

**TERMS OF REFERENCES
FOR
PROCUREMENT SPECIALIST (CONTRACT PACKAGE, SD-11A)
URBAN PRIMARY HEALTH CARE SERVICES DELIVERY PROJECT-ADDITIONAL FINANCING
(UPHCSDP-AF)
ADB LOAN NO. 3705-BAN**

1. Background of the Project

The Government of the People's Republic of Bangladesh has received a loan from the Asian Development Bank ("ADB"), Loan no. 3705 BAN and Grant 0607 towards the cost of the Urban Primary Health Care Services Delivery Project-Additional Financing (UPHCSDP-AF) under the Local Government Division (LGD) of the Ministry of Local Government, Rural Development and Cooperatives. The Urban Primary Health Care Services Delivery Project-Additional Financing (UPHCSDP-AF) builds upon three previous urban primary health care (PHC) projects (UPHCP, UPCHP II and UPHCSDP) financed by the Government of Bangladesh (GOB) and the Asian Development Bank (ADB) to further develop and strengthen institutional capacity for sustainable delivery of pro-poor (PHC) services in urban areas through public-private partnership (PPP). The Project will cover a physical network of 45 partnership areas (PAs) in eleven city corporations and thirteen selected municipalities.

2. Planned Procurement of the Project

The planned procurement of the project comprise (i) **civil works** including construction of 8 CRHCCs and 24 PHCCs, expansion of existing facilities for upgrading of 15 PHCCs, renovation and maintenance of 153 existing health care facilities, pilot program for rainwater harvesting at 10 existing facilities, and pilot program for solar energy systems at five selected facilities; (ii) **goods** including (a) Vehicles Hiring-Procurement of Non Consulting Services (1 Jeep, 1 Microbus, 1 Sedan Car) (b) furniture and medicines-administering Framework Agreement for procurement of medicines and medical equipment (by partner NGOs); and (c) ICT equipment, peripherals, and software packages; (iii) **procurement of partnership agreements** with NGO/ private entities for delivering primary health care services in remaining 18 partnership areas; and (iv) **services** including four consulting firms and specialized institutions for (a) surveys and investigations; (b) ICT solutions and urban health management information system; (c) behavior change communication; (d) Project Performance Monitoring and Evaluation, (e) Capacity Development of ULB and (f) action-oriented operations research on selected topics related to public health management, and an estimated 212 person-months (20 international, 192 national) of consulting services are required to (i) facilitate project management and implementation, and (ii) strengthen the institutional and operational capacity of LGD, ULB, and PA NGO staff.

All procurement of civil works, goods and related services will be undertaken in accordance with the ADB's Procurement Guidelines (2015, as amended from time to time). International competitive bidding procedures will be used for PPP contracting of service providers and consulting services value at \$1 million and above. National competitive bidding (NCB) will apply for civil works and supply contracts up to \$1 million. Shopping will be used for procurement of goods and works up to \$100,000.

3. Objective and Purpose of the Assignment

The Procurement Specialist will provide implementation support to the PMU in all aspects of procurement and capacity building support to PIUs to implement the Urban Primary Health Care Services Delivery Project-Additional Financing (UPHCSDP-AF) under Local Government Division (LGD).

4. Scope of Work and Detailed Tasks

In particular the Procurement Specialist will need the following deliverables/output; but not limited to:

(i) Provide support to the PMU on all aspects of procurement;



- (ii) Facilitate the procurement process—arranging public notices, preparing bidding documents, assist to evaluate the bids and establishing a process for different submissions, seeking approval, and managing schedule of procurement processes, attending the selection/procurement committee meetings etc.;
- (iii) Assist in all procurement process and contract management under UPHCSDP-AF. This includes, but not limited to, processing of procurement of goods, works and services such as assist in the preparation and examination of bidding documents, preparation of IFB, evaluation of bids/REOI, etc. leading to timely awarding of contracts;
- (iv) Coordinate procurement activities under the guidance and supervision of the PMU and assist the CC and municipalities (PIUs) and the PA NGOs in managing procurement activities;
- (v) Ensure that capacity building for procurement is carefully synchronized and coordinated with the training provided by other projects and agencies under ADB and other donor-supported projects;
- (vi) Arrange and provide procurement training for PMU and PIUs staff and PA NGOs - (a) Basic Procurement Training on PPR 2008 (b) Procurement Strategy and Planning and (c) Procurement and Logistic Management for UPHCSDP-AF;
- (vii) Advice and support the implementation of PA NGO agreements, equipment and supplies procurement, civil works contracts, office and clinic equipment and supplies, and other goods and consulting services; and
- (viii) Any other related task assigned by the Project Director.

5. Qualification and Experience Requirements

The specialist should have graduation in any related discipline and preferably a master's degree in procurement and supply chain management. S/he must have at least 10 years' experience in the field of procurement, preferably in the health sector. S/he must have demonstrated knowledge of Government procurement policy and procedures, and experience in managing bid cycles, organizing procurement packages, preparation of bidding documents and evaluation of bid proposals. Sound knowledge on procurement regulations for ADB borrowers, ADB's Procurement Guidelines (2015, as amended from time to time) and Guidelines on the Use of Consultants (2013, as amended from time to time) will be required. The consultant is preferred to have practical knowledge on electronic government procurement system of Bangladesh. The consultant must have excellent speaking, reading and writing skills in English and good communication skills.

6. Duration:

The consulting services will require about 12 (twelve) person-months (intermittent) and is expected to start from **1 December 2021** and end by 31 March 2023.

7. Duty Station:

The Procurement Specialist will be stationed in the PMU at Dhaka, Bangladesh and be required to travel to various PIUs as and when necessary.

8. Other Details

The expert will be selected in accordance with the Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers. Interested applicants may obtain further details of the project at the address below or from www.uphcsdp.gov.bd

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