



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

REQUEST FOR EXPRESSION OF INTEREST (REoI)

For

Hiring Individual Project Coordinator (PC) 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 Project Coordinator.

2. SCOPE OF SERVICES

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

- 2.1. Monitor progress of all activities under preparation under the Project.
- 2.2. Coordinate planning, preparation, and implementation of Project activities, including with MoIT, MoF, and supporting high-level coordination with the NSW Management Committee.
- 2.3. Ensure and support the preparation of all documents and reports required for the delivery of the Project for all implementing teams such as financial reports, progress reports, procurement plans, operational manuals, TORs, bidding documents, etc. as per the requirement of the project.
- 2.4. Coordinate with the MoIT PMU and PSC Secretariat, to prepare for Project Steering Committee (PSC) meetings, record minutes, follow up and to review the progress of the Project's preparation and implementation as well as to identify and agree on key actions required.
- 2.5. Monitor and evaluate the progress of the Project and submit timely reports following the provisions of the Project Agreement.
- 2.6. Assist and ensure timely procurement of consultants, works and equipment under the Project.
- 2.7. Assist the focal persons to update all documents in Systematic Tracking of Exchanges in Procurement (STEP).
- 2.8. Prepare a timely Interim Unaudited Financial Report (IUFR) and submit it to the World Bank for clearance, in coordination with the Finance Officer.
- 2.9. Maintain documentation of the project and publication of reports relevant to the Project.
- 2.10. Coordinate meetings, relevant trainings, workshops, record minutes and follow up on the decisions.
- 2.11. Setup and lead regular GovTech PMU project meetings, and progress meetings with the World Bank and record minutes where required.



- 2.12. Hold regular meetings with the MoIT PMU/PC to update on implementation progress, bottlenecks, and high-level issues that need to be elevated for discussion with the PSC and World Bank teams.
- 2.13. Maintain close communication with the MoIT PMU, Project Director, implementing teams, the World Bank, and other Project stakeholders.
- 2.14. Any other related task assigned by the Project Director and project committees 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:

- Education:

A bachelor's degree preferably in Information Technology, business administration, project management, or a related discipline. The preference will be given to the candidates with a master's degree in the above discipline and/or a certification in project management.

- Experience:

10 years of relevant work experience in a position having responsibilities with a substantial content of his/her position in project coordination or project management. Experience in Government, international financiers, or donors 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.



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Government Technology (GovTech) Agency
Royal Government of Bhutan



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

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 or
 - Dechen Norbu, Procurement Specialist, ACCESS Bhutan Project at dechennorbu@moit.gov.bt