

**Dhaka North City Corporation**  
Office of the Project Director  
Urban Resilience Project-DNCC Part  
House No.: 27, Road No.: 44  
Gulshan-2, Dhaka-1212.

Memo No.: 46.207.000.09.07.073.2017/297

Date: 20-02-2017


**Request for Expression of Interest (REOI) for  
Junior Procurement Specialist (Individual Short Term National Consultant)**

1. The Government of Bangladesh is implementing Urban Resilience Project with the financial assistance of the World Bank (IDA Credit No.: 5599-BD). The main objective of the project is to reduce the Disaster Risk in the project area and Emergency Management during disaster time. The overall goal of the project is to design and operationalise an integrated management system in Bangladesh that will enable the county to plan and respond to both common, everyday emergencies as well as major disasters in an organized and effective manner.

Urban Resilience Project- DNCC Part is now intends to apply a portion of the proceeds to hire the service of a Junior Procurement Specialist (Individual Short Term National Consultant) to accelerate the procurement delivery of the project.

2. There are significant numbers of high value and complex procurements that are being implemented by the project. A Procurement Specialist (Senior National Consultant) is already working who is delivering the key tasks of the procurement for the project. The main function of the Junior Procurement Specialist is to carry out the tasks under the guidance of the Procurement Specialist or Procuring Entity to accelerate the procurement deliveries.
3. Qualifications Requirements for this consultancy services are (i) Minimum B.Sc. Engineering or Masters in economics/ statistics/ finance/ business administration/ management/ law or other relevant fields; (ii) Candidates shall have at least 03 (three) years of job experiences in any reputed organization preferably in the area of procurement and supply chain; (iii) Candidates having training in Public Procurement Rules or Supply Chain Management will be given preference; (iv) Excellent communication skills in English, both written and spoken, and competency in computer operation (MS Office, Excel etc.).
4. Duration of the services would be initially for Six (6) months and based on performance of the services, it may be extended if required by the project.
5. Applicants are required to submit an updated CV with the information of detail academic qualification, previous work experiences and contract addresses. The Consultant will be selected in accordance with the "Selection and Employment of Consultants under IBRD Credits & Grants by World Bank Borrowers" January 2011 revised July 2014. The TOR for this services can be seen and downloaded from the website of DNCC ([www.dncc.gov.bd](http://www.dncc.gov.bd))
6. The deadline for submission of EOI or CV is 20 March 2017, 05.00 p.m. BST. Submission by e-mail is acceptable within the deadline and without any liability of technical trouble. The address of submission is: Dhaka North City Corporation, Office of the Project Director, Urban Resilience Project-DNCC Part, Flat No.: 8A, House No.: 27, Road No.: 44, Gulshan-2, Dhaka-1212., Tel No.: 9858592, Fax No.: 9858598, E-mail: tariqbinyousuf@gmail.com
7. Further information can be obtained from the address mentioned above within the office hour.

8. The Authority reserves the right to accept any or all EIOs without assigning any reason.

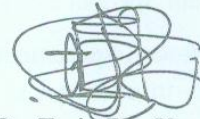
  
(Dr. Tariq Bin Yousuf) 20/02-  
Project Director. 2017

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For kind information and necessary action:

1. Chief Executive Officer, Dhaka North City Corporation.
2. Chief Engineer, Dhaka North City Corporation.
3. Secretary, Dhaka North City Corporation.
4. Additional Chief Engineer, Dhaka North City Corporation.
5. Chief Accounts Officer, Dhaka North City Corporation.
6. Superintending Engineer, Civil/TEC/Electrical/ Mechanical, Dhaka North City Corporation.
7. Personal Secretary to Honorable Mayor, Dhaka North City Corporation.
8. Chief Public Relation Officer, Nagar Bhaban, Dhaka North City Corporation. He is requested to publish the Tender Notice in at least 2 (Two) widely circulated daily news papers, one in Bengali and one in English on or before 25-02-2017.
9. System Analyst, Dhaka North City Corporation for publication of the Notice in DNCC web site on or before 25-02-2017.
10. Executive Engineer, Zone – 1, 2, 3, 4 & 5, TEC, Environment, Electrical, P&D, Mechanical, Dhaka North City Corporation
11. Notice Board
12. Office Copy.

