

Terms of Reference for the PPP Expert

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.

Bangladesh is one of world’s fastest growing economies, with an average growth rate of around 7% per year. In its 45-year history as an independent state, Bangladesh has never built a new port. While US\$60 billion of annual trade currently pours through the country’s two existing seaports, Chittagong Port and Mongla Port, while Chittagong Port alone handles more than 90% of total sea-borne trades of the country. This has resulted huge congestions of ships and has impacted the performance of the Chittagong Port significantly. For this purpose government has prioritized development and operation of Payra Port and has taken up development of Terminal 1 under PPP model.

Terminal-1 will be developed as a bulk facility with an approximate of 2000 meter jetty that would need to be constructed with other ancillary port facilities including a ship yard under this project. The terminal has to be constructed considering the sea going vessel of at least 10 meter draft.

Payra Port Authority (PPA) has requested PPP Authority to provide Transaction Advisory support services for this project. PPP Authority is now in the process to appoint two (02) individual consultants for the project.

2. Objectives:

The purpose of this tender is to appoint a full time individual PPP Expert who can support the PPP Authority in delivering the Development of Terminal-1 under PPP Modality project.

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3. Scope of Services:

The PPP Expert will be responsible for project appraisal and technical assistance to the line Ministry undertaking the PPP project. S/he will continuously interact and liaise with project sponsor and ensure that the project is developed and presented to Government with required quality and standard.

The tasks that the PPP Expert will need to undertake include (but are not limited to the following):

- Support the PPP Authority's remit to administer the PPP project identification and qualification, project development and implementation process. This will include (but is not limited to):
 - Carrying out project screening activity on the project being submitted to the PPP Authority and developing reports on the assessment;
 - Monitor, record and implement actions agreed by the PPP Authority project screening committee;
 - Develop and review financial model for the project;
 - Prepare and review PPP transaction documents being developed for the project;
 - Monitor and report on the progress of the project;
 - Supporting in the appointment of advisors;
 - Reviewing and assessing the completeness and findings of Pre-feasibility and Detailed Feasibility Reports;
 - Engaging with the Line Ministry/Implementing Agency to provide feedback and advice on the development and implementation of the project;
 - Analyzing and advising on PPP risk allocation and develop an appropriate risk profile for the project;
 - Reviewing the terms and conditions of RFQ's and RFPs to be issued for the project to ensure they meet best practice and PPP guidelines;
 - Liaise with PPP Authority consultants and staff to co-ordinate their inputs in supporting the development of the project.

- Support the PPP Authority in the development, detailing and ensuring the application of PPP policies. This will include (but not limited to) supporting the PPP Authority in:
 - Reviewing PPP project proposal to ensure they meet bid submission requirements;
 - Evaluating and advising on PPP proposal over the procurement phase;
 - Identifying and addressing commercial risk issues raised by the PPP contract;
 - Negotiation of PPP project; and
 - Developing and conveying PPP strategy, policy and guidance;
 - Developing a database of relevant legislative and regulatory material, global best practice and development of standardized contractual documents;

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- Developing operational instructions for implementing PPP policies;
 - Performing such other tasks assigned by the (Chief Executive Officer (CEO) as may become necessary
- Support the PPP Authority's remit to undertake awareness creation activities and build capacities in line Ministries and Implementing Agencies on PPP matters. This will include:
 - Provide PPP training sessions to officials in the PPP Authority and the Line Ministry/Implementing Agency;
 - Supporting the PPP Authority in carrying out road shows and investor promotion activities;
 - Develop strategies for engaging with market participants to create awareness and generate feedback.

The total services will need to be delivered over a continuous contract period of 24 months, but may be extended until the financial closure of the project on mutual agreement.

4. Required Qualification

The Position requires the following minimum qualification:

- a. Master's Degree in Business/ finance/accounting/economics. Preference will be given for MBA from a reputed university.
- b. At least 10 years of experience in consulting for government/financial/commercial institution. Experience in infrastructure sector consultancy for government is desired.
- c. At least 8 years of practical experience in dealing with PPP project development and PPP transactions. Preference will be given to additional years of experience. Overseas experience in PPP project/program will be highly valued.
- d. Experience of successfully closed PPP transactions (signed PPP contacts) will be an added advantage.
- e. Experience in Port sector PPP project is required. Experience in cross sector PPP projects will be preferred.
- f. Experience for working with multilaterals/development partners in PPP projects or programs will be distinct advantage.
- g. Should have strong and proven communication, writing and presentation skill.
- h. Should be fluent in the use of MS Word, Excel, Power point and MS Project.

5. Application Procedure

An application should be submitted along with a detailed CV and a recent photograph. A financial proposal also needs to be submitted along with the application but in a separate sealed envelope. Preferred applicant may be interviewed. The template for the CV and financial proposal is provided in the annexure to this document.

