

Government of the People's Republic of Bangladesh
Local Government Engineering Department
Program for Supporting Rural Bridges (SupRB)
Terms of Reference (ToR)
for
Program Team Leader

1. Background of the Program:

The Government of Bangladesh has received a loan from the World Bank (WB) toward the cost of the program titled "Program for Supporting Rural Bridges (SupRB)". The program will be implemented by the Local Government Engineering Department (LGED) through the Project Director's Office and contract administration of civil works will be carried out by LGED District/Upazila offices. The program will be implemented in total 61 districts out of 64 districts of the country, except three hill districts at a cost of USD\$614million. World Bank has a commitment to contribute in reducing the maintenance backlog of rural bridges by funding the proposed Program for Supporting Rural Bridges (SupRB).

The program Components include (i) Major and minor maintenance of 85,000 meters of bridges, rehabilitation of 24,000 meters of bridges, Capacity Expansion (Widened) of 5000 meters of rural bridges, replacement or newly construction of 20,000 meters of bridges, technical, fiduciary, procurement, social and environmental capacity improvement of LGED including design and implementation of climate resilient bridges, and establishment and operationalize of Grievance Redress System (GRS). This program will provide continuous connectivity between agricultural production areas, growth center and rural markets located in the program area and enhance earnings opportunities creating uninterrupted access to the commercial institution and basic services like health and education of the rural poor. The impact of the program will be reduced poverty in the intervention area.

The Program has two parts. Part-A is Program for Results (PforR) (USD-393million) and Part-B is Investment Program Financing (IPF) (USD-32 million). PforR is output based and will be linked to the achievement of the Disbursement Linked Indicators (DLI). Program funds for Part-A (PforR) will be directly disbursed to the government treasury upon achievement and verification of results. The controller General of Accounts (CGA) will be responsible for maintaining the program accounts and reporting through iBAS/iBAS++ systems. Program funds for Part-B (IPF) will be directly disbursed to impressed account and report-based disbursements using interim unaudited financial reports will serve as basic withdrawal of funds from the IDA credit.

To manage the activities of the program one Program Team Leader will be hired as individual consultant

2. Objective of the Assignment

The Team Leader will supervise all aspects of program implementation and work in close cooperation with the PD PMO and other relevant staff. The objective of the assignment is to: (i) support Project Director (PD) in planning, coordinating and monitoring Program implementations with due quality assurance for all activities of the Program; (ii) Lead and supervise implementation of all physical works in close collaboration with the other consultants and (iii) Lead and supervise all consultants activities (both individuals and firms) .

3. Overall Scope of Services

The scope of the assignment typically include, but not be limited to, the following:

- Planning, coordinating and monitoring program activities;
- Support the delivery of quality project outputs through quality preparation of annual and quarterly work plans, including budgets;
- Provide communication support on the project to LGED Management and Development Partners;
- Ensure that the inputs of Consultants are relevant to the activities, and the activities are relevant to the results and ensure that value for money is observed throughout the project implementation, including compliance to guidelines for allowable expenses at established rates;
- Plan the activities of the Consultants and monitor progress against the approved work-plan and budget;
- Mobilize equipment, goods and services, training and so on to initiate activities, including drafting terms of reference, work specifications and overseeing all consultants' work;
- Monitor events as determined in the project monitoring schedule plan, and update the plan as required;
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Manage and monitor the project risks initially identified and progressively provide management updates and submit new risks if any to the LGED management for consideration and decision on possible actions if required. He/she will update the status of these risks by maintaining the project risks log at the RBMU;
- Prepare quarterly advances and submit timely to Project Director;
- Prepare and submit financial, narrative and annual reports timely to PD and the Development Partner;
- Timely facilitation of decision making processes for the project;
- Effective project management and reporting on results quarterly and annually;
- Capture project related lessons, best practices and success stories documented as implementation continues;
- Arrange field visits for Consultants;
- Lead and supervise all consultant teams and individual of the program;
- Coordinate and consult with LGED and concerned stakeholders regularly;
- Monitor the progress and outcomes of the program;
- Prepare implementation plan for the rural bridges construction and maintenance;
- Review and monitor progress of the design and monitoring framework;
- Review and monitor progress with respect to Program Action Plan & Results Framework of Program Appraisal Document;
- Monitor the progress on fulfilling loan covenants if any and advice Project Director (PD) on any issues;
- Assist the PD in planning, coordinating and monitoring Program implementation with respect to DLI (Disbursement Link Indicator) achievement;
- Assist the project director in the preparation of detailed budget for all program activities, and in Program financial management control.
- Advise and assist the project director in preparing a detailed Program implementation plan and Annual Plans of Operation which will include training activities, taking account of the need for timely completion of preparatory tasks, and of the improvement and up-grading imposed by the monsoon season;
- Prepare and operate monitoring plan and reporting system on the performance of planned improvement and upgrading of bridges in the Program area;
- Assist the project director in establishing effective bridge improvement and maintenance planning and implementation procedures in the Program districts and assist the PMU staff to monitor the procedure for selection of structure with respect to Program Appraisal Document & Program operation Manual;
- Act as resource person/ facilitator in different training course if required;
- Advise on the coordination of Program activities with relevant units and cells in LGED, and liaise with other development partners', in order to ensure that the Program contributes to strengthening institutional capability in LGED;
- Prepare consolidated Monthly, Quarterly and Annual reports. At the end of the assignment, prepare consolidated final report.

