

Terms of Reference (TOR) for Appointment of Project Management Consultant (Individual)

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. Objectives:

The purpose of this tender is to appoint a full-time individual Project Management Consultant who can support the PPP Authority in coordinating and managing regular PPP projects as well as G2G PPP program.

3. Scope of Services:

The PPP Project Management 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 Project Management Consultant will need to undertake include (but not limited to the following):

- Support the PPP Authority's remit to administer PPP project identification and qualification, project development and implementation process. This will include (but is not limited (to):
 - 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.
 - Support PPP Authority in implementing G2G PPP partnership.
 - Contributing to the development and inputs of detailing the Management Information System to track and monitor progress on project.
 - Provide detailed support in the procurement of advisors in relation to the PPP project and the linked projects.
 - Review the activities of the advisors against the ToR to ensure compliance.
 - Contributing to the development of an 'in-house' or support the finalization of external Pre-feasibility and Detailed Feasibility Report on the PPP project.
 - Engaging with advisors to ensure project progress is in line with planned timeframe.
 - Reviewing the terms and conditions of Bid documents to be issued for the PPP project to ensure they meet PPP guidelines.
 - 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.
 - Provide project management support over the project development and procurement phase
 - Assist in the evaluation of PPP proposals over the procurement phase.
 - Perform such other tasks assigned by the CEO 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 total services will need to be delivered over a contract period of 24 months, but may be extended until the financial closure of the project on mutual agreement.

4. Required Qualification and Experience

The consultant is desired to fulfil the following requirements:

- a) MBA/Master's Degree on finance/accounting/economics or a similar relevant professional degree.
- b) At least 5 years of experience of working 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).
- c) At least 2 years of work experience in project management. Experience in commercial oriented infrastructure sector project management will be distinct advantage.
- d) Good understanding of commercial lending terms and banking market.
- e) Good interpersonal skill and ability to communicate effectively with government and private sector officials who may have limited or no financial background.
- f) Must have strong and proven communication and presentation skills.
- g) Must be skilled and fluent in the use of Microsoft Excel and Microsoft PowerPoint Project.
- h) Must have very good typing speed, both in English and Bengali.

5. 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 the annexure to this document.

A Quality and Cost Based Selection (QCBS) method would be followed for the evaluation purpose with 75% weightage to the Qualification and Experience requirement criteria.

Annex 1: CV Template

1. NAME
2. ADDRESS
3. NATIONALITY
4. DATE OF BIRTH
5. EDUCATION
6. TRAINING AND WORKSHOP
7. SUMMARY OF PROFESSIONAL EXPERIENCES

	Period	Position	Employer

8. COMPUTER KNOWLEDGE
9. DETAILS OF RELEVANT PROFESSIONAL EXPERIENCES
 - Job Title
 - Employer
 - Description of Duties: (Please mention name and details of specific and relevant projects only)
10. EXPERIENCE OF RELEVANT COMMUNICATION, WRITING AND PRESENTATION SKILL
(Please list relevant experience)

Annex 2: Financial Proposal Template

Name of the Consultant	Position Applied	Expected Remuneration* (BDT/Month)

* Please insert the net expected monthly amount. Any applicable government taxes would be added back to the amount for determining contract ceiling during the contract tenure.