

**Government of the People's Republic of Bangladesh**  
Office of the Project Director  
Construction of Training Centre and Dormitory under BIAM Foundation  
BIAM Foundation  
63, New Eskaton,  
Dhaka

**Terms of Reference (ToR)**  
**for**  
**Consultant Specialist**  
**(Contract Package: BIAM (TCDB)/Consultancy/S-1)**  
**(Procurement Specialist)**  
**(One Position)**

**1. Background:**

Bangladesh Institute of Administration and Management (BIAM) Foundation is a subsidiary office of the Ministry of Public Administration. Being one of the leading training institutions of the country, it was established in 1991 for providing professional and career development training in the field of development administration and management. BIAM Foundation is mandated for enhancing professional skills, expertise and performance of the cadre officers and non-cadre officers as well as other public private organizations of the country.

With a view to enhancing capacity of BIAM Foundation "Construction of Training Centre and Dormitory under BIAM Foundation" has been undertaken. Under the project one 13-storied building with 2 basements will be constructed. In the building there will be office rooms, class rooms, conference and seminar rooms and a computer lab. Besides office equipment will be procured in order to ensure modern facilities for quality training.

**2. Component of the Project:**

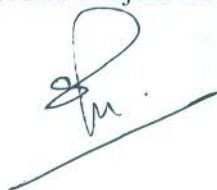
The key components of the project are:

- a) Construction of 13 storied building with 2 basement;
- b) Construction of 10 office room;
- c) Seminar room (one);
- d) Conference Room (one);
- e) Computer lab (1)
- f) Residential room; Approach road with two gates;
- g) Dining hall;
- h) Drainage;
- i) Cafeteria;
- j) Indoor sports room;
- k) Appoint consultancy firm and
- l) Procure office goods and furniture
- m) **Duty Station:** The project will hire 1 Procurement Specialists who will be basically based in Project Implementation Unit (PIU) of BIAM Foundation Dhaka.



### 3. Key Functions of the Procurement Specialist:

- a) Prepare/review/finalize procurement documents including ToR and other related documents for hiring consultancy firm;
- b) Prepare Tender documents for all kinds of procurement of goods/works and services;
- c) Train the project officials and assist in tender/proposal processing and evaluation;
- d) Ensure fiduciary safeguards and maintain the quality and effectiveness of the procurement system for facilitating smooth implementation of the project;
- e) Prepare/regularly update an overall procurement plan for all goods, works and services to be procured under the project;
- f) Prepare Procurement Processing Schedule for major components of procurement plan for the project;
- g) Prepare documents bid/proposal evaluation reports etc. for all contract packages in accordance with the procurement procedure of the People's Republic of Bangladesh Public Procurement Act 2006, and Public Procurement Rules 2008;
- h) Prepare bidding documents for procuring goods, works & services and develop STD, assist evaluation of tender/proposal and prepare reports etc. for all contract packages in accordance with the procurement procedure of Public Procurement Act 2006 and Public Procurement Rules 2008;
- i) Prepare and submit progress report to the Project Director;
- j) Determine the appropriate procurement method to procure goods/works/services for each Package;
- k) Make all necessary arrangements for procuring all goods and services, including finalizing purchase documents based on user requirements and ensuring that technical specifications of goods & works are in conformity with the prescribed one;
- l) Prepare public notice on procurement of Goods/Works/Services as per requirement of the project following the standard format of PPR-2008. Assist in publication of the Tender Notice in different print and electronic media;
- m) Actively participate in all clarification meetings, pre-proposal meeting etc. with prospective bidders;
- n) Organize/assist opening of bids;
- o) Assist the implementing agency in carrying out all activities related to contracting;
- p) Supervise the implementation of contracts;
- q) Assist the Project Director to prepare procurement related reports of the project;
- r) Guide/assist the PIU in handling relevant procurements related complaints;
- s) Coordinate with consultancy firm in preparing documents for procuring works;
- t) Conduct procurement activities under the project using CPTU's e-GP portal;
- u) The Procurement Specialist will perform his/her duties in coordination with DPD and other officials of Project Unit under the guidance of Project Director and will report to the Project Director; and



- v) Carry out any other relevant duties that may be assigned by the Project Director/concerned authority from time to time.

## 5. Qualifications and Experience:

- Bachelor in Civil Engineering and Masters in procurement. Advance academic & professional qualifications in procurement.
- 10 years of general experience with at least 5 (five) years of experience as Procurement assistant or have had responsibilities with a substantial content of his / her position in the procurement area (use of nationally & internationally accepted contract documents for works, goods and services; sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines; understanding of Government's procurement Regulations/Act; analytical capability in identifying and resolving procurement issues).
- Specialized Knowledge of and significant experience in 2-3 substantive areas/aspects of procurement (e.g. procurement of goods; various forms of construction contracts; selection/ contracting of consultant services; preparation of bidding / contract documents for the both national & international procurement of goods, works, services; public procurement policies; practices).
- Basic knowledge and understanding of e-Government Procurement (e-GP).
- Strong communication skills in presenting, discussing and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team.

**6. Duration of the assignment:** Duration of the assignment is about 6 man-months.

## 7. Reporting :

The Procurement Specialist will work under guidance of the Project Director and Director General BIAM Foundation. S/he will report directly to the Project Director.

