

Royal Government of Bhutan
Ministry of Education and Skills Development
Grant No. 9236-BHU(EF): PATHWAYS FOR EMERGING SKILLS AND JOBS PROJECT

PMU: Procurement Specialist (National)
Terms of Reference (ToR)

A. Background of the Project

1. The Royal Government of Bhutan (RGoB) has recently approved Pathways for Emerging Skills and Jobs Project (PESJP) to support the government's efforts to increase the employability of youth in Bhutan and to implement its strategic plan for transforming the technical and vocational education and training (TVET) system in Bhutan. The project, which is funded by Asian Development Bank (ADB) and the Japan Fund for Prosperous and Resilient Asia and the Pacific (JFPR), aims to reduce youth unemployment, which has risen because of the coronavirus disease (COVID-19) pandemic followed by the economic downturn through expanding the breadth and depth of TVET courses for youth, especially job seekers, women, and people with disability, considering industry demands, youth aspirations, and emerging job opportunities.
2. The JFPR project aims to increase access to quality inclusive education and skills development programs for people with disability. The project has strong pro-poor and socially inclusive features to promote technical and vocational education and training (TVET) for children and youth with disability who are deprived of conducive learning opportunities by coronavirus disease (COVID-19) pandemic disruptions in education. The main beneficiaries are children and youth with disabilities in special education needs (SEN) schools, specialized schools for hearing and visual impairments, and TVET institutions as well as their teachers and instructors.
3. The project will support the government in implementing its TVET reform strategic plan. The project objectives will be achieved through the following four outputs:
 - Output 1: Digital and physical access to skills development increased.
 - Output 2: Quality of skills training enhanced.
 - Output 3: Industry partnerships and private sector engagement in TVET promoted.
 - Output 4: TVET image and institutional capacity strengthened.

The JFPR grant is linked with PESJP which aims to increase employability of skilled youth. The JFPR grant will help in implementing Output 1, 2, and 4 of the proposed project through the following three sub-outputs

 - Sub Output 1: Access to inclusive skills development improved.
 - Sub Output 2: Quality of inclusive skills training enhanced
 - Sub Output 4: Capacity to deliver disability-inclusive skills development enhanced.
4. The Ministry of Education and Skills Development (MoESD) will be the executing agency of the PESJP. A Project Management Unit (PMU) will be established under the MoESD to coordinate and support the project activities. The executing agency has prepared a strategic procurement planning report for the project, which defines a procurement strategy that will support the delivery of the project outputs and the achievement of the planned project outcomes. Procurement activities include: open competitive bidding (OCB) with national advertising, one-stage-two-envelope [1S2E]

procedures will be used for all civil works packages; OCB and request for quotations (RFQ) will be used for procurement of goods and equipment; quality-and cost-based selection (QCBS), consultant qualification selection (CQS), direct contracting (DC), and individual consultant selection (ICS) will be used for consulting services; and request for proposal (RFP) and DC will be used for non-consulting services.

B. Objectives of the Assignment, Scope of Services, Tasks and Expected Deliverables

1) Overall Objectives and Scope of Services under the Assignment:

5. The overall objective of this assignment is to provide support to PMU and PIUs for execution of all procurement activities under this project while ensuring efficient and transparent procurement transactions in line with ADB and government procurement policies. The scope of the assignment includes assisting the Project Director and Project Manager in conducting all aspects of procurement of the projects including market study, procurement packaging/repackaging, updating procurement plan, preparing invitation for bid (IFB)/request for expression of interest (REOI), preparing bidding documents, request for proposal (RFP) documents, evaluating bids/proposals, formulating contract, managing contract, maintaining records and audit trails.

