



Government of the People's Republic of Bangladesh
Public Private Partnership Office
Prime Minister's Office
Green Delta AIMS Tower (Level-13), 51-52 Mohakhali
Dhaka-1212, Bangladesh

Memo No. PPP/BPC/Motel Sylhet-199/2014-697

Date. 25 August 2015

Request of Expression of Interest

Public Private Partnership Office (PPP Office) under the Prime Minister's Office intends to appoint 2 individual consultants for 24 months starting from 1 October 2015 to 30 September 2017 using its own fund to provide operational and transactional advisory support services for Development of international standard tourism complex at existing motel compound at Sylhet project.

1 PPP Consultant: to provide expert advisory services in carrying out feasibility assessment and provide PPP transaction advisory support services. The position requires at least 8 years of relevant experience in dealing with PPP projects.

1 Commercial cum Project Management Consultant: to provide commercial inputs and provide project management support services. This position requires at least 5 years of experience in dealing with financial and commercial aspects of infrastructure projects.

The detailed ToR for each of the above positions can be found at www.pppo.gov.bd. The ToR also sets out application requirements and procedure. Last date of EOI submission is 17 September 2015.

The Consultants will be selected in accordance with the Selection of Consultants based on Quality & Cost Based (QCBS) method set out in the Public Procurement Rules, 2008 through using Government's PPPTAF Fund.

Applications should be submitted to the following address:

(Md. Abul Bashar)
Deputy Manager
PPP Office, Prime Minister's Office
Green Delta AIMS Tower (Level-13)
51-52 Mohakhali, Dhaka 1212.

Terms of Reference for the PPP Consultant

1. Background:

In August 2010, the Government of Bangladesh issued the *Policy and Strategy for Public Private Partnership (PPP)* to facilitate the development of core sector public infrastructure and services vital for the people of Bangladesh. The PPP program is a part of the Government's Vision 2021 goal to ensure a more rapid, inclusive growth trajectory, and to better meet the need for enhanced, high quality public services in a fiscally sustainable manner.

Under this new national policy, the PPP Office was established in September 2010 as a separate, autonomous office 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 Office supports line Ministries to facilitate identification, development and tendering of PPP projects to international standards. For interested investors and lenders, the PPP Office provides a professional, transparent, centralized portal to high quality PPP Projects. The PPP Office 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, cost-effective manner.

Bangladesh Parjatan Corporation (BPC) has planned to develop a 5 star standard hotel accommodation facilities at its existing Motel Sylhet compound under a PPP model and has requested support from the PPP Office for project development and transaction advisory support services for the project. To support this initiative the PPP Office intends to appoint an individual PPP consultant for supporting the PPP Office as well as BPC for the development and execution of the PPP transactions.

2. Objectives:

The purpose of this tender is to appoint a full time individual PPP consultant who can support the PPP Office in delivering the Development of international standard tourism complex at existing motel compound at Sylhet project.

3. Scope of Services:

The PPP consultant will be responsible for project appraisal and technical assistance to the line Ministry (Ministry of Civil Aviation & Tourism) undertaking the PPP project. S/he will continuously interact and liaise with project sponsor and ensure that the project is developed and presented to Government with required quality and standard.

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

- Support the PPP Office's remit to administer the PPP project identification and qualification, project development and implementation process. This will include (but is not limited to):
 - Carrying out project screening activity on the project being submitted to the PPP Office and developing reports on the assessment;
 - Monitor, record and implement actions agreed by the PPP Office project screening committee;
 - Develop and review financial model for the project;
 - Prepare and review PPP transaction documents being developed for the project;
 - Monitor and report on the progress of the project;
 - Supporting in the appointment of advisors;
 - Reviewing and assessing the completeness and findings of Pre-feasibility and Detailed Feasibility Reports;
 - Engaging with the Line Ministry/Implementing Agency to provide feedback and advice on the development and implementation of the project;
 - Analyzing and advising on PPP risk allocation and develop an appropriate risk profile for the project;
 - Reviewing the terms and conditions of RFQ's and RFPs to be issued for the project to ensure they meet best practice and PPP guidelines;
 - Liaise with PPP Office consultants and staff to co-ordinate their inputs in supporting the development of the project.
- Support the PPP Office in the development, detailing and ensuring the application of PPP policies. This will include (but not limited to) supporting the PPP Office in:
 - Reviewing PPP project proposal to ensure they meet bid submission requirements;
 - Evaluating and advising on PPP proposal over the procurement phase;
 - Identifying and addressing commercial risk issues raised by the PPP contract;
 - Negotiation of PPP project; and
 - Developing and conveying PPP strategy, policy and guidance;
 - Developing a database of relevant legislative and regulatory material, global best practice and development of standardized contractual documents;
 - Developing operational instructions for implementing PPP policies;
 - Performing such other tasks assigned by the (Chief Executive Officer(CEO) as may become necessary
- Support the PPP Office's remit to undertake awareness creation activities and build capacities in line Ministries and Implementing Agencies on PPP matters. This will include:
 - Provide PPP training sessions to officials in the PPP Office and the Line Ministry/Implementing Agency;
 - Supporting the PPP Office in carrying out road shows and investor promotion activities;

