

# **Terms of Reference (TOR) for Appointment of Junior Consultant (Local)**

## **1. Background:**

The Bangladesh Public-Private Partnership Act, 2015 (“PPP Act”) was enacted and gazetted on 16 September, 2015. Under this act, the PPP Authority was established in September 2015 as a separate, autonomous Authority under the Prime Minister’s Office to act as a catalyst to proactively identify, realize, screen, develop and provide support for PPP projects.

The PPP Authority supports line Ministries to facilitate identification, development and tendering of PPP projects to international standards. For interested investors and lenders, the PPP Authority provides a professional, transparent, centralized portal to high quality PPP Projects. The PPP Authority helps to augment government sector line ministry project development efforts with world-class external PPP resources, with the goal of increasing the quality, attractiveness, and sustainability of PPP projects while realizing them in an efficient and cost-effective manner.

PPP Authority not only has a regulatory oversight role, it offers project development support, and provides expert project facilitation services to the Contracting Authorities and Line Ministries. PPP Authority adopted “Policy for Implementing PPP Projects through Government to Government (G2G) Partnership, 2017” which allowed Government of Bangladesh represented by PPPA to enter into MoUs with suitable counterpart organizations of friendly countries. PPPA is engaged with four countries through G2G partnership i.e. Japan, Korea, Singapore, Dubai and is developing new partnerships with other interested countries. PPP Authority engages in-house expertise to maintain all the communications, coordinate the activities between multiple foreign and local stakeholders, updating and reporting of the progress to concerned authorities.

## **2. Educational Qualifications:**

Bachelor’s Degree in Finance/Accounting/Economics/Literature or a similar relevant professional degree.

## **3. Experience:**

- a) At least 1 year of experience of working, volunteering or internship experience in a relevant financial, project management, procurement or commercial discipline in a relevant enterprise (for e.g., financial institution, accountancy firm, law firm, consultancy firm).
- b) Good interpersonal skill and ability to communicate effectively with government and private sector officials who may have limited or no financial background.

- c) Must have strong and proven communication and presentation skills.
- d) Must be skilled and fluent in the use of Microsoft Excel and Microsoft PowerPoint Project.
- e) Must have very good typing speed, both in English and Bengali.
- f) Ability to work under pressure with positive, constructive attitude.

#### **4. Responsibilities:**

The PPP Junior Consultant will be responsible for project appraisal and technical assistance to line Ministries in undertaking PPP projects. S/he will continuously interact and liaise with project sponsor and ensure that only quality projects are presented to the Government.

The tasks that the PPP Junior Consultant will need to undertake include (but not limited to the following):

- Providing support in maintaining communication with national/international stakeholders (embassies, international organizations, etc)
- Developing and updating project action plans and liaising with relevant stakeholders to monitor progress
- Supporting project screening activity on projects submitted to the PPP Authority and developing reports of the assessment.
- Monitoring and reporting on the progress of the PPP project and the linked projects.
- Liaise with PPP Authority consultant and staff to co-ordinate their inputs in supporting the development to PPP projects.
- Support the accumulation of information from the PPP project applications and proposals to ensure they meet submission requirements.
- Perform such other tasks assigned by the CEO (Secretary) as may become necessary.
- Provide support in the training/workshop sessions to Line Ministry/Implementing Agency/other stakeholders
- Supporting the PPP Authority in planning, organising and carrying out road shows and investor promotion activities through providing logistics support
- The Junior Consultants will report to the Chief Executive Officer (Secretary)
- Excellent speaking and writing skill in Bangla and English.
- Providing management support to the office of Chief Executive Officer (Secretary).

**5.Nationality:**

Bangladeshi nationals only.

**6. Language:**

Excellent speaking and writing skill in Bangla and English.

**7. Application Procedure:**

An application should be submitted along with a detailed CV and a recent photograph. A financial proposal also needs to be submitted along with the application but in a separate sealed envelope. Preferred applicant may be interviewed. The template for the CV and financial proposal is provided in annex.