

Received by E-mail

Government of the People's Republic of Bangladesh  
Ministry of Planning  
Implementation Monitoring and Evaluation Division  
Central Procurement Technical Unit  
Sher-e-Bangla Nagar, Dhaka-1207  
Tel. 9144252-3, Fax: 9180968, E-mail: [info@cptu.gov.bd](mailto:info@cptu.gov.bd), Website: [www.cptu.gov.bd](http://www.cptu.gov.bd)

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Date: 16-11-2017

**Subject: Need Assessment for Training (public procurement management & e-GP) and IT Equipment under DIMAPPP**

The under signed is directed to inform you that CPTU is going to assess the need for training on public procurement management & e-GP and IT equipment for "Selected Public Sector Organizations (SPSOs)" under "Digitizing Implementation Monitoring and Public Procurement Project (DIMAPPP)".

2. You are requested to identify the need in line with the design for capacity building and professionalization of public procurement prescribed in component-3 of the Project Appraisal Document (PAD) & TAPP of DIMAPPP and send it to CPTU as per format.

**Enclosure:** (i) Need Assessment Format (2 pages)  
(ii) Relevant part of PAD & TAPP (5 pages)

(Md. Shamimul Haque)

Director

Phone: 9144251

Cell: 01715-029359

e-mail: [mdshaque@hotmail.com](mailto:mdshaque@hotmail.com)

mdshaque24@gmail.com

**Distribution (Not according to Seniority):**

1. Secretary in Charge, Election Commission Secretariat, Election Bhaban, Agargaon, Dhaka (Target Agency).
2. Inspector General, Bangladesh Police, Police Head Quarters, Fulbaria, Dhaka.
3. Chief Engineer, Public Works Department (PWD), Segun Bagicha, Dhaka.
4. Chief Engineer, Department of Public Health Engineering (DPHE), DPHE Bhaban, Kakrail, Dhaka.
5. Chairman, Bangladesh Power Development Board (BPDB), Motijheel C/A, Dhaka.
6. Director General, Directorate of Primary Education, Mirpur-2, Dhaka-1216.
7. Director General, Directorate of Secondary and Higher Education, 16, Abdul Gani Road, Dhaka-1000.
8. Director General, Directorate General of Food, 16, Abdul Gani Rd, Dhaka 1000.
9. Director General, Directorate General of Health Services (DGHS), Mohakhali, Dhaka.
10. Director, Central Medical Stores Depot (CMSD), Shahid Tajuddin Ahmed Sharani, Tejgaon, Dhaka.
11. Director General, Department of Agricultural Extension (DAE), Khamarbari, Farmgate, Dhaka-1215.
12. Director General, Department of Fisheries, Matshya Bhavan, Ramna, Dhaka-1000.
13. Director General, Department of Livestock Services (DLS), Krishi Khamar Sarak, Farmgate, Dhaka.
14. Director General, Directorate General of Family Planning, 6 Kawran Bazar, Dhaka-1215.
15. Chief Engineer, Education Engineering Department (EED), Shikkha Bhavan, Dhaka.
16. Director General, Directorate of Technical Education, F-4/B, Agargaon, Dhaka.
17. Chief Engineer, Health Engineering Department, 105-106 Motijheel C/A, Dhaka.


ES/1st IIR Mission: R1880DD E, 19 Nov 2017 Read & assessment of GDR/1880DD (2017) after final 18, 19 Nov 2017 in

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জ. জ. (১১৩১)

- অনুলিপি অবগতির জন্য প্রেরণ করা হইল।
- ☐ বিধি মোতাবেক প্রয়োজনীয় ব্যবস্থা গ্রহণ করুন।
  - ☐ সভায় যোগদান করুন এবং কার্য নিবাহী অবহিত করুন।
  - ☐ পত্রের মর্মানুসারে প্রতিবেদন পেশ করুন।
  - ☐ তদন্ত করে মতামতসহ প্রতিবেদন দিন।
  - ☐ পরীক্ষা করে পেশ করুন।
  - ☐ নথিতে পেশ করুন।
- প্রধান প্রকৌশল  
গণপ্রজাতন্ত্রী বাংলাদেশ

প্রধান প্রকৌশলী  
গণপূর্ত অধিদপ্তর, ঢাকা।

৩:৫৫ (১৫ মিনিট) / ১:৫৫ (১৫ মিনিট)  
 ৩:৫৫ (১৫ মিনিট) / ১:৫৫ (১৫ মিনিট)

