



དཔལ་ལྷན་འབྲུག་གཞུང་། གཞི་རྟེན་མཁོ་ཆས་དང་ སླེལ་འདྲན་ལྷན་ཁག།



ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT
THIMPHU: BHUTAN
ACCESS BHUTAN PROJECT

MoIT/ACCESS-Bhutan/PMU-06/191

June 9, 2026

ACCELERATING TRANSPORT AND TRADE CONNECTIVITY IN EASTERN
SOUTH ASIA (ACCESS) – BHUTAN PROJECT
REQUEST FOR EXPRESSION OF INTEREST (REoI) for
Selection of National Individual Procurement Specialist

1. Royal Government of Bhutan has secured the financing from the World Bank towards the cost of the proposed **Accelerating Transport and Trade Connectivity in Eastern South Asia (ACCESS)-Bhutan Project**, to be implemented partly by the Department of Surface Transport (DoST), Ministry of Infrastructure and Transport (MoIT) and intends to apply a part of the proceeds of this financing for the services of hiring of **National Individual Procurement Specialist** to be engaged with Project Management Unit, Department of Surface Transport.

2. **Scope of Services**

The National Procurement Consultant will take part, as a member of the evaluation committee(s), preparation and review of procurement strategy, procurement plan, in the evaluation of Bids/Proposals/Applications for Prequalification/Initial Selection, Request for Bids/Request for Proposals (RFB/RFP), Expressions of Interest, Technical Proposals, and Financial Proposals received from bidders/consultants competing for contracts, and prepare bid/proposal evaluation reports in case of international works/consultancy procurements following World Bank Procurement Regulations for IPF Borrowers, Fifth Edition, September 2023 (“Procurement Regulations”) and the provisions stipulated in the Project Procurement Strategy for Development (PPSD) and the Procurement Plan (PP).

In addition, s/he will also carry out the following activities, but not limited to:

- 2.1. The consultant will manage all procurement planning activities, including updating the Procurement Strategy Document, maintaining the Procurement Plan through the World Bank's STEP system, developing a procurement calendar, and integrating procurement milestones into the Annual Work Plan and Budget, while proactively monitoring progress and advising the Client accordingly;
- 2.2. The consultant will manage the full procurement execution cycle, including preparing all procurement and contract documents using World Bank standard formats, drafting technical specifications and cost estimates, soliciting bids and proposals through electronic portals and STEP, organizing pre-bid meetings and evaluation committees, and leading evaluation, negotiations, and contract award processes through to World Bank clearance;
- 2.3. The consultant will oversee all contract management and monitoring activities, including administering contract performance on milestones, deliverables, and payments in accordance with FIDIC conditions, handling dispute resolution and procurement complaints per World



དཔལ་ལྷན་འབྲུག་གཞུང་། གཞི་རྟེན་མཁོ་ཆས་དང་ སླེལ་འདྲན་ལྷན་ཁག།



**ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT
THIMPHU: BHUTAN
ACCESS BHUTAN PROJECT**

- Bank procedures, conducting site visits to assess physical progress, and ensuring timely upload of all procurement and contract documents onto STEP for audit and supervision compliance;
- 2.4. The consultant will handle all procurement reporting and communication, including preparing monthly and quarterly progress reports for the World Bank and Project Director, drafting procurement-related correspondence to the World Bank, bidders, and contractors, and publishing procurement notices across appropriate print and electronic media;
 - 2.5. The consultant will support capacity building and coordination by conducting training for PMU and Implementing Agency staff on procurement policies, processes, and the procurement cycle, providing hands-on assistance to Implementing Agencies on contract management activities, participating in regular PMU and World Bank progress meetings, and carrying out any other related tasks as directed by the Project Director;

The National Individual Procurement Consultant will have a significant role in assuring the integrity, fairness, and overall quality of procurement in conformance with the requirements of the guidelines of the World Bank and the procurement laws of Bhutan.

