

Terms of Reference (TOR)

for

Operation Management and Communication Specialist (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.

The Government of Bangladesh after consulting with relevant stakeholders within the government, private sector and civil society and supported by the 2030 Water Resources Group, International Finance Corporation, World Bank Group, has decided to establish the Bangladesh Water Multi-Stakeholder Partnership (Bangladesh Water MSP) with the objective of contributing to addressing challenges derived from water security and waste water management. There are five work-streams under Bangladesh Water MSP “Development of Integrated Waste Water Management System for Gazipur City Corporation” project is taken under Work-Stream no. 2 which shall mainly work on Greater Dhaka Watershed Restoration. Development of Integrated Waste Water Management System for Gazipur City Corporation project received In-Principle approval from CCEA on 8 November 2018. PPPTAF meeting for this project was held on 10 January 2019 with recommendations on hiring both transaction advisor and individual consultant provisions. Through appointing individual consultant, 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 Operation Management and Communication Specialist who can support/facilitate the PPP Authority in communicating with the stakeholders and playing critical role in operation management towards implementing regular PPP projects as well as G2G PPP program.

3. Scope of Services: (Duties and Responsibilities)

The Operation Management and Communication Specialist will be responsible for project document appraisal and technical assistance and communication with relevant Public and Private, international and national agencies including Line Ministry, Agency, Media, UN Organizations, International Finance Corporation, Water Resources Group of the World Bank in undertaking PPP projects. S/he will continuously interact and liaise with project sponsor and other relevant stakeholders to ensure quick implementations and establish Communication Bridge.

The tasks that the Operation Management and Communication Specialist will need to undertake include (but not limited to the following):

- Support the PPP Authority's remit to administer the aforesaid PPP 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.
 - 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.
 - Review the activities of the advisors against the ToR to ensure compliance.
 - Engaging with advisors to ensure project progress is in line with planned timeframe.
 - 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
 - Perform such other tasks assigned by the Secretary & 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.
 - Coordinate, negotiate, liaison with all international, local investors and line Ministries, update progress.
 - Synergies Project implementation process among different stakeholders.

- Arrange Weekly/Fortnightly coordination and evaluation meeting.
- Arrange to highlight PPP activities through print and electronic media.

The total services will need to be delivered over a contract period of 12 months, but may be extended until the financial closure of the project/similar time span on mutual agreement and eligibility.

4. Required Qualification and Experience

The consultant is desired to fulfil the following requirements:

- a) Master's Degree in social science, defence studies, engineering or a similar relevant professional degree.
- b) 15 years of experience of working in a relevant financial, project management, procurement or commercial discipline.
- c) At least 2 years of operational experience relating to PPP projects in any government agencies.
- 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) Strong and proven communication and presentation skills.
- g) Skill in the use of Microsoft Excel and Microsoft PowerPoint Project.
- h) Strong command and skill over English and Bangla.
- i) Must have excellent typing speed in English.
- j) Must be skilled and fluent in the use of MS Office.