১০. চারিদিক পরিদর্শন  
 করে,   
 ২০/০৮/১৭

তত্ত্বাবধায়ক প্রকৌশলী (সমন্বয়)  
গণপূর্ত অধিদপ্তর, পূর্তভবন, ঢাকা।  
ফোন : ৯৫৬৮৯১৪

18. Managing Director, Dhaka Water Supply and Sewerage Authority (Dhaka WASA), WASA Bhaban, Karwan Bazar, Dhaka.
19. Managing Director, Chittagong Water Supply and Sewerage Authority (Ctg WASA), WASA Bhaban, Dampara, Chittagong.
20. Chairman, Bangladesh Inland Water Transport Authority, BIWTA Bhaban, 141-143 Motijheel, Dhaka
21. Chairman, Rajdhani Unnayan Kartripakkha, RAJUK Bhaban, RAJUK Avenue, Motijheel, Dhaka.
22. Chairman, National Curriculum and Text Book Board (NCTB), 69-70 Motijheel, Dhaka.
23. Secretary, National Sports Council, 62/3 Purana Palton, Dhaka-1000.
24. Chief Executive, Dhaka North City Corporation (DNCC), Nagar Bhaban, Gulshan Center Point, Plot# 23-26, Road# 46, Gulshan-2, Dhaka-1212.
25. Chief Executive, Dhaka South City Corporation (DSCC), Nagar Bhaban, Fulbaria, Dhaka-1212.
26. Comptroller & Auditor General of Bangladesh, Office of the Bangladesh Comptroller & Auditor General, Audit Bhaban, 77/7 Kakrail, Dhaka-1000
27. Controller General of Accounts (CGA), CGA Bhaban, Segun Bagicha, Dhaka-1000.

**Copy for information:**

1. PO to DG, CPTU, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka.
2. Office Copy.

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**Sub: Need Assessment for Training (Public Procurement Management and e-GP) and IT Equipment of SPSOs under DIMAPPP**

**Name of the Ministry/Division:** .....

**Name of the Organization:** .....

Number of PEs	Number of Officers need Training (PPA and PPR)		Number of Officers need e-GP Training	IT Equipment needed for Procurement Cell to be established in the Organization		Comments
	Short Training (1-5 Days)	3 Weeks		Laptop	IT Accessories	

- Please identify the need in line with the design for Capacity Building and Professionalization of Public Procurement prescribed in Component-3 of the Project Appraisal Document (PAD) and TAPP of “Digitizing Implementation Monitoring and Public Procurement Project (DIMAPPP)”

**List of Officers for Training:**

**A. Short Training (PPA and PPR)(1-5 Days)**

Sl.	Name and Designation	Contact Address (Mail address, Cell Phone, e-mail ID)

**B. Three (3) Weeks Training (PPA and PPR)**

Sl.	Name and Designation	Contact Address (Mail address, Cell Phone, e-mail ID)

**C. e-GP Training (1-5 Days):**

Sl.	Name and Designation	Contact Address (Mail address, Cell Phone, e-mail ID)



also have opportunities for advance level trainings. All these trainings will be completed within the project period.

- b. *Reinforcing agencies' internal review of procurement:* A system of internal audit/review of procurement functions will be developed and operationalized. Each SPSO will carry out such annual procurement post reviews by hiring a third party independent consultant/auditor. This would facilitate the retention of the institutional memory and help to facilitate to exercise internal audit of procurement process and compliance of rules and regulation. Other functionalities will be added for real-time reviews by monitoring real-time activity during procurement and contract management. With better active monitoring there will be a reduction of common fraud and corruption issues. In addition, each SPSO will carry out an annual procurement review focused on value for money using a set of indicators developed under component 2.1. Performance reviews are intended to identify opportunities to improve procedures, policies, and practices within each of the agencies.
- c. *Raising awareness of key officials of SPSOs:* Around 500 senior officials of the SPSOs will be orientated with the procurement process by highlighting their role and responsibilities in public procurement. Number of workshop of half-day duration would be conducted. These workshop would focus creating awareness on effective, transparent, efficient, "value for money" public procurement contributing to economic growth.
- d. *Twinning with better functioning institutions in other countries:* This activity would include procurement management training, twinning arrangement or exposure visits for officials (CPTU, SPSOs, Others) for each year would be conducted during the project period. Also, look at options for exchanging data – opportunities and vendor matching.

