



REQUEST FOR EXPRESSIONS OF INTEREST

Consulting Services – Individual Consultant Selection (Open; National)



Country: Bangladesh

Name Of Project: Recovery and Advancement of Informal Sector Employment (RAISE): Reintegration of Returning Migrants (P174085)

Credit No: IDA-6841 BD

Assignment Title: Selection of Procurement Specialist (1 No.)

Reference No.: 49.04.0000.005.05.032.2020(Part-2)-10, Date: 08 May, 2022

The Government of the People's Republic of Bangladesh has received financing from the World Bank toward the cost of the Recovery and Advancement of Informal Sector Employment (RAISE): Reintegration of Returning Migrants (P174085) and intends to apply part of the proceeds for consulting services.

The Responsibilities/Accountabilities of Procurement Specialist includes, but not limited to, the following:

- Continually update procurement plan for goods, works, and services under the project as and when needed (at least quarterly) through the World Bank's online system- Systematic Tracking of Exchanges in Procurement (STEP)
- Upload and update procurement transactions using STEP
- Prepare Request for Expression of Interest (REOI), Invitation for Bids (IFB), Invitation for Prequalification (IFP), Bidding Document, Request for Proposals (RFP), and Pre-Bid Meeting Minutes as per World Bank Procurement Regulations
- Guide and conduct procurement in accordance with "World Bank Procurement Regulations for IPF Borrowers, (November 2020)"
- Conduct procurement activities under the project using CPTU's e-GP Portal as applicable
- Participating as member of the bid/proposal evaluation committee in evaluation of bids/proposals including following up with Technical Evaluation Committees, compiling and consolidating bid/proposal evaluation reports prepared by the bid evaluation committee before submission to the approving authorities.
- Monitoring the procurement processes to ensure compliance with the approved procurement plan and preparing procurement progress reports on the progress of each procurement package, identifying any bottlenecks and recommending measures for resolution. Submitting monthly, semi-annual, and annual progress reports and other required reports for the Government.
- Guiding and advising the concerned government officials involved with procurement in ensuring that all procurement financed under RAISE project is carried out according to the applicable World Bank Procurement Regulations.
- Reviewing and anticipating potential issues on procurement or any other issues and bringing to the attention of the PD
- Monitoring and keeping track of the deliverables during implementation of goods/works/consultant contracts.
- Building capacity and transferring knowledge to GoB and local staff on procurement by providing regular structured/classroom and hands-on/practical training to a specified number of government staff to be designated by WEWB, with the objective that the specified staff acquire adequate procurement knowledge and hands-on experience to be able to independently carry out the routine procurement tasks by the end of the consultant's contract.
- Support PMU in preparation of necessary documentation and reports and for procurement-related correspondence with the World Bank
- Support PMU to handle and resolve procurement-related complaints
- Closely monitor procurement activities according to the Procurement Plan timeline and the procurement approval process of the Government and take necessary measures or provide suggestions to the Project Director if there is any deviation or delay in the process
- Monitoring and keeping track of the deliverables during implementation of goods/works/consultant contracts.
- Assist in preparing TORs and associated documents as appropriate
- Participate in site visits and report on physical progress, if required
- Any other task assigned by the Project Director/project management as and when required

Deliverables

The key deliverables of the PS will be:

- Complete and regularly updated Procurement Plans.
- Procurement and contract documents (REOI, RFQ, RFP, bidding documents, Contracts etc.)
- Training program and material for procurement training of specified number of government staff designated by WEWB, quarterly reports on the trainings provided by the consultant and the learning progress of each staff. Consultant's performance at the end of the contract will include an assessment of the knowledge and capability of the designated government officials for independently carrying out the routine procurement tasks by the end of the consultant's contract.
- Monthly, semi-annual, and annual procurement progress reports based on format to be agreed with WEWB in consultation with World Bank.
- Quarterly Monitoring reports of deliverables of works, goods and consulting services contracts (progress, quality, completion etc.)
- Procurement documentation and records are systematically maintained so as to be readily available for review and audit.

Place of work: Project office located at Dhaka; however, the consultant needs to do field visits in different districts; if required.**Duration of employment:** 25 months, June, 2022 to June, 2024. Depending on the need of the client and satisfactory performance of the specialist.**Commencement of the Service:** 01 June 2022 (Indicative)The detailed Terms of Reference (TOR) for the assignment can be found in the website: www.wewb.gov.bd "Recovery and Advancement of Informal Sector Employment (RAISE): Reintegration of Returning Migrants" Project under the Wage Earners' Welfare Board (WEWB) is now invites eligible "Consultants" to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short listing criteria are: Educational qualification, experience (general & specific) and knowledge in procurement.

A Consultant will be selected through the 'Open Competitive Selection of Individual Consultants' method in accordance with World Bank's "Procurement Regulations for IPF Borrowers" July 2016, Revised November 2020 ("Procurement Regulations").

