



# **Terms of Reference For Procurement Consultant**

**Duty Station :**  
**Language Required :**

BRAC Head Office  
English

**Duration of Contract:**

12 weeks

**BRAC**

BRAC Centre  
75 Mohakhali  
Dhaka 1212  
Bangladesh

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Registered in  
Bangladesh under  
The Societies  
Registration Act of 1860



## 1. Background

BRAC is the largest Non-Government Organization in the world in terms of number of employees and the people it serves. Its mission is to empower people and communities to tackle poverty, literacy, disease and social injustice through different economic and social programs.

BRAC used a brief procurement policy in the past. In 2007, BRAC developed its procurement regulatory framework and adopted the present procurement guidelines and implementation procedure (BPGIP). Subsequently, BPGIP was subjected to a Charles Kendall Procurement Review and the DFAT Due Diligence Assessment basing on which the scope of BPGIP was expanded further as provided in BPGIP version 2012. In 2015, DFID did a commercial expertise review and recommended to make improvements in a few strategic areas.

The existing (BPGIP) developed in 2012 for providing procurement services to its programs engaged in development activities. The high value procurement particularly of capital nature of goods for BRAC Enterprises are also procured under BPGIP. In conformity with the organizational Strategic Plan 2015 - 2020 BRAC programs are in the process of transformation from the development to social enterprise model. This switch would require changes in the procurement service delivery for the programs to remain competitive in the market. Hence BPGIP needs to be reviewed and revised to take into account this transformation. BRAC therefore has decided to engage experts for this purpose.

Under the guidance and direct supervision of Director, Administration, who oversees procurement department, consultant will be engaged to examine, consult with stakeholders and recommend changes to incorporate in the existing BPGIP to deliver its services ensuring effectiveness and efficiency, integrity, transparency and quality of service competing with other enterprises and businesses under the new strategic switch.

## 2. Objective of the Assignment

### Primary Objective:

BRAC Procurement Department is seeking services of a consultant/consulting firm to improve its procurement process and capacity by measuring existing procurement procedures, compliance and recommend for an efficient and effective procedure which will be in line with service delivery for programs/enterprises in their strategic transformation from development approach to social business approach.

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### **Secondary Objective:**

1. Assess the culture and attitude of programs to comply with procurement procedures
2. Examine programs' requirement of procurement service delivery for them to be competitive in the market
3. Engage the wider business with procurement
4. Identify long-term strategies of programs for shaping contracts accordingly
5. Engage strategic suppliers in mutually beneficial relationships
6. Improve day-to-day contract management processes

### **3. Scope of Work (Activities)**

The scope of the assignment is to prepare a standard guideline and procedure for the BRAC procurement process considering the following:

- To go through the current procurement guideline and procedure, consult with the relevant stakeholders and develop a procurement procedure that can help to run the procurement process in the most transparent, faster, efficient and less paper and time consuming method. The process should consider the ongoing transformation of development programs from a philanthropic approach to social enterprise approach and BRAC Enterprises to do their businesses profitably against their competitors.
- To probe whether or not BRAC Procurement is strategically positioned to have the desired impact and result at scale and to find out what would be needed to achieve it (e.g. Leadership, Process, Technology, People etc.)
- To explore the strategic needs of the procurement team (e.g. Strategic Sourcing, Cost and Market Analysis, Benchmarking, Supplier Performance and Relationship Management etc.) and introduce decentralization of the process if required.
- Review delegation of authority to find its suitability for the present requirement
- To assess and align the suggested process with the ongoing introduction of ERP system i.e. e-procurement.
- To identify risk and mitigation plan/strategy during pre and post procurement transformation process.
- To get familiarized with the Commercial Expertise Review process of BRAC and align procurement transformation accordingly

### **4. Supervision and Reporting Relationships**

The Procurement Consultant shall work under the overall supervision of Director, Administration and direct supervision of Head of Procurement:

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- To recommend a realistic timeframe to be taken by procurement department in different stage of procurement starting from requisition to delivery & submission of bills
- To provide detail single source policy for goods and service along with threshold, reason for single source, approval authority, template etc.

## **5. Qualifications and Experience**

The Procurement Consultant will have the following qualifications and experience:

- Master's degree in relevant field / Bachelor in Engineering with post graduate training in procurement, or equivalent;
- Good knowledge of standard procurement methods and procedures of social enterprise and business organization.
- Specific knowledge and experience in implementing procurement procedures in commercial organisation will be a distinct advantage;
- Minimum Ten (10) years relevant working experience in business environment, of which five years continuous experience is in procurement management at senior level, preferably in a multinational and business organisation;
- Knowledge of developing different Procurement Guidelines and documentation will be an added advantage;
- Experience in assessing and building capacity and setting up procurement systems in an organisation engaged in social enterprise will be a distinct advantage;
- Proven ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- Excellent analytical skills and report writing.

## **6. Pre bid meeting:**

A pre discussion meeting may be held at BRAC Centre on a date to be intimated after submission of EOI for mutual understanding of the tasks only with short-listed firms/individuals.

## **7. Expected Deliverable**

- A complete Procurement Guidelines approved by BRAC authority.

## **8. Payment**

- Payment will be subject to deduction of VAT & tax at source as per Bangladesh Govt. Rule.
- Payment will be made on three instalments:
  1. 30% upon submission of work plan and preliminary concept
  2. 30% upon submission of draft report
  3. 40% upon submission of final report

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