

TOR for the Project Engineer cum Procurement Expert

Detailed Tasks and/or Expected Output

Tasks are detailed below but not necessarily limited to the following:

1. Responsible to assist in preparation and process all the Works, Goods and Services procurement documents, including bidding documents for Procurement of Works & Goods, Request for Quotations, Recruitment of Consulting Firms, Terms of Reference for Individual Consultants, Request for Proposals, Bid and Proposal Evaluation Reports, Request for Expressions of Interest etc.
2. Assist in preparation of specifications and Terms of Reference in line with procurement requirement for the Works and Goods packages and consultancy assignments Individual Consultants and Consulting firms in coordination with subject experts.
3. Responsible for Bid document publication arrangement with the necessary approval in widely circulating Local newspapers (Daily News, Dinamina etc.), Websites (ADB, HSEP Website) and publication of Consultancy recruitments in ADB Consultants Management System (CMS - CSRN).
4. Responsible for conducting pre-bid meetings / pre-proposal conference; responses to bidders' request for clarifications; Bid opening; pre-contract discussions and negotiations; interviews and evaluation of individual consultants etc. and prepare associated: Minutes of Bid opening; Minutes of Negotiations; Minutes of Pre-Bid meetings; Letter of Acceptance; Notification of Award; Procurement Plans etc.
5. Assist and guide the evaluation committee in all Bids and Proposal Evaluations and assist Procurement Committee to take timely decisions.
6. Responsible for preparation of awarding letters (LOA) and contract agreements and arrangement of contract signing.
7. Assist in preparation of Cabinet Memorandums and coordinating with Ministry for obtaining the necessary cabinet approvals.
8. In each and every procurement activity, responsible to obtain necessary concurrences from ADB, in timely manner as required by ADB guidelines (Prior review and Post review).
9. Update the Procurement Plan in periodic manner with coordination and approval of ADB
10. Responsible to participate for ADB Mission meetings, other meetings and Video Conferences to discuss the progress of procurement activities and provide necessary clarifications as required.
11. Any other procurement requirement deemed to be necessary for the successful implementation of the project.
12. Responsible to assist the PMU and PIUs to achieve milestones of the construction of civil work constructions in all aspects including but not limited to engineering design, specifications, estimation, supervision, quality, procurement, financial, environmental safeguard and social safeguards in all outputs.
13. Oversee the issues of contract administration & implementation in overall project and initiate necessary actions to achieve the targets.
14. Participate progress review meetings and subsequent discussions/negotiations with consultants and contractors to achieve the milestones of the projects.

15. Monitor the progress of all civil work constructions and make necessary recommendations to consultants and contractors involved in constructions to ensure that projects are completed on time, within budget and expected quality.
16. Review master program, work programs and all other contract documents by coordinating with the Engineering professionals/ consultants and make necessary recommendations for efficient project implementation.
17. Responsible to review the claims and variations submitted by contractors/consultants and to make necessary recommendations.
18. Responsible for reviewing, checking and make necessary recommendations for Contractor's/Consultants/Suppliers Interim Payment Certificates.
19. Assist in ensuring the overall quality of all of the civil construction works as per the quality parameters and procedures set out in the contract documents. Following the government and ADB quality guidelines where necessary.
20. Assist in practicing health and safety procedures in all aspects of civil construction works as set out in the contract documents and ensure those are fully adhered to the standards.
21. Assist in the reviewing and evaluating all the engineering related surveys, soil investigations and make necessary recommendations.
22. Assist in reviewing and ensuring all aspects of environmental management and monitoring plan measures are fully implemented, ensure associated reporting is completed, and minimize adverse environmental impacts during construction.
23. Collaborating with the Project Engineers and Consultants provide guidance and trainings to contractors for practicing and interpreting relevant contract documents.
24. Responsible to review the inception, progress reports submitted by Contractors and Consultants and provide necessary recommendations to Project Director.
25. Responsible to participate for various project meetings such as, Progress review, project monitoring, audit and assist in preparation of meeting minutes and other required documents therein.
26. Assist project staff in all aspects of procurement, project management and contract management activities.
27. Arranging awareness programs for project stakeholders.
28. Undertake any other task assigned by the Project Director that deemed necessary for successful implementation of the project.