

Terms of Reference of Procurement Consultant (National)

Objective

The main objective of the consultancy is to provide quality support to Election Commission Secretariat and NID in terms of all procurement activities and processing under the project.

Educational Qualification & Experience

The "Procurement Consultant" will be Bachelors in Engineering or Masters in procurement/ commerce/ finance/ business/ management/ law. Post qualification in procurement will be an added advantage. At least ten years of experience as procurement specialist or have had responsibilities with a substantial content of his/her position in (use of internationally accepted contract documents for goods and services; sound understanding of principles underlying goods procurement practices with IT systems; understanding of Government procurement rules/act with analytical capability in identifying and resolving procurement issues). Specialized knowledge and significant experience in 2-3 substantive areas/aspects of procurement (e.g. procurement of goods, selection/contracting of consultant services, preparation of bidding/contract documents for international procurement of goods, services). Strong communication skills in presenting, discussing and resolving difficult issues. Ability to work effectively and efficiently in a multidisciplinary team.

Key Responsibilities

The consultant, as a national expert in the field, will provide quality procurement advice maintaining highest degree of integrity and ethical standard. The key responsibilities include:

- Work under the guidance of the Project Director in implementing all aspects of procurement under the project;
- Develop procurement plan for goods, and services under the project, and update the Plan as and when needed;
- Assist BEC to prepare Invitation for Bids/Pre-qualification, Request for Expressions of Interest, Tendering/Prequalification Documents, Request for Proposals, evaluation reports, contracts, and other documents concerning procurement of works, consultants' services and goods;
- Closely work with the international project procurement specialist as is applicable;
- Provide operational advice on concepts, policies, and procedures for international and local procurement matters;
- Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process of the Government and bring any slippage of activities immediately to the attention of the Project Director;
- Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission;
- Assist BEC in reviewing various contract management issues relating to procurement and capacity development;

- Assist in preparing ToRs and associated documents for other consultants, as appropriate;
- Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required;
- Any other task assigned by the project management.

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Project Director
EVM Project
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