



འབྲུག་གཞུང་འཕུལ་རིག་ལས་ཁྲེ།

Government Technology (GovTech) Agency
Royal Government of Bhutan



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

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

TERMS OF REFERENCE (ToR) FOR PROCUREMENT SPECIALIST

1. BACKGROUND

The World Bank’s Accelerating Trade and Transport Connectivity in Eastern South Asia (ACCESS) Multi-Phase Programmatic Approach (MPA) consists of a series of linked transport and trade facilitation projects in eastern South Asia designed to increase the efficiency and resilience of trade and transport along selected regional corridors. The ACCESS Program was approved on June 28, 2022, with Phase 1 covering Bangladesh (\$753m) and Nepal (\$275m). ACCESS Phase 2 consists of a \$155m notional allocation for Bhutan. The proposed project development objective is to enhance the resilience and efficiency of trade and transport along selected corridors in Bhutan (“Project”).

The ACCESS program framework consists of three main pillars: (a) Digital Systems for Trade: provision of digital solutions and automation, designed to eliminate manual and paper-based processes, resulting in faster border crossing times; (b) Green and Resilient Infrastructure: enhancing regional corridors, infrastructure, and trade gateways; and (c) Institutional and Policy Strengthening for Transport and Trade: technical assistance and capacity building for trade and customs modernization.

The Royal Government of Bhutan (RGoB) is currently preparing the Bhutan phase of the ACCESS Project (\$155m), including but not limited to targeted road investments, digital trade systems, and relevant enablers that are aligned with ACCESS objectives. The implementing agencies for the project are the Ministry of Infrastructure and Transport (MoIT, the lead agency) and the Government Technology Agency (GovTech), in coordination with other relevant stakeholders and technical partners. In addition, a Project Steering Committee (PSC) was formed to oversee high-level technical issues related to ACCESS. The Committee is Chaired by the MoIT Secretary, and co-chaired by GovTech Secretary. Currently it consists of representatives from MoF, GovTech, Ministry of Industry, Commerce, and Employment (MoICE). In October 2023, the RGoB received a Project Preparation Advance (PPA) of US\$2.5 million to support the preparation of the proposed ACCESS Project, until approval of the eventual \$155m loan.

The PPA is spread over 1 year. GovTech will lead the implementation of Component 1 (Digital Systems for Trade) that consist of the implementation of a National Single Window for Trade (NSW), digital enablers, cybersecurity, data center enhancement and digital connectivity. The NSW is overseen by a multi-sectoral management committee that consists of GovTech, MoICE, RMA, and MoF. Another PMU is setup in the Ministry of Infrastructure and Transport for Component 2, which will have its own procurement specialist (s).

The GovTech Agency, the Employer, intends to recruit an appropriately qualified individual to render consulting services for related procurement and contract management for the GovTech PMU ACCESS Project. The proposed PMU would support the preparation and implementation of the ACCESS Project, and the Procurement Specialist is a key member of the PMU.



འབྲུག་གཞུང་འཕུལ་རིག་ལས་ཁྲེེ།

Government Technology (GovTech) Agency
Royal Government of Bhutan



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

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of the consultancy assignment is to provide procurement support to the Project Management Unit (PMU) and serve as the key expert on procurement issues for the Project. The Consultant will lead the procurement related activities and provide necessary oversight for all procurement packages under GovTech ACCESS Project and minimize procurement-associated risks for the Project.

3. SCOPE OF SERVICES

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

- 3.1. 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.
- 3.2. Prepare and update the Project Procurement Strategy Document (PPSD) for the PMU, GovTech in consultation with the World Bank.
- 3.3. 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.
- 3.4. Upload the documents onto STEP and ensure that all relevant policies are followed and that all due processes are fulfilled while undertaking procurement actions.
- 3.5. Advise on optimal procurement methods based on the type and volume of procurement activities.
- 3.6. Assist in preparing cost estimates based on norms and approved district rates or market rates, whichever is applicable.
- 3.7. 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.
- 3.8.
- 3.9. Participate in or provide support for pre-qualification, short-listing, evaluation and selection of winning bids/ proposals.
- 3.10. 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.
- 3.11. 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.
- 3.12. 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.



འབྲུག་གཞུང་འཕུལ་རིག་ལས་ཁྲེ།

Government Technology (GovTech) Agency
Royal Government of Bhutan



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

- 3.13. Maintain records and other documentation required for audit and progress reporting purposes.
- 3.14. 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.
- 3.15. Carry out training activities on procurement and contract policies, processes to the PMU GovTech and implementing teams.
- 3.16. Assist clients on procurement and contract management activities when instructed by the Project Director.
- 3.17. Assist in preparing Annual Work Plan and Budget.
- 3.18. Assist in dispute resolution activities and in handling relevant procurement-related complaints against the Project.
- 3.19. Responsible for drafting procurement and contract related letters to the World Bank, Bidders, and Contractors.
- 3.20. Responsible for the publication of the procurement notices in different print and electronic media.
- 3.21. Visit project areas for monitoring of activities for performance assessment concerning the project.
- 3.22. 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.
- 3.23. Participate in regular PMU GovTech project meetings and progress meetings with the World Bank.
- 3.24. 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.
- 3.25. Any other related task assigned by the Project Director concerning the project.

4. QUALIFICATIONS AND EXPERIENCE

4.1. 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.

4.2. 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.



འབྲུག་གཞུང་འཕུལ་རིག་ལས་ཁྲེ།
Government Technology (GovTech) Agency
Royal Government of Bhutan



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

5. REMUNERATION AND COMPENSATION

The Consultant shall be provided with the remuneration and benefits as per the contract. The contract will mention a lump sum amount of remuneration per month. The Consultant shall be responsible to clear all taxes including the income tax as applicable in Bhutan. The normal government calendar and the working hours shall be applicable. The Consultant shall be stationed at the PMU office at GovTech, with possible visits to works sites. In case of travel outside Thimphu on project-related assignments, the Consultant shall be paid a daily subsistence allowance as per contract to cover all expenses (food, lodging and travel).

6. INPUTS FROM THE EMPLOYER

The Employer will be responsible for providing the following inputs to the Procurement Specialist:

- 6.1. Office space and equipment at the PMU office with basic furniture, internet access, stationery, etc.
- 6.2. The Employer will also facilitate the Consultant to get trained on the World Bank's STEP system.
- 6.3. All relevant documents on the project on procurement.
- 6.4. Authoritative support for procurement coordination and monitoring.

7. REPORTING

The Procurement Specialist will work under the guidance of the Project Director (DDT, GovTech) of the Project Management Unit (PMU) of the ACCESS Project. The Consultant shall be stationed at the ACCESS PMU office, with possible visits to work sites when required.

8. CONTRACT 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.

9. SELECTION METHOD

A Consultant will be selected following the Selection of Individual Consultant in accordance with the World Bank's Procurement Regulations for IPF Borrowers, September 2023.¹

¹ <https://projects.worldbank.org/en/projects-operations/products-and-services/brief/procurement-policies-and-guidance#Guidelines>