2) Detailed Tasks:

6. The Procurement Specialist will be responsible for assisting the Project Director and Project Manager, PMU and PIU team members for the procurement of all goods, works and consultancy services under the project (both in the PMU and the PIUs) to be implemented in accordance with the *ADB Procurement Policy (2017, as amended from time to time)* and *Procurement Regulations for ADB Borrowers: Goods, Works, Non-consulting and Consulting Services (2017, as amended from time to time)* and Public Procurement Act, 2006 (as amended from time to time) and Public Procurement Rules, 2008 (as amended from time to time). In particular, the Specialist will carry out the tasks detailed below, and other tasks as necessary:

a. Planning & Management

- i. Prepare and update Procurement Plan in both ADB and RGoB format; Packaging/repackaging the objects of procurements based on market capacity;
- ii. Support PMU team in making and reviewing of the Procurement Plans (PP) and update as necessary and in establishment of a procurement management system for monitoring the progress of procurement activities;
- iii. Assist PMUs in ensuring the compliance of all procurement activities under the project with the ADB Procurement Guidelines and the procurement provisions of the Grant Agreement.

b. Procurement Implementation

- i. Support PMUs of all steps of the procurement process of works, goods, consultancy services and non-consulting services.
- ii. Contribute to the preparation of technical specifications for goods, furniture and equipment as well as Terms of References (TOR) for consulting services and non-consulting services;
- iii. Assist PMUs in preparing Terms of Reference, evaluation criteria and methodology, delivery terms and other technical and commercial conditions to ensure overall

consistency within the bidding documents, conformity with prevailing industry standards or local conditions and with current market conditions;

- iv. Advise PMUs on appropriate contract type and procurement method, and assist PMUs in preparing expression of interest (EOI), Request for Proposal, other tender documents, such as bid opening minutes and bid evaluation report, as per ADB procedures and guidelines.
- v. Review and advise PMUs on bidding documents, bid evaluation reports for procurement and recommendations for contract award.

c. Training & Capacity Building

- i. Provide training and mentoring to the MoESD PMU and PIU staff in procurement procedure including bid evaluation, contract award; management and supervision of the progress of procurement and contracts awarded.

d. Contract Management

- i. Oversee preparation and finalization of draft contract documents.
- ii. To ensure that internal control mechanisms are properly implemented and that other implementing agencies also comply with the procurement arrangements agreed for the project.
- iii. Implement all project related procurement processes and contract management activities;
- iv. Prepare contract variations as and when necessary.
- v. Management and supervision of the progress of procurement and contract awarded.
- vi. Provide full cooperation for the ADB prior procurement review and ex-post procurement sampling review.
- vii. Any other tasks assigned for smooth project implementation.

3) Reporting arrangement:

7. The Procurement Specialist shall primarily report to the Project Director and directly assist the Project Manager in disposal of her/his procurement related matters. S/he will also coordinate with all the PIUs regarding all procurement related transactions as well as maintain liaison with ADB procurement team and other project officials in resolving procurement issues.

C. Minimum Qualifications and Experience

- Bachelor's degree or professional qualification in engineering/ finance/ accounting/ management/ law, procurement/ public administration/ business administration or a related field. Having masters in procurement or membership of a renowned international institution in the field of procurement/purchasing and supply chain is an advantage.
- At least 8 (eight) years of general experience and 5 (five) years of specific experience as either a procurement specialist/consultant or in roles where procurement has been a major part of the job.
- Good knowledge of the legal, technical and commercial aspects of procurement.
- Proven teamwork skills.
- Communication skills in English.
- Proficiency in standard desktop/laptop computer applications, including Word, Excel, PowerPoint, Access etc.

D. Assignment Duration and Payment Modalities

- Duration of the assignment: 2 (two) years on full-time contract from the issuance of Notice to Proceed (NTP). The term of the contract may be extended subject to satisfactory performance of the Consultant, availability of fund, and project need
- Payment Schedule: Payment will be made monthly. Local Taxes will be deducted as per applicable law
- Assignment Location: Project office and home office.

Cost estimate

A. Remuneration:

Gross Rate* (BN)	Unit	Quantity	Total (BN)
XXX	Month	24	XXX

B. Reimbursable:

Particulars	Unit	Rate (per unit in currency)	Quantity	Total (BN)
1) National travel	Taxi hire			
2) Per diem	Day			
3) Communication charges, fixed (Mobile and Internet)	Month			
4) Contingency	LS	-	-	
Sub-total				

C. Total:

Total Contract Ceiling = Subtotal (1) + Sub-Total (2)	
---	--

Notes:

1. It will be a full-time contract.
2. National air travel and per diem will be paid as actual cost. Original supporting documents/ vouchers/invoice needs to be submitted.
3. Contingency amount can be used as per the prior approval of the PD.
4. The cost is funded by the Japan Fund for Prosperous and Resilient Asia and the Pacific (JFPR) grant.