3. Duration of services and Reporting

The duration of the consulting services will be 12 (Twelve) months (full time). However, the contract duration may be increased based on performance and project needs.

The National Procurement Consultant shall report to the Project Director, PMU-DoST, ACCESS Bhutan Project. The Consultant will be responsible for preparing required reports, and developing presentation materials related to the assigned tasks.

4. Selection Procedures

The ACCESS Bhutan Project now invites the eligible Applicants to submit the Expressions of Interests (EoI) for providing the services, as mentioned under scope of services. The Interested Applicants need to provide information demonstrating that s/he has the required qualifications and relevant experience to perform the services. The selection criteria are:

Education

- Minimum of Bachelor's degree in Engineering, Construction Management, Business Administration, Procurement, Supply Chain Management, Law, Economics or any other relevant subject. A combined background in engineering and procurement/contract management is strongly preferred.
 - Membership of professional body of international repute in Procurement / Purchasing / Supply Chain is preferred.
- Training on Public Procurement.



དཔལ་ལྷན་འབྲུག་གཞུང་། གཞི་རྟེན་མཁོ་ཆས་དང་ སླེལ་འདྲན་ལྷན་ཁག།



ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT
THIMPHU: BHUTAN
ACCESS BHUTAN PROJECT

Experience

- **5 years** of relevant professional experience in procurement, contract management, and/or project management in the public or private sector.
- **2 years** of experience as a Procurement Specialist or Contract Management Specialist or any other position having substantial procurement responsibility in projects funded by multilateral development banks (e.g., World Bank, ADB, AIIB, UN agencies) or bilateral donors, demonstrating direct responsibility for managing the full procurement cycle.
- Demonstrated experience in procurement of goods, works, non-consulting and consulting services preferably in infrastructure projects, including preparation of procurement documents, technical specifications, bill of quantities. Knowledge in FIDIC Conditions of Contract (Red, Yellow, or MDB Harmonized Book).
- Excellent knowledge of the World Bank procurement and contract policies, procedures, regulations.
- Excellent knowledge of RGoB procurement policies, and the PRR, and public financial management framework.
- Practical experience in administering contracts for goods, works, and consulting services.
- Proficiency in MS Office applications (Word, Excel, PowerPoint) and familiarity with electronic procurement platforms; prior experience with STEP is a significant advantage.
- Excellent written and verbal communication skills in English are mandatory. Knowledge of Dzongkha is an advantage.

Applicants are required to submit their Expressions of Interest (EOI), comprising of a CV (including employment history with duties and responsibilities) and a forwarding letter describing briefly the reasons that the applicant considers him/her-self best suited to perform the assignment.

5. The attention of interested Consultants is drawn to paragraphs 3.13, 3.15, and 3.16 of the World Bank's "Procurement Regulations for IPF Borrowers, September 2023" ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
6. Detailed Terms of Reference (ToR) and other information will be available upon request from the address provided below either through email or in person. TOR is also available in www.moit.gov.bt.
7. The consultant will be selected following the Selection of Individual Consultant method of the World Bank Procurement Regulations.
8. Expression of Interest needs to be submitted (either through e-mail or in person or by mail) to the following address by **1700 hours (Bhutan Time) June 26, 2026**. Please clearly mention "Expression of Interest (EOI) for the **Selection of National Individual Procurement Specialist**" in the e-mail's subject line or on the top of the envelope.



དཔལ་ལྷན་འབྲུག་གཞུང་། གཞི་རྟེན་མཁོ་ཆས་དང་ སྐྱེལ་འདྲེན་ལྷན་ཁག།



ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT
THIMPHU: BHUTAN
ACCESS BHUTAN PROJECT

9. The authority reserves the right to accept or reject any or all EOIs without assigning any reason, whatsoever.
10. For any clarifications contact following during office hours;
 - Pema Rabgay, Project Coordinator at pemarabgay@moit.gov.bt