

# **Terms of Reference (TOR)**

## **for**

### **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/facilitate the PPP Authority in coordinating and managing regular PPP projects as well as G2G PPP program.

#### **3. Scope of Services: (Duties and Responsibilities)**

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 to administer PPP project identification and qualification, project development and implementation process. This will include (but is not limited to):

- Contribute to the development of an `in-house' committee for finalization of external Pre-feasibility and Detailed Feasibility Report on the PPP project.
- Liaise with PPP Authority consultant and staff to co-ordinate their inputs in supporting the development of PPP projects.
- Develop and update project action plans with project focal personals and relevant stakeholders.
- Support project screening activity on projects submitted to the PPP Authority and develop reports of the assessment.
- Engage with advisors to ensure project progress is in line with planned timeframe and key technical, economic, financial, institutional, and crosscutting issues are incorporated into the projects.
- Monitor, evaluate, and report on the progress of the PPP projects and the linked projects.
- Support PPP Authority in implementing G2G PPP partnership.
- Contribute to the development and inputs of detailing the Management Information System to track and monitor progress on projects.
- Provide procurement support in the recruitment and selection process of advisors in relation to the PPP projects and the linked projects.
- Review the activities of the advisors against the ToR for ensuring compliance.
- Review the terms and conditions of Bid documents to be issued for the PPP project to ensure they meet PPP guidelines.
- 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.
- Provide support in the training/workshop sessions to Line Ministry/Implementing Agency/other stakeholders.
- Support the PPP Authority in planning, organizing, and carrying out roadshows and investor promotion activities through providing logistics support.
- Perform such other tasks assigned by the CEO(Secretary)as may become necessary.

The total services will need to be conducted 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 (Selection Criteria)**

The consultant is desired to fulfill the following requirements:

- a) MBA/Master's Degree in social sciences, finance, accounting, economics or a similar relevant professional degree. Preference will be given for overseas qualification.
- b) Must have at least ten years of experience in project management and coordination mechanism at a multilateral organization.
- c) Experience in capacity building, training, and development to perform training/workshops for government and institutional sectors.
- d) Sound understanding of policies, procedures & practices as applied in projects and in alignment with the government context.
- e) Ability to liaise effectively with executing agencies, senior government officials, and project stakeholders.
- f) Familiar with strategic plans, financial and narrative reporting/documentation mechanisms, research methodologies, project proposals, contracts, monitoring, and evaluation tools.
- g) Experience in performance management, organizational behavior, and procurement in a commercial relevant discipline enterprise (for e.g. international development sector, financial institution, accountancy firm, law firm, or consultancy firm).
- h) National and/or International experience in commercial oriented infrastructure sector project management will be a distinct advantage.
- i) Good understanding of commercial lending terms and banking market.
- j) Good interpersonal skill and ability to communicate effectively with government and private sector officials, embassies and international organizations.
- k) Must have strong and proven communication and presentation skills both in English and Bangla.
- l) Must have excellent typing speed in English.
- m) Must be skilled and fluent in the use of Microsoft Excel, Word and PowerPoint Project.
- n) Working with Unsolicited Proposal will be an added value.