

Government of the People's Republic of Bangladesh
Local Government Engineering Department

OUTLINES OF TERMS OF REFERENCE

Name of the Project:	Digitizing Implementation Monitoring and Public Procurement Project (DIMAPPP)
Type of Contract:	Consulting Firm
Service Name:	Consulting Services for Capacity Development of LGIs and LGED
Package No.	LGED/S-04

1. Background

The Government of Bangladesh (GoB) has started digitizing the implementation monitoring including Public Procurement through Digitizing Implementation Monitoring and Public Procurement Project (DIMAPPP) with World Bank's technical assistance. The project is being implemented by Implementation Monitoring and Evaluation Division (IMED) of the Ministry of Planning through its Central Procurement Technical Unit (CPTU). In consideration of the geographical spreading of most Local Government Institutions (LGIs) across the country and previously proven experience of implementing e-GP, Local Government Engineering Department (LGED), through a Memorandum of Understanding (MoU) with the CPTU, will implement expansion of the scope of e-GP to these institutions.

The Government of Bangladesh (GOB) has specific priority for capacity development in the public sector procurement under its reform program. DIMAPPP is taken to improve public procurement performance and enhance capacity for monitoring of development program/projects. Among the four components of DIMAPPP one of the major components is Enhancing Digitization of Public Procurement. Government has already taken initiative to digitize public procurement by introducing e-GP for last 7 years within the targeted organizations; those procure a lot using public fund such as LGED, RHD, BWDB & REB. Now the Government Policy is to make e-GP mandatory to all organizations for all types of procurement.

Collectively all LGIs procure a lot using public fund. For enhancing digitization of public procurement, it is necessary to introduce e-GP within these institutions/organizations. To achieve this target, capacity development of LGIs staffs are necessary. LGED has been implementing comprehensive procurement training and e-GP training program for its different category staffs who are procurement practitioners. LGED started in-house procurement training since enactment of public procurement regulatory framework and started in-house e-GP training since LGED selected as the target agency for e-GP implementation. It is necessary to build up a good number of procurement trained officials for both LGED and LGIs covering simple to complex public procurement, which is the target achievement of Government through this project. Specifically according to the said project component, LGED will further expand the existing comprehensive capacity development

program for LGED and LGI's. Under DIMAPPP, LGED's responsibility is to assist 888 procuring organizations of LGIs covering 327 Municipalities (Pourashavas), 61 Zila Parishads (excluding three districts under Chittagong Hill Tracts), 491 Upazila Parishads and 9 City Corporations (excluding two City Corporations of Dhaka). LGED is expecting to train about 1500 staffs of LGED, 4000 staffs of LGIs and 2000 bidders totaling more than 32000 trainee days in the proposed capacity development program. These huge activities will be conducted by Procurement Unit of LGED and a consulting Firm experienced with the comprehensive training management capacity will co-ordinate and operates these activities.

2. Objectives of the Assignment

The objective of the assignment is to develop and enhance the capacity of:

- (i) the LGI officers, staffs and public representatives and also the tenderers through twenty two (22) LGED Resource Centres situated throughout the country and the LGED e-GP training rooms at LGED Headquarters to facilitate the implementation of Electronic Government Procurement (e-GP) in 888 Local Government Institutions (LGIs).
- (ii) the LGED officers and staffs as well as the tenderers on Electronic Contract Management System (e-CMS) implemented in Local Government Engineering Department (LGED).

3. Scope of Services

This task involves overall capacity enhancement of LGED and LGIs by implementing a comprehensive capacity development program. The main task under this contract will be the management of training in 22 LGED e-GP resource Centre and LGED Headquarters using available local resource persons. The details of Training Program are as follows:

