

Section 2: Terms of Reference

Individual Consultants: Procurement Consultant

1.0 Background:

Payra Port Authority is in process of creation some development project for Facilitate sustainable and resilient infrastructure development for our country through enhanced financial, technological and technical support oriented to smooth operation of sea going and incoming ships and contribute to the economic prosperity of the country by providing better services to the port users through proper management to sea-going and incoming ships arriving at Payra Port. Now Payra port has allocated some fund from its own resource / Gov. and intend to recruit an Consultant (Individual Consultant) to perform the consulting services for 6 (six) month but may be renewed for another 06(six month) based on the satisfactory performance under Harbour and Marine department of Payra Port Authority.

2.0 Objectives:

The main objectives of the services of Procurement Specialist is to perform the Consulting service on Development Project Proposal (DPP), Procurement Issue, Procurement Plan, Finalizing Procurement documents etc and Tender Such as: DDP Preparation, Tender Processing according to PPR 2008 and PPA 2006 including Tender Document Preparation, Tender Evaluation and other related works for execution and implementation etc. in coordination with other consultant and officials of Payra Port Authority (PPA) for development of the Projects. He or She should responsible to anticipate the potential issues on procurement and must perform the consulting service to concerned Managers Under the supervision of Head of the Harbour and Marine Department.

3.0 Educational Qualifications: The Required Educational Qualifications of the services of the Individual Consultant are:

- Minimum Bachelor Degree in Science, Business or any other related discipline.
- Professional Skills in Procurement, Tender Processing and DPP
- Must be trained in PPR 2008 & PPA 2006

4.0 Practical Experience: The required practical experience of the services of the Individual Consultant are:

- At least 5 (Five) Years work experience in the field of Public Procurement;
- Specialized Knowledge in different areas of Procurement (e.g. Procurement of Goods, Works and Services);
- Knowledge and Understanding of technical, commercial, and legal aspects of Public procurement Rules and Act.
- Knowledge of National and International procurement and development project proposal (DPP) will be given preference.



- Knowledge on e-GP will be given preference.
- Candidate having working experience in public sector development project.
- Fully conversant and possessing skill in MS word, Excel and other software application on procurement monitoring system.
- Fluency in Bengali and English

5.0 Responsibilities: The Consultant needs to perform the following services:

- Preparing overall Procurement Plan and Procurement Schedule;
- Reviewing and anticipating potential issues on procurement and ensuring procurement according to instruction given by authority;
- Updating Procurement Plan, monitoring, reviewing and finalize existing procurement documents;
- Assisting TEC/PEC committees to prepare the tender/proposal evaluation reports;
- Finalizing specifications of Goods and Services, and preparing bidding documents, bidding advertisement etc;
- Preparing Request for Proposal (RFP) documents for appointing zone developers and assisting in evaluation of the bid documents;
- Monitoring procurement of Goods and Services as necessary;
- Preparing International procurement and development project proposal (DPP) as per requirements.

6.0 Counterpart Support: The Payra Port Authority will provide institutional support where necessary. The incumbent should have necessary computer skill to furnish the assignments with his/her own laptop. The office accommodation will be available in the working station of Payra Port Authority (PPA) premises (if necessary).

7.0 Reporting Arrangement: The Consultant will be responsible to the concerned official discharging the procurement functions by PPA under supervision of reporting official or Head of the Department of Harbour and Marine. He will assist to ensure timely completion of all procurement activities in accordance with the procurement plan deadlines.

8.0 Duration of the Assignment and Workplace: Initially for 06 (six) month. It may be extended depending on satisfactory completion of work.

9.0 Payments: All remuneration and fees will be paid in Monthly basis. The payment will be made in BDT. It is noted that the all leaves and absence will be managed under existing government rules and regulations.

NB: The Procuring Entity reserves the right to accept or reject any or all of the EOIs received.

