals as a **Procurement & Contract Management Associate (Consultant)** full time basis for 6(six) months to accomplish the important procurement packages and for management of those contracts already signed and to be signed under SMoDMRPA Project. Terms of Reference (ToR) is attached herewith for this position. The interested professionals in this field are requested to submit **Expression of Interest (EoI)** with details CV, educational and working experience certificates to the office of the Project Director, SMoDMRPA Project on or before 31 May, 2023 within office hour. Persons who are already in employment shall send Application through proper channel, otherwise, they shall not be considered for appointment.



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SMoDMRPA Project

**Terms of Reference (TOR) for Procurement and Contract Management Associate
Under Contract Package SI-11
Safety Net System for the Poorest Project
(IDA Cr# 5281-BD)-Component-2 (SMo0MRPA).**

Assignment Title	:	Procurement & Contract Management Associate (Consultant)
Position	:	01 (One)
Title of the project	:	Strengthening of the Ministry of Disaster Management and Relief Program Administration (SMoDMRPA)
Duty Station	:	Dhaka, Bangladesh; field visit is required across the country
Assignment Duration	:	Tentative 6 months (Renewable based on performance and World Bank concurrence)

Earlier in the Procurement Plan of SNSP Project's Component-2 (SMoDMRPA Project) there were many large and small valued contract packages of goods and services. These procurement works including SIC and National Shopping accomplished earlier in meeting the requirement of the project. Previously procurement achievement was good for procuring a large volume of works preparing Bid/Proposal documents, evaluation of tenders/proposals, evaluation processing works, contract awarding including incidental related works. But for more than one and half year having no Procurement Specialist in this project, procurement packages were accomplished with the assistance of the Program Specialist whose workloads increased for implementation of EGPP+ in the Cox's Bazar districts from 2021. For this reason some procurement packages have also been added for implementation of the EGPP+ program. Besides, operating EGPP+ in other new 5 flood affected districts (Sunamganj, Netrokona, Jamalpur, Kurigram and Gaibandha) in 2022-23 (Jan-June, 2023), the project urgently needed some important procurement packages. As there is no Procurement Specialist for long time in the project, it is now very much essential to recruit a **Procurement and Contract Management Associate (Consultant)** in the project to accomplish the important procurement packages and for management of those contracts already signed and to be signed under SMoDMRPA Project. Therefore, it is for recruitment of a **Procurement and Contract Management Associate** full time basis for 6(six) months **starting from 1st Week of June, 2023**. The selection process for this position would be followed SIC procedures by collecting CVs -from limited interested Consultants. Terms of Reference bearing scope works, qualification and experience to be required for Procurement and Contract Management Associate is mentioned in the Annex-I.



SMoDMRPA Project

ANNEX-1: TERMS OF REFERENCE:

PROCUREMENT AND CONTRACT MANAGEMENT ASSOCIATE

Scope of Service

The Procurement and Contract Management Associate will be responsible for providing assistance and overall support for procurement management of the DDM implemented component(s) of the Project and will support the agency in strengthening its procurement capacity. Key responsibilities include, but are not limited to:

1. Providing operational advice on policies and procedures for procurement and ensuring consistent application of IDA's Procurement/Consultant Guidelines and the Government's Public Procurement Act and Regulations;
2. Assist in preparing and updating the Procurement Plan for goods, works, and consultant services, on a periodic basis;
3. Assist the project procurement team in reporting the Ministry with annual procurement plan/revised annual procurement/total procurement plan and monthly procurement activities schedules;
4. Coordinate for organizing TOC /TEC meetings and helping in tender/proposal opening procedures along with noting of minutes of TOC/TEC/POC;
5. Monitoring procurement activities as per approved Procurement Plans and relevant approval processes, and identifying and slippages in procurement processing;
6. Assist in preparing invitation for bids, request for expressions of interest, bidding documents (NCT & JCT), NS/RFPs, request for proposals, terms of reference, evaluation reports, contracts, and all other procurement documentation;
7. Work closely with the Procurement Specialist for assistance in preparing and reviewing procurement documents and maintenance of records on procurement activities;
8. Assist in preparing periodic reports on procurement status and procurement performance monitoring indicators and procurement risk mitigation actions;
9. Assist in conducting diagnostic analyses on delays, inefficiency, etc. in the system, if any, and providing recommendations for improvement, if required; and
10. Any other task assigned by DDM.

Qualifications & Experience

- At least a Bachelor's Degree in Engineering; Procurement or a Master's Degree in Business Administration, Economics, Commerce, Finance, Law, or other post graduate degree in comparable discipline;
- Minimum 7 years' overall experience that shall include at least four (4) years of work experience in procurement in government/semi-government institutions, or with international donors, implementing development projects; or having had other responsibilities with a substantial procurement content (i.e. preparation of bidding documents and requests for proposals; use of internationally accepted contract documents; understanding of principles underlying procurement practices; analytical capability in identifying and resolving procurement issues; etc.);



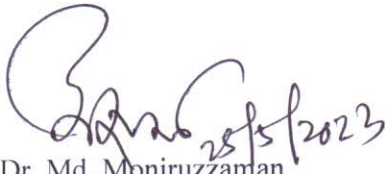
- Knowledge of technical, commercial and legal aspects of Government's Public Procurement Act and Regulations;
- Knowledge of technical, commercial and legal aspects of IDA's Procurement/Consultant Guidelines;
- Excellent skills in with PC using spreadsheet and MS Word applications; and
- Excellent communication skills (speaking and writing) in English and Bengali.

Duration

The assignment is expected to commence around 6 months from the date of joining.

Reporting

The consultant will report directly to the Project Director, and work with the Project implementation team as required and assigned.



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(Additional Secretary)
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SMoDMRPA Project