

Government of the People's Republic of Bangladesh
University Grand Commission
UGC Bhaban, Plot# E-18/A, Agargaon Administrative Area,
Sher-e-Bangla Nagar, Dhaka-1207.

Terms of Reference
for
Selection of Individual Consultant (Junior Procurement Specialist)

September 2025

TERMS OF REFERENCE

OF

JUNIOR PROCUREMENT SPECIALIST

KEY INFORMATION

Name of the Project	Higher Education Acceleration and Transformation Project (HEAT)
Name of the Package	Selection of Individual Consultant (Junior Procurement Specialist)
Package No.	S-40E
Organization	University Grant Commission Bangladesh
Selection Method	Individual Consultant Selection (ICS)
Market Approach	Open - National
Contract Type	Time-Based
Duration of Contract	24 (Twenty-Four) Months
Project site & Duty Station	Dhaka and the Consultant is to travel frequently different sub-projects of universities scattered across Bangladesh.

1. Background of The Project

The Government of People's Republic of Bangladesh (GoB) is being implementing the Higher Education Acceleration and Transformation Project, with the involvement of Secondary and Higher Education Division (SHED) under Ministry of Education (MoE) and University Grants Commission (UGC). The International Development Association, IDA provided financing for the Project.

The Secondary and Higher Education Division of the Ministry of Education is implementing the Higher Education Acceleration and Transformation Project (HEAT) with the objective of carrying out the critical reforms in the higher education subsector of the country. The Government of Bangladesh (GoB) has prepared a Higher Education Strategic Plan 2018-30 that signals a strong commitment by the Government to enhance investments in higher education, comprehensively identifies issues and challenges and recommends solutions.

The World Bank supported the GoB in implementing reforms in the higher education sector through the successful and innovative Higher Education Quality Enhancement Project (HEQEP) Project from 2009-2018, providing a strong basis for future reforms. The Higher Education Acceleration and Transformation (HEAT) project has been prepared by the Ministry of Education (MoE), based on HEQEP's success. The HEAT project became effective in June 2023 with a closing date of December 2027. The World Bank is supporting the project with US\$168.4 million financing.

The project is being implemented by the University Grants Commission (UGC) of Bangladesh. The project development objectives (PDO) are as following:

- (i) to strengthen the emergency response in higher education, improve connectivity and quality of higher education for women, and
- (ii) to enhance higher education's governance, resilience to emergencies, and graduate employability; and
- (iii) in case of a crisis or emergency, respond promptly and effectively to it.

The project is being implemented through the following four components:

- Component 1: Strengthening Regional and Global Partnerships in Higher Education
- Component 2: Transforming Higher Education in Bangladesh
- Component 3: Enhancing Project Management Results Monitoring and Communication
- Component 4: Contingent Emergency Response Component (CERC)

The UGC/Project Management Unit (PMU) is looking for one (01) qualified Junior Procurement Specialist to be engaged under the HEAT project to provide the required inputs and support for the Procurement related activities to be carried out under the project. The GoB's Public Procurement Rules (PPR-2008) and Public Procurement Act (PPA-2006), World Bank Procurement Regulations will be followed for this Service procurement to be undertaken under the HEAT project, including this Selection of Individual Consultant for the position of Selection of Consultant for Technical Expert (Junior Procurement Specialist).

2. Objectives of the assignment

This assignment is aimed at ensuring that sub-project procurement activities are carried out in compliance with the PPA-2006, PPR-2008, e-GP Guidelines, and the World Bank Procurement Regulations, so as to ensure transparency, inclusiveness, and accountability throughout the project lifecycle.

3. Scope of Services, Tasks and Expected Deliverables

The Junior Procurement Specialist will be responsible for:

