

**Office of the Project Director
Urban Resilience Project (URP)
Dhaka North City Corporation Part (DNCC Part)**

Memo no: 46.207.000.09.07.145.2018/1267

Date: 26.08.2018

**Request for Expressions of Interest (REOI) for
“Senior Procurement Specialist (National)”
Package No.: URP-DNCC/S-1A**

1. Urban Resilience Project (URP) is a multi-agency project being implemented by four agencies – a) Programming Division under the Ministry of Planning; b) Dhaka North City Corporation (DNCC) under the Ministry of Local Government, Rural Development and Cooperatives; c) Rajdhani Unnayan Katripakhha (RAJUK) under the Ministry of Housing and Public Works; and d) Department of Disaster Management (DDM) under the Ministry of Disaster Management and Relief. To respond to the critical gap in the management of disaster risk in Bangladesh particularly in an urban setting, this project represents the multi-phase national Disaster Risk Management (DRM) program to build institutional capacity to respond and mitigate the impact of earthquakes in the rapidly urbanizing cities of Bangladesh. The objective of the overall engagement is to develop a comprehensive approach to managing earthquake risk through a structured process of knowledge development, education, and planning that involves a wide range of stakeholders to increase their capacity and to build ownership. The specific objective of the project is to enhance national-level and local-level DRM facilities and agencies in Dhaka and Sylhet to effectively plan and respond to urban disasters. This will be achieved by developing disaster response systems, including emergency operations center, interoperability communication systems, rescue and search equipment, and related training and drills etc.
2. The government of the People’s Republic of Bangladesh (GoB) has received a credit for the “Urban Resilience Project (URP)” from the International Development Agency (IDA) and intends to apply part of the proceeds of this credit to pay for procurement of services from national consultants for the role of a Procurement Specialist. As part of his/her duties, the Consultant will assist the Project Management Unit (PIU) in procuring goods, works and services under the project following World Bank guidelines as well as Public Procurement Acts/rules of the Government of Bangladesh.
3. The scope of this Consultancy services include, but not limited to:
 - Preparing and updating the Project’s Procurement Plan (PPP); preparing and publishing all procurement related notices in newspaper, relevant websites etc.
 - Prepare bid documents for the contract packages of the project in consultation with technical staffs, consultants, Project Director and other relevant stakeholders; assisting in opening and evaluation of bids/ proposals, negotiation with Consultants etc.
 - Preparing minutes of the Proposal Evaluation Committee meetings, negotiation meetings, preparing the requests for “no objection” from World Bank,
 - Monitor all bidding / tendering process to ensure fairness and transparency;
 - Preparing final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Consultants, Suppliers, the World Bank and Technical Officers of Ministries);
 - Monitoring and keeping track of the deliverables of consulting services, supply of goods and services to ensure they meet agreed objectives and budget estimates. Recommend payment based on the progress of deliverables;
 - Establish and maintain procurement filing system, and ensure that all related documents are

included in the respective files, to ensure ease of retrieval of information and the ease of following the paper trail of procurement by independent external auditors and authorized agents or the World Bank staff during post-procurement reviews (PPRs);

4. The Qualifications/specialized knowledge/experience required are:
 - i. Minimum B.Sc. in Engineering or Master's in economics/ statistics/ finance/ business administration/ management/ law or other relevant field; Telecommunication background is preferable.
 - ii. Candidates having advanced academic/professional qualification(s) in procurement and supply chain or membership of renowned international institution(s) in the field of procurement/purchasing and supply chain will be given preference;
 - iii. Candidates shall have at least 7 (Seven) years of relevant experience as either a procurement specialist/ consultant or in roles where procurement has been a major part of the job;
 - iv. Knowledge of international organizations'/agencies' procurement guidelines and national public procurement regulations and procedures and e-GP;
 - v. Special training on procurement in line with the World Bank rules would be an advantage;
 - vi. Excellent communication skills in English, both written and spoken, and competency in computer operation (MS Office, Excel etc.);
 - vii. The candidate will be self-motivated, with strong organizational and planning skills with the ability to work independently as a team player and under pressure. He/she will have strong interpersonal communicative skills, and the ability to organize and impart training to the project implementing staff on procurement.
5. Dhaka North City Corporation (DNCC) now seeks applications from eligible applicants to indicate their interest in providing the services. Applicants are required to provide information indicating that they are qualified to perform the services. This should include complete CV with detail information about employment history with duties and responsibilities, academic details, major publications (if any), expected remuneration, contact address including telephone number and e-mail.
6. The Consultant will be selected using the Selection of Individual Consultants method in accordance with the World Bank Guidelines, "Selection and Employment of Consultants under IBRD Credits & Grants by World Bank Borrowers" January 2011 revised July 2014.
7. Interested applicant may obtain Terms of Reference (TOR) upon request from the address below either by e-mail or in person during the office hours (9.00 AM to 5.00 PM) or it can be downloaded from www.dncc.gov.bd.
8. Expressions of interest in hard copy in sealed envelope [(clearly marked "Expression of Interest for Procurement Specialist (National)"] must be delivered to the address below by **September 20, 2018** during office hour.



(Dr. Tariq Bin Yousuf)

Project Director

Urban Resilience Project (DNCC part)

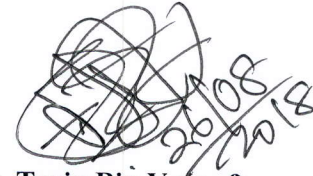
Dhaka North City Corporation

Apt. A-8, House-27, Road-44, Gulshan-2 Dhaka-1212

e-mail: tariqbinyousuf@gmail.com

For kind information and necessary action: (not in according to seniority)

1. Chief Executive Officer, Dhaka North City Corporation.
2. Chief Engineer, Dhaka North City Corporation.
3. Director General, CPTU, IMED, Sher-e-Bangla Nagar, Dhaka with request to publish the notice in CPTU website on or before 28/08/2018
4. Secretary, Dhaka North City Corporation.
5. Additional Chief Engineer, Dhaka North City Corporation.
6. Chief Accounts Officer, Dhaka North City Corporation.
7. Superintending Engineer, Civil/TEC/Electrical/Mechanical, Dhaka North City Corporation.
8. Personal Secretary to Honorable Mayor, Dhaka North City Corporation.
9. Chief Public Relation Officer, Nagar Bhaban, Dhaka North City Corporation. He is requested to publish the EOI notice in at least 2 (Two) widely circulated daily news papers, one in Bengali and one in English on or before 28/08/2018
10. System Analyst, Dhaka North City Corporation for publication of the Notice in DNCC web site on or before 28/08/2018.
11. System Analyst, Local Government Division for publication of the Notice in LGD website on or before 28/08/2018
12. Executive Engineer, Zone – 1, 2, 3, 4 & 5, TEC, Environment, Electrical, P&D, Mechanical, Dhaka North City Corporation
13. Office Copy.
14. File Copy.



(Dr. Tariq Bin Yousuf)

Project Director

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