- Assist the PD in contract administration and management of the Program;
- Assist for getting approvals from concerned authorities for any redesign of bridges.
- Monitor closely and regularly the progress of work and advise the contractor about corrective measures. Advise contractor to avoid and/or reduce the risk in case of any emergency.
- Assist the PD in Third Party Verification process & prepare all documents for DLI (Disbursement Link Indicator) verification.

4. Duration of the Assignment

Duration of the assignment will be 48(forty eight) months. It is expected to start from February 2019.

5. Required Qualification and Experience:

Educational Qualifications:

- Bachelor's degree in Civil Engineering with post graduate degree in Transportation/Highway/ Structural/Pavement/Geotechnical Engineering. Contract/Construction Management degree will be preferred.

Experience:

- Minimum 25(twenty five) year of general experience out of which 20 (twenty) year of experience in planning, project management and implementation of rural infrastructure construction and maintenance works;
- At least 5 (five) year experience as a TL/PM. Experience of bridge construction and maintenance project financed by Multilateral Financing Institution will be an added advantage;
- He should have proven working experience in assisting large foreign funded projects preferably World Bank, JICA, ADB, KfW, IFAD, or other similar financiers.
- He should have proven leadership and project management capability, personnel management and interpersonal skills, work skills in multi-disciplinary and multi-cultural team environments, excellent report preparation skills with computer literacy.
- Excellent written and oral communication skills in English, to deliver technical financial documents and reports.

7. Institutional Arrangements

The individual Consultant will work directly with the Project director of the 'Program for Supporting the Rural Bridge program') and support the officials of LGED at PMU LGED Headquarters, in order to achieve the objectives of the program.

8. Logistics and Facilities provided by Client

LGED may provide Computer/Laptop, printer and necessary consumables. LGED also provide office accommodation and necessary support staffs like computer operator, Office support staff. All payments of necessary support staffs may be made from specialist monthly payment as reimbursable item.

9. Reporting Requirements

The consultant's will submit the following reports to LGED:

- 9.1 Inception Report: Inception Report within 30 days of mobilization. The report will provide details for procurement activities with specific detail for the initial 12 months including work plan;
- 9.2 Monthly Report: summarizing briefly the accomplishment over the previous month including details progress (soft & hard component mentioning in PAD), capacity building and training, and consultant's activities, any issues related with achievement of DLI(Disbursement Link Indicator) and resolution of these, and a work plan for the following month;
- 9.3 Quarterly Reports: summarizing briefly the accomplishment over the previous three months including details progress (soft & hard component mentioning in PAD), capacity building and

training, and consultant's activities, any issues related with achievement of DLI(Disbursement Link Indicator) and resolution of these, and a work plan for the following three months;

9.4 Half-Yearly Reports: summarizing briefly the accomplishment over the previous six months including details progress, capacity building and training, and consultant's activities, any issues and resolution of these, and a work plan for the following three months;

9.5 Annual Reports: Annual reports covering all details of the Quarterly Reports summarizing all activities to date, any issues and methods for resolution of these, and planning to achieve future targets;

9.6 Task Completion Report: The consultant will submit the Draft Task Completion Report (DTCR) after completion of services but within two months of contract end.

Final Task Completion Report: After approval of the Draft Task Completion Report (DTCR), the consultant will submit Final Task Completion Report (FTCR) within the contract period.

10. Selection Method

Selection of the Procurement Specialist will follow the procedures for selecting Individual Consultants described in the "The World Bank Procurement Regulations for IPF Borrowers, Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 revised in November 2017."