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



Terms of Reference (ToR)

for

National Individual Procurement Consultant for Project Management Unit (PMU)-  
Department of Surface Transport (DoST)  
Accelerating Trade and Transport in Eastern South Asia (ACCESS) Bhutan Project

1. Background

The Royal Government of Bhutan (RGoB), with financial support from the World Bank, has conceived a multi-phase project: Accelerating Transport and Trade Connectivity in Eastern South Asia (ACCESS). The US\$ 300m project is funded by the World Bank through the Accelerating Trade and Transport in Eastern South Asia (ACCESS) Phase-2 Project. The ACCESS Multi-phase Programmatic Approach (MPA) consists of a series of linked transport and trade facilitation projects in eastern South Asia designed to increase the efficiency and resilience of trade and transport along selected regional corridors. The objective of the project is to increase the efficiency and resilience of trade and transport along selected regional corridors. The Project has three components, Component-1 (Digital Systems for Trade), Component-2 (Green and Resilient Transport and Trade Infrastructure; and Component-3 (Institutional and Policy Strengthening for Transport and Trade).

The project entails high-value procurement of works and goods with significant risk, requiring full compliance with the World Bank Procurement Regulations for IPF Borrowers (February 2025), including the mandatory application of Rated Criteria for high-value contracts. These measures ensure value for money, integrity, and alignment with sustainable development objectives.

To achieve the Project Development Objectives, a robust and adaptive Procurement Plan (PP) and Project Procurement Strategy for Development (PPSD) are required. The International Procurement Consultant will support this by assessing procurement needs, recommending appropriate procurement approaches, and providing advisory support throughout the project lifecycle to ensure timely, transparent, and accountable procurement.

The ACCESS Bhutan Project will be implemented through two Project Management Units (PMUs) for the designated Implementing Agencies (IAs): the **Department of Surface Transport (DoST)**, **Ministry of Infrastructure and Transport (MoIT)**, and **Government Technology (GovTech)**. Each PMU will be staffed with a National Project Coordinator and a Procurement Specialist. The **National Procurement Consultant** will be engaged to strengthen the PMU-DoST's capacity in procurement, contract management, and related areas. All services will be procured in line with the **World Bank Procurement Regulations, September 2023**.



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## 2. Objectives

The primary objective of this assignment is to provide high-quality procurement support to the Project Management Unit (PMU), DoST and to serve as the principal expert on all procurement matters for the ACCESS Bhutan Project. The Consultant will lead procurement-related activities, provide oversight for all procurement packages for the activities related to DoST funded for ACCESS Project, and minimize procurement-associated fiduciary and operational risks.

## 3. Scope of Services

As a key member of the PMU-DoST, the National Procurement Specialist shall perform the following duties:

### 3.1. Procurement Planning & Strategy

- **Procurement Strategy:** Update the Project Procurement Strategy Document (PPSD) for the Project in consultation with the PMU and the World Bank.
- **Procurement Plan:** Prepare and regularly update the Procurement Plan(s) and process all procurement transactions through the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) system. Monitor activities against the Procurement Plan.
- **Procurement Calendar:** Develop and maintain a procurement calendar listing events in the procurement and contract management cycle for each works, goods, and services package; proactively remind the Client of required actions.
- **Annual Work Plan:** Assist in preparing the Annual Work Plan and Budget incorporating procurement activities and milestones.

### 3.2. Procurement Execution

- **Procurement Documents:** Prepare and finalize procurement and contract documents required for the procurement of goods, works, and consulting services, including TORs, REOIs, RFPs, and Bidding Documents using applicable World Bank Standard formats.
- **Specifications & Estimates:** Assist in drafting technical specifications for goods and works, listing evaluation and qualification criteria, and preparing cost estimates based on approved norms, district rates, or market rates as applicable.
- **Bid/Proposal Solicitation:** Solicit bids, proposals, and expressions of interest including through electronic bidding portals; upload all relevant documents onto STEP ensuring compliance with applicable policies.
- **Pre-bid Meetings:** Organize pre-bid/pre-proposal meetings, prepare clarifications, modifications, and amendments; prepare minutes of proceedings.
- **Evaluation:** Organize technical evaluation committees; lead or participate in short-listing, evaluation, and selection of winning bids/proposals; prepare evaluation reports in standard World Bank format.



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- **Negotiations & Award:** Lead contract negotiations with selected bidders; prepare contract documents for approval and World Bank clearance; manage contract award processes.

### 3.3. Contract Management & Monitoring

- **Contract Administration:** Monitor contract performance including milestones, deliverables, and payments; ensure contractors comply with FIDIC or other applicable contract conditions.
- **Dispute Resolution:** Responsible for dispute resolution activities and handling procurement-related complaints in accordance with World Bank procedures.
- **Site Visits:** Visit project areas for monitoring of physical progress and performance assessment of contractors/consultants.
- **STEP Compliance:** Ensure timely upload of essential procurement and contract documents onto STEP and maintain records required for audit and World Bank supervision.

### 3.4. Reporting & Communication

- **Progress Reports:** Prepare monthly and quarterly procurement and contract progress reports in acceptable format to the World Bank and the Project Director.
- **Correspondence:** Draft procurement and contract-related correspondence to the World Bank, Bidders, and Contractors; publish procurement notices in appropriate print and electronic media.

### 3.5. Capacity Building & Coordination

- **Training:** Carry out training and sensitization activities on procurement and contract policies, processes, TOR preparation, and the procurement cycle for PMU and IA staff.
- **Support to IAs:** Assist Implementing Agencies on procurement and contract management activities.
- **Meetings:** Participate in regular PMU project meetings and progress meetings with the World Bank.
- **Other Tasks:** Perform any other related tasks as assigned 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.



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#### 4. Qualifications and Experience

##### 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.

##### 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.

#### 5. Duration of Assignment

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



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## 6. Reporting Arrangement

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.

## 7. Consultant's Obligations

The Consultant shall be fully responsible for managing and coordinating all activities under this assignment and shall report to the Project Director with professionalism, integrity, and adherence to ethical standards. The Consultant will work in close coordination with the Project Team and the International Procurement Consultant and Procurement Experts of the World Bank. The Consultant shall avoid any actual or perceived conflict of interest in the performance of procurement-related activities and must maintain strict confidentiality of all project information.

## 8. Facilities Provided by the Employer

The Client will provide the following inputs and facilities:

- Office space and equipment at the PMU office with basic furniture, internet access, stationery, etc.
- The Employer will also facilitate the Consultant to get trained on the World Bank's STEP system.
- All relevant documents on the project on procurement.
- Introduction to the Implementing Agencies.
- Authoritative support for procurement coordination and monitoring

## 9. Remuneration and Compensation

The consultant shall be provided with the remuneration and reimbursable benefits as per the contract.

The Consultant shall be provided with the remuneration and benefits as per the contract. The contract will mention a lump sum amount of remuneration per month. The Consultant shall be responsible to clear all taxes including the income tax as applicable in Bhutan. The normal government calendar and the working hours shall be applicable. The Consultant shall be stationed at the ACCESS PMU-DoST office, with possible visits to works sites. In case of travel outside Thimphu on project-related assignments, the Consultant shall be paid a reimbursables as per contract to cover all expenses (food, lodging and travel).

## 10. Selection Procedures

Selection of the Consultant will follow the procedures for Selection of Individual Consultants as set forth in the World Bank Procurement Regulations for IPF Borrowers, Fifth Edition, September 2023.