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



Terms of Reference (ToR)

for

International 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 is staffed with a National Project Coordinator and a Procurement Specialist. The **International 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 main objective of the consultancy assignment is to provide procurement support to the Project Management Unit, Department of Surface Transport with necessary oversight for all international procurements under ACCESS Bhutan Project to minimize procurement-associated risks, with specific reference to the large-value international contracts (Works/Goods/Services).

3. Scope of Services

The scope of services of the consultant will include, but not limited to the following:

- 3.1. Prepare/Review procurement documents, as necessary (periodic updates to the PPSD and Procurement Plan, proposals and standardized checklist, negotiation/clarification minutes templates, complaint log template etc. as appropriate.) and assist PMUs in finalizing the documents;
- 3.2. Take part, as a member of the evaluation committee(s), 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, and prepare bid/proposal evaluation reports in case of international goods/works/consultancy procurements following World Bank Procurement Regulations for IPF Borrowers, Fifth Edition, September 2023 (“Procurement Regulations”);
- 3.3. Assist the PMU in drafting and finalizing contracts using World Bank SPDs, ensuring full consistency with the approved bidding documents;
- 3.4. Provide advice and training to PMUs & PIUs members on procurement related matters on a need basis and as determined by the PMU. Develop reusable procurement tools, templates, checklists, and standard operating procedures;
- 3.5. Provide assistance regarding contract management (during the performance of the contracts) issue if necessary;
- 3.6. Review and operationalize Rated Criteria (where required), including drafting scoring guidance;
- 3.7. Play active role to mitigate complaints (if any) arising out of the procurement activities, which may include review of the complaints vis-à-vis the respective procurement processes and documents;

The International 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.

The inputs of the Consultant will be required intermittently in connection with the processing of major contracts of the project. The Consultant may review procurement documents and evaluate bids/proposals electronically from his/her home location. Physical presence in the PMUs will be required during meetings of the bid/proposal evaluation committees, negotiation of awarded



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contracts and, if needed, critical discussions with complainants, or any other time as requested by the PMU.

4. Qualifications and Experience

Education

- Graduation in Law / Finance / Procurement / Economics / Engineering/Statistics/Business Administration/ Management or any other relevant subject. A Master degree on related field shall have a preference
- Training on Public Procurement.
- Membership of professional body of international repute in Procurement / Purchasing / Supply Chain is preferred.

Experience

- 15 years' general experience in public/private procurement.
- 3 years' experience outside home country as procurement professional.
- In depth knowledge of technical, commercial and legal aspects of procurement in development projects, financed by international agencies and/ or the World Bank.
- Experience in procurement including evaluation of bids/proposals for internationally advertised complex goods/ works/ services contracts, particularly for large works procurement following FIDIC conditions of contract.
- Experience in procurement including evaluation of bids/proposals for internationally advertised complex contracts following the World Bank/other Multilateral Development Banks' Procurement Guidelines. Experience in use of Rated Criteria and non-price attributes in international procurements; and Bank SPDs (RFB, RFP,) are desired.
- Prior experience in procurement in transport/infrastructure sector.
- Experience of working in the South Asia region is desired.
- Fluency in English is necessary.

5. Duration of Assignment

The Consultant shall be engaged on an intermittent, on-call basis over a period of two (2) years. The estimated level of effort required under this assignment is approximately one hundred fifty (150) person-days, to be utilized as and when services are requested by the Client in accordance with the agreed work plan.



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6. Reporting Arrangement

The International Procurement Consultant shall report to the Project Director, PMU-DoST, ACCESS Bhutan Project. The Consultant will be responsible for preparing required reports, maintaining timesheets, 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 National Procurement Consultant. 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:

- 8.1. Relevant Reports, studies and information pertaining to the project.
- 8.2. Office space, visa assistance and waiving of Sustainable Development Fee (SDF).
- 8.3. Printing and dispatching of the reports to be produced.

9. Remuneration and Compensation

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

The Contract cost shall include Remuneration and Reimbursable, which will be fixed during the negotiation. Remuneration will be paid on the basis of daily rate (inclusive of local taxes that will be added during the negotiation along with the consultant's take home remuneration). Reimbursable will include the following items (to be agreed and finalized during negotiation) - (i) airfare; (ii) a daily accommodation cost; (ii) a daily per-diem covering meals, local travels, and others. Reimbursable will be applicable for the days the consultant will work from the Client's Country, and during travel dates to and from the Client's Country (as applicable). The payment for the Reimbursable part for the cost incurred in Client's Country will be made in Bhutanese Ngultrums.

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.