



**ACCELERATING TRANSPORT AND TRADE CONNECTIVITY IN EASTERN SOUTH ASIA (ACCESS) – BHUTAN PROJECT**

**REQUEST FOR EXPRESSION OF INTEREST (REoI)**

For

**Hiring Individual Procurement Specialist (PS) for GovTech**

1. Royal Government of Bhutan has applied for financing from the World Bank towards the cost of the proposed **Accelerating Transport and Trade Connectivity in Eastern South Asia (ACCESS)-Bhutan Project**, to be implemented partly the Government Technology (GovTech) Agency, and intends to apply a part of the proceeds of this financing for the services of hiring of Procurement Specialist.

**2. SCOPE OF SERVICES**

As a key member of the ACCESS PMU, the Procurement Specialist will perform the following duties/tasks (ToR):

- 2.1. Develop and maintain a procurement calendar, listing events in procurement and contract management cycle for each works, goods and services package; remind the Client of the necessary actions to be taken for each event and assist in taking these actions; monitor activities following the agreed procedures and within approved budget, schedule, and scope.
- 2.2. Prepare and update the Project Procurement Strategy Document (PPSD) for the PMU, GovTech in consultation with the World Bank.
- 2.3. Prepare and regularly update the Procurement Plan(s) of the PMU, GovTech and process procurement transactions through the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) system. Monitor the progress of activities according to the Procurement Plan.
- 2.4. Upload the documents onto STEP and ensure that all relevant policies are followed and that all due processes are fulfilled while undertaking procurement actions.
- 2.5. Advise on optimal procurement methods based on the type and volume of procurement activities.
- 2.6. Assist in preparing cost estimates based on norms and approved district rates or market rates, whichever is applicable.
- 2.7. Prepare and finalize procurement and contract documents required for the procurement of goods, works and consulting services including drafting of ToR, REoI, RFP, Bidding Documents, technical specifications, shortlist reports, evaluation reports, draft contracts, minutes of negotiations etc. using the applicable format.
- 2.8. Participate in or provide support for pre-qualification, short-listing, evaluation and selection of winning bids/ proposals.
- 2.9. Responsible for (i) the organization of pre-bid or pre-proposal meetings, preparing answers/ clarifications/ modifications/ amendments; (ii) receiving, opening, and examining bids/



- proposals; (iii) organizing technical evaluation committees, and participating where appropriate; and (iv) writing evaluation reports using standard format.
- 2.10. Prepare minutes of proceedings such as pre-proposal meetings, pre-bidding meetings, bid clarification meetings, etc. relating to the procurements under the Project consulting with other relevant professionals of the project, if needed.
  - 2.11. Participate in evaluation, negotiations, and contract award process. Lead in negotiating with bidder, when required, and preparing contract documents, for approval/ clearances by the concerned authority and the World Bank.
  - 2.12. Maintain records and other documentation required for audit and progress reporting purposes.
  - 2.13. Prepare monthly and quarterly progress reports of procurement and contract activities, project account and regular progress reports in acceptable format to the World Bank; including uploading of essential documents in STEP. Prepare different types of procurement-related reports for the project.
  - 2.14. Carry out training activities on procurement and contract policies, processes to the PMU GovTech and implementing teams.
  - 2.15. Assist clients on procurement and contract management activities when instructed by the Project Director.
  - 2.16. Assist in preparing Annual Work Plan and Budget.
  - 2.17. Assist in dispute resolution activities and in handling relevant procurement-related complaints against the Project.
  - 2.18. Responsible for drafting procurement and contract related letters to the World Bank, Bidders, and Contractors.
  - 2.19. Responsible for the publication of the procurement notices in different print and electronic media.
  - 2.20. Visit project areas for monitoring of activities for performance assessment concerning the project.
  - 2.21. Sensitize the PMU GovTech and implementing teams on procurement planning, contract management, preparation of ToR, drafting of specifications, and other procurement documents and the whole procurement cycle.
  - 2.22. Participate in regular PMU GovTech project meetings and progress meetings with the World Bank.
  - 2.23. Ensure the procurement of consulting services, goods and works are done as agreed between RGOB and the World Bank and as per the World Bank's procurement procedures.
  - 2.24. Any other related task assigned by the Project Director concerning the project.

### **3. Duration**

The duration of the consulting services will be 12 (Twelve) person-months (full time). However, the contract duration may be increased based on performance and project need.

### **4. Selection Procedures**

The GovTech Agency now invites the eligible Applicants to submit the Expressions of Interests (EoI) for providing the services. The Interested Applicants need to provide information demonstrating that s/he has the required qualifications and relevant experience to perform the services. The selection criteria are:



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**Government Technology (GovTech) Agency**  
Royal Government of Bhutan



*A technologically advanced nation, with empowered citizens, and a thriving digital economy*

- Education:

At least Bachelor's degree, preferably in business administration, Information Technology, procurement, supply chain management, or relevant field; Master's/Postgraduate degree in similar field and/or certification of training on public procurement, contract management, and FIDIC procedure is preferred. Familiarity with STEP will be an advantage.

- Experience:

10 years of relevant experience with 5-year experience in Procurement and/or Contract Management. Experience in multilateral donor funded projects will be preferred. Excellent knowledge of World Bank procurement and contract policies, procedure, regulations and guidelines with excellent knowledge of the RGOB's procurement policies. Knowledge in direct and indirect taxation in Bhutan is preferred. Proficiency in using office software and English language is a must.

Applicants are required to submit their Expressions of Interest (EOI), comprising of a CV (including employment history with duties and responsibilities) and a forwarding letter describing briefly the reasons that the applicant considers him/her-self best suited to perform the assignment.

5. The attention of interested Consultants is drawn to paragraphs 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers, July 2016" ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
6. Detailed Terms of Reference (TOR) and other information will be available upon request from the address provided below either through email or in person. ToR is also available in [www.govtech.gov.bt](http://www.govtech.gov.bt).
7. The consultant will be selected following the Selection of Individual Consultant method of the World Bank Procurement Regulations for IPF Borrowers, September 2023.
8. Expression of Interest needs to be submitted (either through e-mail or in person or by mail) to the following address by 17:00 hours on or before February 24, 2025. Please clearly mention "Expression of Interest (EOI) for Selection of Procurement Specialist in the e-mail's subject line or on the top of the envelope.
9. The authority reserves the right to accept or reject any or all EOIs without assigning any reason, whatsoever.
10. For any clarifications contact following;
  - Pelden, Project Director, GovTech at [peldon@plantech.gov.bt](mailto:peldon@plantech.gov.bt) or
  - Dechen Norbu, Procurement Specialist, ACCESS Bhutan Project at [dechennorbu@moit.gov.bt](mailto:dechennorbu@moit.gov.bt).