- Develop strategies for engaging with market participants to create awareness and generate feedback.

The total services will need to be delivered over a continuous contract period of 24 months, but may be extended until the financial closure of the project on mutual agreement.

4. Required Qualification

The Position requires the following minimum qualification:

- a. MBA/ Master's Degree on finance/accounting/economics. Preference will be given for MBA from a reputed university.
- b. At least 10 years of experience in a relevant government entity or financial/commercial institution. Experience in commercial consultancy firm is desired.
- c. At least 8 years of practical experience in dealing with PPP project development and PPP transactions. Preference will be given to additional years of experience.
- d. Experience of successfully closed PPP transactions (signed PPP contracts) will be an added advantage.
- e. Experience of developing and reviewing financial models for PPP projects is required. Experience in tourism sector PPP project will be preferred.
- f. Should have strong and proven communication, writing and presentation skill.
- g. Should be fluent in the use of MS Word, Excel, Power point and MS Project.

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.

Terms of Reference for the PPP Project Management cum Commercial Consultant

1. Background:

In August 2010, the Government of Bangladesh issued the *Policy and Strategy for Public Private Partnership (PPP)* to facilitate the development of core sector public infrastructure and services vital for the people of Bangladesh. The PPP program is a part of the Government's Vision 2021 goal to ensure a more rapid, inclusive growth trajectory, and to better meet the need for enhanced, high quality public services in a fiscally sustainable manner.

Under this new national policy, the PPP Office was established in September 2010 as a separate, autonomous office 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 Office supports line Ministries to facilitate identification, development and tendering of PPP projects to international standards. For interested investors and lenders, the PPP Office provides a professional, transparent, centralized portal to high quality PPP Projects. The PPP Office 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, cost-effective manner.

Bangladesh Parjatan Corporation (BPC) has planned to develop a 5 star standard hotel accommodation facilities at its existing Motel Sylhet compound under a PPP model and has requested support from the PPP Office for project development and transaction advisory support services for the project. To support this initiative the PPP Office intends to appoint an individual PPP Project Management cum Commercial Consultant for supporting the PPP Office in delivering its responsibility for the development, execution and management of this PPP project.

2. Objectives:

The purpose of this tender is to appoint a full time individual PPP Project Management cum Commercial Consultant who can support the PPP Office in delivering its relevant roles and remits for the Development of international standard tourism complex at existing motel compound at Sylhet project.

3. Scope of Services:

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

- Support the PPP Office'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 Office and developing reports of the assessment.
 - Monitoring and reporting on the progress of the PPP project and the linked projects.
 - 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 Office 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 Office 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 fulfill the following requirements:

- a) MBA/ Master's Degree on finance/accounting/economics or a similar relevant professional degree (for e.g. CFA). Preference will be given for MBA from a reputed university.
- b) At least 8 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 5 years of work experience in project management. Experience in commercial oriented infrastructure sector project management will be distinct advantage.
- d) Experience of procurement will be added advantage
- e) Good understanding of commercial lending terms and banking market. Experience of working in multinational organization will be given preference.
- f) Strong problem solving and analytical skills.
- g) Good interpersonal skill and ability to communicate effectively with government and private sector officials who may have limited of no financial background.
- h) Must have strong and proven communication and presentation skills.
- i) Must be skilled and fluent in the use of Microsoft Excel and Microsoft PowerPoint Project.

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
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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.