The Procurement Regulations can be viewed at the World Bank's external website:

<https://thedocs.worldbank.org/en/doc/17831533065871195-0290022020/original/ProcurementRegulations.pdf>

The attention of interested Consultants is drawing particular to:

- Section III, paragraphs, 3.14, 3.16, and 3.17 of the Procurement Regulations setting forth the World Bank's policy on Conflict of Interest, and
- Section III, paragraphs, 3.21-3.24 of the Procurement Regulations setting forth the World Bank's policy on Eligibility, including the specific pre-requisite conditions to be met for the eligibility, on exceptional basis, of Government officials and civil servants of the Borrower's country under consulting contracts in the Borrower's country.

Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but if they are selected they will be required before signing the proposed contract to provide documentary evidence of having satisfactorily complied with their existing contract's requirements with respect to early termination of the contract by the consultant, including advance notice period, to avoid disruption in implementation of that project.

Further information can be obtained at the address below during office hours [i.e. 0900 to 1700 hours].

Request for Expressions of Interest (REOI) must be delivered in a written form (hard copy)/E-mail to the address below by 15:00 hours Bangladesh Standard Time on 23 May, 2022.



Md. Abdul Wadud

Project Director

Recovery and Advancement of Informal Sector Employment

(RAISE):

Reintegration of Returning Migrants (P174085)

Wage Earners' Welfare Board (Implementing Agency)

Probashi Kallyan Bhaban

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E-mail: pdraise6841@gmail.com, web: www.wewb.gov.bd

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EXPRESSIONS OF INTEREST

Consulting Services – Individual Consultant Selection (Open; National)



Country: Bangladesh

Name Of Project: Recovery and Advancement of Informal Sector Employment (RAISE): Reintegration of Returning Migrants (P174085)

Credit No: IDA-6841 BD

Assignment Title: Selection of Senior Financial Management Specialist (1 No.)

Reference No.: 49.04.0000.005.05.032.2020(Part-2)-11, Date: 08 May, 2022

The Government of the People's Republic of Bangladesh has received financing from the World Bank toward the cost of the Recovery and Advancement of Informal Sector Employment (RAISE): Reintegration of Returning Migrants (P174085) and intends to apply part of the proceeds for consulting services.

The Responsibilities/Accountabilities of Financial Management Specialist includes, but not limited to, the following:

As part of their duties, the Senior Financial Management Specialist will assist the Project Management Unit (PMU) to:

- Maintain register, books, and other records;
- Facilitate classification and analysis of financial information;
- Check and verify bills and cheques;
- Prepare quarterly financial reports for GoB and quarterly Interim Unaudited Financial Reports for the World Bank
- Prepare documents for timely replenishment of IDA funds;
- Manage project expenditures, ensuring full compliance with project rules and procedures;
- Assist in preparation of annual budgets, revised budgets, and financial plans, as well as annual and quarterly disbursement forecasts;
- Review receivables and payables and ensure prompt settlement of payables to the project's vendors and contractors;
- Operationalize computerized accounting system for the project for accurate and timely management of financial resources;
- Prepare disbursement forecast on a monthly/quarterly/yearly basis for the project;
- Attend entry and exit meetings with FAPAD auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of PMU in meeting audit objections;
- Liaise with Accounts Officer (GOB) and both external and internal auditors for facilitating the smooth implementation of the project activities.
- Any other task assigned by the Project Management Unit.

Qualification and Experience Requirements:**a. Academic:**

- Post-graduation in Accounting/Finance/Commerce/MBA or Post-graduation with Accounting credibility;
- Professional accounting qualification such as CA/CMA/ACCA/FCA/FCMA, etc. are preferable;

b. Experience:

- At least 07 (Seven) years of working experience as a Senior Financial Management Specialist in a public/autonomous/international organization.
- Candidates having 05 (Five) years of working experience as a Financial Management Specialist in similar World Bank aided projects and/or other donor agency projects/programs will be given priority.
- Extensive knowledge of Government/Foreign aided budgeting process, fund release, and reporting requirements;
- Extensive knowledge of IDA's financial management and disbursement procedures;
- Conversant with computerized account system;
- Ability to train project staff on financial management system;
- Excellent spoken and written Bengali and English skills and computer proficiency. Experience with Excel is strongly recommended.

Deliverables

The key deliverables of the PC will be:

- Updated financial accounts and register
- Quarterly financial reports
- Quarterly disbursement forecasts
- Processed withdrawal applications to the World Bank
- Documentation related to FAPAD audits

Duration of Employment and Place of Work:

- For period- June, 2022 to July 2024. Depending on the need of the client and satisfactory performance of the specialist, the contract period may be extended through mutual agreement.
- Duty Station: Head office located at Wage Earners' Welfare Board, Project Office, Probashi Kallyan Bhaban, 71-72, Eskaton Garden Road, Dhaka-1000.

Commencement of the Service: 01 June 2022 (Indicative)The detailed Terms of Reference (TOR) for the assignment can be found in the website: www.wewb.gov.bd**Selection Method:**

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