Sl No	Name of the Training Course	Training Duration in Days	Batch Size per Training	Nos of Batches	Total Trainees	Venue/Target Trainee
1	e-GP TOT Training	5	20	10	200	LGED HQ/ LGED Officials
2	e-GP Training	4	20	200	4000	22 LGED e-GP RC/LGI Officials
3	e-CMS Training	2	20	75	1500	LGED HQ/ LGED Officials
4	e-GP Beginners/ Refreshers Training	4	20	20	400	LGED HQ/ LGED Officials
5	e-GP Tenderers Training	1	20	100	2000	22 LGED e-GP RC/LGI Officials
6	PPR (Public Procurement Rules) Training	2	30	100	3000	LGED HQ/ LGED & LGI Officials
7	ICT Training	2	20	66	1320	22 LGED e-GP RC/LGI Officials

The detailed of training programs are explained below:

1) e-GP TOT Training (5 days):

Consultant will provide TOT (Training to Training) to selected LGED officials. These LGED officials are selected ones who are competent and good practitioners of e-GP and also have experience and sound knowledge in public procurement and e-GP. Consultant will mainly use e-GP training rooms at LGED HQ as training venues.

2) e-GP Training (4 days):

e-GP training is mainly the practical hand-on exercise in e-GP Training Portal. To implement e-GP within LGIs, introduction and hands-on training on e-GP Portal are required for users. Under this training, Consultant shall provide training to the individuals who are procurement practitioner or potential to get involved in procurement process in future in selected Procurement Entity (PE) offices in LGIs. The course contents include preparation of Annual Procurement Plan (APP) and how to publish it, preparation of online Tender Notice and Tender Document for Goods or Works, formation of Evaluation and Opening Committee, publication of Tender Notice in online, Tender Preparation and Submission procedure, Tender Opening and Evaluation procedure, Contract Award procedure and general issues for use of e-GP Portal. Consultant will arrange hands on training where trainees will exercise on mirror website of e-GP Portal which is known as e-GP Training Portal. Consultant will provide training in LGED e-GP Resource Centres (22 Nos.) as training venues.

3) e-CMS Training (2 days):

e-CMS training is also the practical hand-on exercise in e-GP Training Portal. The course contents include online Contract Management which focus on Commencement Date inclusion, preparation of Work Plan and Progress Report, preparation of online Invoice and Payment disbursement, Variation Order, Time Extension, Performance Security extension and release, Contract closeout and Contract Termination. The course is targeted to train the personnel involved in contract management process in selected PE offices of LGED. Consultant will mainly use e-GP training rooms at LGED HQ as training venues.

4) e-GP Beginners/Refreshers Training (4 days):

e-GP Beginners / Refreshers training is mainly the practical hand-on exercise in e-GP Training Portal. The basic requirement, function and course contents of e-GP Beginners/Refreshers Training is same as e-GP Training, only the difference is in target participants group. The course is targeted to train the newly joined officials of LGED who have not yet receive any e-GP Training and officials of LGED who have received the e-GP training past but requires refresher training. Consultant will mainly use e-GP training rooms at LGED HQ as training venues.

5) e-GP Tenderers Training (1 day):

e-GP tenders training is the practical hand-on exercise in e-GP Training Portal by the Tenderer/Bidder. The course contents include online Tender Preparation and Tender Submission. The Tenderer/Bidder will also gain sufficient knowledge about how to

prepare a tender properly and what are the reasons and shortfall for a tender to be evaluated as nonresponsive. Consultant will mainly use LGED e-GP Resource Centres (22 Nos.) as training venues.

6) PPR Training (2 days):

PPR training is mainly the basic training on public procurement. The course contents include public procurement acts (PPA) and public procurement rules (PPR) for procurement of goods, works, non-consultant services and consultant services. The course is targeted to train the personnel involved in procurement process in selected PE offices of LGED and LGIs. This training would focus on different important acts and rules of PPA'2006 and PPR'2008 and their application on public sector. Consultant will mainly use e-GP training rooms at LGED HQ as training venues.

7) ICT Training (2 days):

ICT (Information and Communication Technology) training is mainly the practical hands-on exercise on basic software operations. The course contents include basic operation of Microsoft Office tools (i.e. MS Office, MS Excel and MS Power Point), Bangla typing with the help of Unicode fonts, introducing important website and general e-mail functions. The course is targeted to train the personnel of selected PE offices of LGED and LGIs, who need to develop computer skills and use e-GP Portal as part of their involvements in procurement. Consultant will mainly use LGED e-GP Resource Centres (22 Nos.) as training venues.