A Quality and Cost Based Selection (QCBS) method would be followed for the evaluation purpose with 75% weightage to the Qualification and Experience requirement criteria.

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Terms of Reference for the Project Management Specialist

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.

Bangladesh is one of world’s fastest growing economies, with an average growth rate of around 7% per year. In its 45-year history as an independent state, Bangladesh has never built a new port. While US\$60 billion of annual trade currently pours through the country’s two existing seaports, Chittagong Port and Mongla Port, while Chittagong Port alone handles more than 90% of total sea-borne trades of the country. This has resulted huge congestions of ships and has impacted the performance of the Chittagong Port significantly. For this purpose government has prioritized development and operation of Payra Port and has taken up development of Terminal 1 under PPP model.

Terminal-1 will be developed as a bulk facility with an approximate of 2000 meter jetty that would need to be constructed with other ancillary port facilities including a ship yard under this project. The terminal has to be constructed considering the sea going vessel of at least 10 meter draft.

Payra Port Authority (PPA) has requested PPP Authority to provide Transaction Advisory support services for this project. PPP Authority is now in the process to appoint two (02) individual consultants for the project.

2. Objectives:

The purpose of this tender is to appoint a full time individual Project Management Specialist who can support the PPP Authority in delivering the Development of Terminal-1 under PPP Modality project.

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3. Scope of Services:

The PPP Project Management Specialist will be responsible for project appraisal and technical assistance to line Ministries in undertaking PPP projects. S/he will continuously interact and liaise with project sponsor and ensure that only quality projects are presented to the Government.

The tasks that the PPP Project Management Specialist will need to undertake include (but not limited to the following):

- Support the PPP Authority's remit to administer PPP project identification and qualification, 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
 - Supporting project screening activity on projects submitted to the PPP Authority and developing reports of the assessment.
 - 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.
 - Provide detailed support in the procurement of advisors in relation to the PPP project and the linked projects.
 - Review the activities of the advisors against the ToR to ensure compliance.
 - Contributing to the development of an 'in-house' or support the finalization of external Pre-feasibility and Detailed Feasibility Report on the PPP project.
 - Engaging with advisors to ensure project progress is in line with planned timeframe.
 - Reviewing the terms and conditions of Bid documents to be issued for the PPP project to ensure they meet PPP guidelines.
 - 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

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- Assist in the evaluation of PPP proposals over the procurement phase.
- Perform such other tasks assigned by the 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

The total services will need to be delivered over a contract period of 24 months, but may be extended until the financial closure of the project on mutual agreement.

4. Required Qualification and Experience

The consultant is desired to fulfill the following requirements:

- a) MBA/ Master's Degree on finance/accounting/economics or a similar relevant professional degree. Preference will be given for overseas qualification.
- b) At least 10 years of experience of working in a relevant financial, project management, procurement or commercial discipline in a relevant enterprise (for e.g. financial institution, accountancy firm, law firm, consultancy firm).
- c) At least 8 years of work experience in project management. Experience in commercial oriented infrastructure sector project management will be distinct advantage.
- d) Experience of PPP procurement will be added advantage.
- e) Good understanding of commercial lending terms and banking market. Experience of working in multinational organization will be given preference.
- f) Good interpersonal skill and ability to communicate effectively with government and private sector officials who may have limited or no financial background.
- g) Must have strong and proven communication and presentation skills.
- h) Must be skilled and fluent in the use of Microsoft Excel and Microsoft PowerPoint Project.

5. Application Procedure

An application should be submitted along with a detailed CV and a recent photograph. A financial proposal also needs to be submitted along with the application but in a separate sealed

envelope. Preferred applicant may be interviewed. The template for the CV and financial proposal is provided in the annexure to this document.

A Quality and Cost Based Selection (QCBS) method would be followed for the evaluation purpose with 75% weightage to the Qualification and Experience requirement criteria.

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Annex 1: CV Template

1. NAME
2. ADDRESS
3. NATIONALITY
4. DATE OF BIRTH
5. EDUCATION
6. TRAINING AND WORKSHOP
7. SUMMARY OF PROFESSIONAL EXPERIENCES

	Period	Position	Employer

8. COMPUTER KNOWLEDGE
9. DETAILS OF RELEVANT PROFESSIONAL EXPERIENCES
 - Job Title
 - Employer
 - Description of Duties: (Please mention name and details of specific and relevant projects only)
10. EXPERIENCE OF RELEVANT COMMUNICATION, WRITING AND PRESENTATION SKILL (Please list relevant experience)

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Annex 2: Financial Proposal Template

Name of the Consultant	Position Applied	Expected Remuneration* (BDT/Month)

* Please insert the net expected monthly amount. Any applicable government taxes would be added back to the amount for determining contract ceiling during the contract tenure.

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