- a) Assisting Sub-project Manager (SPM) for Preparing Annual Procurement Plan through e-GP system for all goods, works and services to be procured under the sub-project of HEAT Project.
- b) As part of the preparation and updating of the sub-project procurement plans, determine the appropriate procurement method to procure goods, works, services for each contract.
- c) Assisting Sub-project Manager (SPM) for update the Procurement Plan and Procurement Processing Schedule in compliance with the loan agreement and the applicable regulations and reflect those updates in the electronic monitoring systems.
- d) Assisting Sub-project Manager (SPM) for Prepare, review and finalize procurement documents through e-GP system; like bidding document, request for expressions of interest (REOI), request for proposals (RFP), bid and proposal evaluation report etc., for all contracts in accordance with the Public Procurement Act 2006 (including all amendments) and Public Procurement Rules 2008 (including all amendments), e-GP Guidelines (Revised 2025) and the World Bank's Procurement Regulations.
- e) Make necessary arrangements for procuring goods, works and services – including finalizing purchase documents based on user requirements – and ensuring that technical specifications of goods are in conformity with the prescribed standards.
- f) Preparing public notices for inviting offers for the supply of goods, works and services and assist in publishing those notices in different print and electronic media – in conformity with the provisions of the guidelines and the national procurement laws.
- g) Actively participating in all clarification meetings, pre-proposal meetings etc. with prospective bidders / consultants.
- h) Ensuring that sub-project procurement is done in accordance with the provisions of the loan / credit / grant agreement, World Bank Procurement Regulations, and national procurement laws.
- i) Prepare, regularly update, and share with the local office of the World Bank the Procurement Performance Monitoring Report (PPMR) for mitigation of procurement risks.
- j) Prepare and submit quarterly procurement report, in the format agreed with the local office of the World Bank and in accordance with the provisions of the loan agreement of the project – under the guidance of Project Director.
- k) Assisting the sub-project in carrying out all activities related to contracting including negotiation, signing, and performance of contracts.

- l) Reviewing procurement related documents such as tender documents, tender evaluation reports, contract documents etc. to ATF (Academic Transformation Fund) recipient universities.
- m) Communicate with ATF (competitive grant) recipient universities and implement the procurement accordingly as per approved procurement plan of the Institutional Development Grants (IDG) and ATF recipient universities.
- n) Conducting regular site visits to provide support and supervision to ensure that procurement regulations are complied with and procurement contracts are fully implemented in IDG and ATF (competitive grants) recipient colleges.
- o) Arrange for training to personnel of IDG and ATF (competitive grant) recipient universities on the job training and organize procurement workshops and seminar if necessary.
- p) Guide / assist the sub-project managers in handling procurements related complaints / grievances.
- q) Carry out any other relevant duties that may be assigned by the Project Director and Chief Implementation Officer.

4. Qualifications and Experience (shortlisting criteria)

a) Academic:

- At least Bachelors in Engineering, or Masters in procurement/commerce or other relevant fields.
- Advance professional certification/degree in procurement from any recognized institution like MCIPS/CPSM will be considered as added qualifications.
- Training in public procurement management from a recognized institution will be preferred.

b) Experience:

- He/she should have 12 (Twelve) years of Hands-on experience in the field of public procurement management.
- He/she should have 5 (Five) years of public procurement experience as Junior Procurement Specialist or similar role in the World Bank, ADB or other development partners financed projects for managing procurement of Goods, Works and Service. However, experience with World Bank financed development projects would be preferred.
- Hands-on experience in managing all steps in the procurement process with electronics government Procurement (e-GP) system, including procurement planning, preparation of bidding/contract documents, bid evaluation, contract award and implementation monitoring of procurement of goods, works etc.
- He/she should have sound understanding of principles underlying good procurement practices, procurement guidelines of international agencies and procurement rules and procedures of the Government of Bangladesh (PPA'06, PPR'08, World Bank Procurement Regulations, e-Government Procurement).
- He/she should have the ability in computer operation with experience of working independently and should have excellent communication skills in English, both written and spoken.



5. Reporting Requirement

The key deliverables of the Junior Procurement Specialist will be:

- Prepare Monthly, semi-annual, and annual Sub-project procurement progress reports based on format to be agreed with PMU/UGC in consultation World Bank.
- Submit Quarterly Monitoring reports of Sub-project deliverables of works, goods, and consulting services contracts (progress, quality, completion etc.)
- Sub-project Procurement documentation and records are systematically maintained to be readily available for review and audit.

6. Duration of Assignment

The initial contract (time-based) will be for 24 (Twenty-Four) months as full-time basis, renewable based on satisfactory performance review, compliance with deliverables and project needs. The specialist will report to the Project Director and work in close coordination with the PIU, relevant government agencies, and World Bank task team.

7. Duty station

The duty station of the individual consultant will be project office located at Dhaka. However, consultant is to make site visits frequently to the sub-projects of various Public and Private Universities for providing the technical supports in keeping with obligations as delineated in the scope of services and as instructed by the PIU.

8. Institutional Arrangement

The Consultant will work under direct supervision of the Project Director (PD), HEAT Project. S/he will report directly to the PD or a senior official designated by the PD and will work with close collaboration with other officials/ subject matter specialists, sub-project managers of sub-projects of different universities deployed at the Project Implementation Unit (PIU).

9. Selection Procedures

The Consultant will be selected using Individual Consultant Selection (Open-national) method following the World Bank Procurement Regulations for IPF Borrowers, Sixth Edition February 2025.