4. Timeframe

The training and related activities will be conducted during the whole project period, which is expected to end in 30 June, 2022.

5. Minimum number of Team members, Tasks and Qualifications of Consultant:

Key Experts: Key Experts shall consist of one (1) Team Leader/Central Training Coordinator and seven (7) Regional Training Coordinators. Consultant shall submit CVs of only Key Experts. Key Experts' CVs will be evaluated during the technical evaluation.

Non-Key Experts: Besides above Key Experts, there will be need of Non-Key Experts who will provide support (e.g., Supporting Assistants and other staff) and will be needed by the consultant for carrying out the assigned Services as per the TOR. Supporting staff will not be evaluated as part of technical evaluation.

The Consultant shall engage qualified, experienced and competent Key Experts to deliver the Services. It is estimated that about **342 staff-months** ($= 1 \times 48 + 7 \times 42$) of Key Experts, who are national professional, input will be required to complete the Services.

The detailed of the Key Experts positions with tentative staff-month breakdown for each position, qualifications, experiences and competency requirement for the Services as well as relevant responsibilities are described as follows:

(a) The Roles responsibilities and qualifications of the Team of consultants

Title	Staff-Month	Required Education Qualification & Experiences	Responsibilities
(1) Team Leader/Central Training Coordinator - 1 no. (National-Key Experts)	48 months	<p>The Team Leader / Central Training Coordinator should have</p> <ul style="list-style-type: none"> (i) a Minimum Master's Degree in any discipline from any reputed University with a minimum of 10 years of professional experiences, out of which 5 years' experience in training management activities. (ii) proficiency in computer skills with Microsoft Office tools (Word, Excel, Power Point) and Internet tools are the basic requirement. (iii) Language proficiency in speaking, reading and writing both in English and Bangla. 	<p>The roles and responsibilities of Central Training Coordinator/Team Leader includes but not limited to the following activities:</p> <ul style="list-style-type: none"> (i) Work under supervision of the Procurement Unit Officials in respect of training activities. (ii) Prepare and Implement annual training calendar, training modules and training budget for Trainings activities of LGED and LGIs under DIMAPPP. (iii) Take initiative to necessary approval of each training courses under DIMAPPP from competent authority of LGED. (iv) Select competent resource persons for conducting each training sessions. (v) Visit to LGED e-GP Resource Centers as per requirement basis. (vi) Prepare the procedure and format for submission of monthly, quarterly and annual progress reports from LGED e-GP Resource Centers. (vii) Prepare the format of Training Certificates for different training programs.

Title	Staff-Month	Required Education Qualification & Experiences	Responsibilities
			<p>(viii) Provide assistance to the Regional Training Coordinator regarding implementation of training activities.</p> <p>(ix) Gather feedback from trainers and trainees after each training session.</p> <p>(x) Evaluate the Trainees after each training session;</p> <p>(xi) Research and recommend for new training methods.</p> <p>(xii) Perform as a Training Coordinator for the training programs to be held at LGED HQ.</p> <p>(xiii) Perform as a Coordinator for arranging the procurement related meeting/seminar/workshop as and when required for LGED under DIMAPPP to be held at LGED HQ and or LGED e-GP Resource Centers.</p> <p>(xiv) Perform any other training related task assigned by the Executive Engineer (Procurement), LGED.</p>