  
(Dr. Tariq Bin Yousuf) 20/02-  
Project Director. 2017



**Terms of References (TOR) for  
Junior Procurement Specialist (National)  
(Individual Short Term Consultant)  
Package No.: URP-DNCC/S-5.3**

**1. Introduction:**

The Government of Bangladesh is implementing Urban Resilience Project with the financial assistance of the World Bank (IDA Credit No.: 5599-BD). The main objective of the project is to reduce the Disaster Risk in the project area and Emergency Management during disaster time. The overall goal of the project is to design and operationalise an integrated management system in Bangladesh that will enable the county to plan and respond to both common, everyday emergencies as well as major disasters in an organized and effective manner. For this purpose, the urban resilience project will (1) set up emergency operations centers (EOCs) and other response facilities aligned with the international standards; (2) out fit them with modern iner-operable emergency communications systems and response equipment; and (3) support the proposed emergency management system with a robust and sustained capacity development program. There are four components of the project which are as below:

- Component A: Reinforcing the Country's Emergency Management Response Capacity.
- Component B: Program on Assessment of Vulnerability of Critical and Essential Facilities and Lifelines.
- Component C: Improved construction, urban planning and development.
- Component D: Coordination, Monitoring and evaluation of the components.

The above four components will be implemented by four agencies of four different ministries. Component A will be implemented by Department of Disaster Management and Dhaka North City Corporation, Component B and C will be implemented by RAJUK and Component D will be implemented by PCMU, Planning Commission.

**2. Objectives of the Consulting Services:**

The Component- A, which are being implemented by the Dhaka North City Corporation, there are a significant numbers of high value and complex procurements that are under way, like Search and Rescue Equipment, Emergency Communication Systems and Construction of Warehouses etc. A Procurement Specialist (Senior National Consultant) is already recruited and working who is delivering the main tasks of the procurement for the project. A junior level Procurement Specialist will be employed to enhance the delivery during the pick load of procurement processing and make possible to accomplish simultaneous functions with an increased man-hour. The main function of the junior Procurement Specialist is to assist the Procurement Specialist and work directly under his guidance and directions.

### **3. Scope of Works:**

The scope of services of the Junior Procurement Specialist will include but is not limited to:

- (i) Assist the Procurement Specialist in regular updating of the procurement plan in offline format or in online system as required.
- (ii) Assist the Procurement Specialist in preparation of bidding documents,
- (iii) Market survey for estimate and specification preparation.
- (iv) Assist the Project Director or Procurement Specialist for documentation and record keeping, reporting of different activities related to the procurement.
- (v) Assist the Procurement Specialist in preparation of Procurement Risk Mitigation Framework.
- (vi) Assist the Procurement Specialist in conducting pre-bid meeting, evaluation meeting, drafting minutes of meeting or different reports/ letters and task of coordination with different units to accelerate the workflow of procurement functions.
- (vii) Assist the Procurement Specialist in checking of bid documents, supporting papers, post qualification or physical verification if required.
- (viii) Monitor bid documents printing and distribution to ensure wide participation.
- (ix) Monitor publication of advertisement in papers or CPTU and DNCC website.
- (x) Assist the Procurement Specialist in preparation of contract documents and signing process.
- (xi) Monitor contract implantation with notice to the Project Director or Procurement Specialist on any early warning situation or indication of contract disruption if any.
- (xii) Any other functions related to the procurement assigned by the Project Director or the Procurement Specialist.

### **4. Reporting Arrangement:**

The Junior Procurement Specialist will be accountable to the Project Director and the Procurement Specialist for discharging his functions. He/she will assist the PD and the Procurement Specialist by ensuring timely completion of the assignments with proper quality and standard.

### **5. Duration of the Assignment:**

Duration of the services would be for 6 (Six) months initially and based on performance it may be extended if required by the project. The contract may be for intermittent services with per day honorarium or continuous with monthly honorarium basis which is suitable for the project.



## **6. Qualifications Requirements:**

- (i) Minimum B.Sc. Engineering or Masters in economics/ statistics/ finance/ business administration/ management/ law or other relevant fields;
- (ii) Candidates shall have at least 03 (three) years of job experiences in any reputed organization preferably in the area of procurement and supply chain.
- (iii) Candidates having training in Public Procurement Rules or Supply Chain Management will be given preference;
- (iv) Excellent communication skills in English, both written and spoken, and competency in computer operation (MS Office, Excel etc.);

## **7. Selection Procedure:**

The Consultant will be selected in accordance with the "Selection and Employment of Consultants under IBRD Credits & Grants by World Bank Borrowers" January 2011 revised July 2014. ~~The selection will be in 3CV method.~~