Title	Staff-Month	Required Education Qualification & Experiences	Responsibilities
(2) Regional Training Coordinator - 7 Positions (National-Key Experts)	42 months each for 7 positions	<p>The Regional Training Coordinator should have</p> <ul style="list-style-type: none"> (i) a Minimum Master's Degree in any discipline from any reputed University with a minimum of 5 years of professional experiences, out of which 2 years' experience in training management/office management activities. (ii) Proficiency in computer skills with Microsoft Office tools (Word, Excel, Power Point etc.) and Internet tools are the basic requirement. 	<p>The roles and responsibilities of Regional Training Coordinator (RTC) includes but not limited to the following activities:</p> <ul style="list-style-type: none"> (i) Work under supervision of the Central Training Coordinator in respect of training activities. (ii) Prepare division wise list of LGED and LGIs staff as participants to take different training under DIMAPPP according to their needs. (iii) Prepare training schedule and budget for each training courses at LGED e-GP Resource Centre under DIMAPPP. (iv) Ensure the training environment at e-GP Resource Centres under his jurisdiction before starting a training program. (v) Ensure the presence of resource persons and participants in each training program by proper communication with them. (vi) Make available all necessary training materials (i.e. Training books/manuals, training bags, file, pad, pen, banner etc.) before starting a training program. (vii) Necessary arrangements for training inauguration and closing session.

Title	Staff-Month	Required Education Qualification & Experiences	Responsibilities
			<p>(viii) Make necessary arrangements of refreshment (i.e. tea, snacks, lunch etc.) for resource persons and participants.</p> <p>(ix) Gather feedback from trainers and trainees after each educational session.</p> <p>(x) Evaluate the trainees after each training session;</p> <p>(xi) Prepare & ensure distribution of Training Certificates for each participant who has successfully completed the training before their departure.</p> <p>(xii) Prepare an actual expenditure of each training program and ensure to submit it LGED authority within 7 days after training closing.</p> <p>(xiii) Prepare monthly, quarterly and annual progress reports stating activities and tasks of training with the guidance of Central Training Coordinator.</p> <p>(xiv) Prepare monthly expenditure status stating operation and maintenance of LGED e-GP Resource Centre under his jurisdiction with the guidance of LGED local authority.</p> <p>(xv) Properly maintain training related all types of expenditure and records.</p>

Title	Staff-Month	Required Education Qualification & Experiences	Responsibilities
			<p>(xvi) Manage and maintain in-house training facilities and equipment of LGED e-GP Resource Centre under his jurisdiction.</p> <p>(xvii) Any other training related duties and responsibilities as assigned by the Executive Engineer (Procurement), LGED.</p>
(3) Support Assistants - 8 Positions (Non-Key Experts)	48 months (for 1 position) and 42 months each (for 7 positions)	The Support Assistants should be minimum Class Eight Pass with minimum 2 years relevant works experience.	<p>The Support Assistant shall:</p> <p>(i) Perform the duties as per the instruction of the concern authorities.</p> <p>(ii) Carry files, reports, letter etc.</p> <p>(iii) Assist the Central/Local Training Coordinator for all training related activities.</p> <p>(iv) Operate the photocopier/fax as per the instruction of concern authority.</p> <p>(v) Accountable for his all activities to the local and Project Management authorities.</p> <p>(vi) Keep clean training rooms.</p> <p>(vii) Receive telephone, intercom etc. if necessary.</p> <p>(viii) Any other duty assigned by the Authority.</p>

(b) Competencies of the Team of Consultants:

- (i) Possess interpersonal and communication skills;
- (ii) Possess analytical, reporting and writing abilities skills;
- (iii) Openness to change and ability to receive/integrate feedback;
- (iv) Ability to plan, organize, implement and report on work;
- (v) Ability to work under pressure and tight deadlines;
- (vi) Outstanding communication, project management and organizational skills;
- (vii) Demonstrates integrity and ethical standards;
- (viii) Positive, constructive attitude to work;
- (ix) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

(c) Language requirements of the Team of Consultants:

- (i) Ability in written and spoken both English and Bangla.

(d) Consultancy Deliverables:

- (i) Training Plan and Budget under DIMAPPP
- (ii) Annual Training Calendar under DIMAPPP
- (iii) Need based Reports after completed each training course

6. Implementation Arrangements:

The consultant will undertake the capacity development task in consultation with the client. The consultant under the direction of Executive Engineer (Procurement), LGED will explore different suitable options for the delivery of the courses at LGED HQ and LGED e-GP Resource Centers (22 Nos.) to cover the wide range of training needs.

The individuals shall work as a team under the leadership of the Central Training Coordinator/Team Leader who will report to the Executive Engineer (Procurement), LGED for day to day functions. The Consultant will submit monthly progress report on the activity planned and performed, for the month under reporting to the Executive Engineer (Procurement), LGED. The Regional Training Coordinator will work under the guidance of the Executive Engineer (Procurement), LGED and local Authority of LGED for day to day functions. The duty station of the Regional Training Coordinator will be the divisional headquarters except in Mymensingh.

7. Resource Person:

The main task under this Contract will be the management of training of LGI officials of 888 procuring organizations and LGED officials in 22 LGED e-GP resource Centre and LGED Headquarters using available local resource person (trainer). As most of the

activities of the Services involve training related to Electronic Government Procurement (e-GP), it is expected that the resource person (trainer) should have minimum Bachelor Degree in any discipline of Engineering or Masters in Procurement or equivalent with sufficient experiences on national e-GP portal, e-GP system, guidelines, Public Procurement Act and Rules of Bangladesh. The resource persons should also have preferably three (3) weeks training on Procurement of Goods, Works and Services or similar courses. LGED shall have every right to evaluate the performance and qualifications of the resource persons.

8. Obligation/Facilities to be provided by the Consultant:

The Consultant will be fully self-sufficient in terms of supplies, communications, computers and transport during the contract period except those mentioned to be provided by the Client. Trainers and other manpower assigned by the Consultant will be readily available throughout the period of the assignment and shall discharge his/her responsibilities with due diligence and to the expected professional standards, skills and integrity.

Besides the responsibilities of the key staffs mentioned in section 5(a), the Consultant shall:

- (i) Prepare and implement annual training calendar, training modules and training budget for trainings activities for LGI and LGED officials under DIMAPPP.
- (ii) Make available all necessary training materials (i.e. Training books/manuals, training bags, file, pad, pen, banner etc.) before starting a training program.
- (iii) Make necessary arrangements for training inauguration and closing session.
- (iv) Make necessary arrangements of refreshment (i.e. tea, snacks, lunch etc.) for resource persons and training participants.
- (v) Pay resource person (trainer) fees and allowances of participants and provide participants the training certificate who have successfully completed the training and ensure to distribute the certificate during closing session.
- (vi) Take the responsibility of operation and maintenance of each resource center during their contract period after the refurbishment of the resource centres by the Client.
- (vii) Ensure the training environment at each e-GP Resource Center before starting a training program and make necessary arrangement (like all kinds of logistic support, readiness of the training rooms/venue etc.) before start of training session.
- (viii) Conduct internet based training program (like e-GP training, ICT training etc.) by providing internet facility. For internet connectivity, Consultant shall make contract with local internet service provider for each Resource Center and maintain the internet service through the service provider during the training period as required.
- (ix) Ensure uninterrupted power supply by using generator installed by the Client.

- (x) Arrange procurement related meeting/seminar/workshop for LGED under the project as per direction of the Client.
- (xi) Not disclose information, materials and documents, as be deemed as confidential, to any person or group without written permission of the Client and return all such information, materials and documents to the Client within the Contract period or before finalizing the report.
- (xii) The Client shall share all training reports with LGED focal points, concurrently with a copy to the Central Procurement Technical Unit (CPTU) and the World Bank Task Leader (TL) of DIMAPPP.

9. Obligation/Facilities to be provided by the Client:

- (i) The Client will refurbish its 22 e-GP Resource Centers located at LGED district offices distributed evenly throughout the Country. Each e-GP Resource Center will be equipped with necessary furniture and IT equipment to facilitate training for 20 participants per batch by the client.
- (ii) The Client will provide all available information, materials and documents (i.e. existing training materials, manuals and reports) for smooth implementation of the assignment. The Client will also facilitate access to other Government offices, private and public enterprises as appropriate. LGED professionals will also be available as requirement to enable the Consultant to carry out the assignment efficiently.