### ✓ Component 3.2: Capacity Building and Professionalization of Procurement:

23. This subcomponent aims to professionalize public procurement through professionalization process and training at different tiers with greater institutionalization. Sustainable capacity development is the key for overall enhancement of procurement environment. CPTU/Authority will have, among others, mandate to sustain public procurement capacity development initiatives. CPTU/Authority will also possess the right to revoke/down grade the professionalization accreditation, if necessary. Necessary empowerment will be articulated in the amendment of PPA and the proposed Authority's law. To this end, there will be few indicators to ensure sustainability of the procurement capacity so that in medium term the respective agencies will have sustainable procurement capacity. Activities will include: (i) developing and implementing a tier of professional certification program in an increased higher order level and (ii) enhancing capacity of SPSOs and other sector agencies by designing and implementing a comprehensive capacity development program. To allow the participants to practice procurement as a professions, the professional tiers are as follows: Tier-1; Tier-2; Tier-3; and Tier-4 as described below. The program will cover various long and short procurement training courses for targeted audience (e.g., introductory, basic, specialized, highly specialized procurement training, policy/entry level civil servants, procurement officers, auditors, estimators, accountants, bidding community, e-procurement learning, journalists).



24. **Procurement Professionalization Program:** A program will be taken under this project to professionalize public procurement officials with necessary recognition to practice procurement through a four tier process— (i) Tier-1: Public Procurement Associate, (ii) Tier-2: Public Procurement Professional; (iii) Tier-3: Advanced Public Procurement Professional; and (iv) Tier-4: Fellow Public Procurement Professional. Besides, for procurement data analytics and IT business process, there will be a specialized stream, namely, Procurement Data Specialist. Procurement practitioners will be accredited based on relevant practicing experience, training, and professional/academic qualification. Detailed requirements for each of these accreditation tier will be developed. A Professionalization Certification Board under CPTU/Authority will issue professionalization certificates, and CPTU/Authority may make collaboration with international organizations and/or university to undertake such accreditation process. Each accredited practitioner will have a unique identification number which will enable tracking the practitioners' experience and performance in terms of executing procurement functions. Procurement practitioners will progress through the accreditation tiers by acquiring required experience, training and professional/academic qualifications. Procurement training program under this project will be aligned with the accreditation program. Details of the requirements for different tiers of accreditation are expected to be along the following lines:

- a. **Tier-1: Public Procurement Associate:** Basic understanding of Public Procurement Act, Public Procurement Rules, and procurement methods for low value contracts. Completion of online procurement training (Introduction to Public Procurement) is mandatory. Bachelor level technical qualifications required. Overall experience 3 years of which at least 2 years practicing experience in public procurement is essential. Detailed selection criteria will be developed.
- b. **Tier-2: Public Procurement Professional:** Good understanding of Public Procurement Act, Public Procurement Rules, different procurement methods. Completion of 3 weeks basic procurement or similar training is required. Private sectors' participants are also eligible with above competencies. Good understanding of international procurement combined with development partners' procurement guidelines/framework/practices is required. Overall experience 5 years of which at least 3 years' practicing experience in public procurement is essential, i.e., preparation of bidding/proposal documents, evaluation of bids/proposals, and implementation of contracts. Bachelor level technical qualification; Masters preferable. Private sectors' participants are also eligible with above competencies. Detailed selection criteria will be developed.
- c. **Tier-3: Advanced Public Procurement Professional:** Excellent understanding on Public Procurement Act, Public Procurement Rules, different procurement methods, and hands on experience on preparation of bidding/proposal documents and evaluation of bids/proposals for large value contracts. Excellent understanding of international procurement guidelines and experience in handling international procurement of fairly complex contract is mandatory. Overall experience 8 years of which at least 5 years demonstrated practicing experience in public procurement is mandatory (e.g., experience in preparing bidding/proposal documents and evaluation of bids/proposals for at least a minimum number of large-high value contracts). Specialized procurement experience/training on any of the key areas, e.g., large value supply installation or works, power plant, IT system, health equipment,



medicines, large value complex consultancy contracts. Candidates must have advanced technical qualifications (Masters Level or equivalent). Membership of Chartered Institute of Procurement and Supply (MCIPS) or similar institutions are encouraged. Private sector participants are also eligible with above competencies. Detailed selection criteria will be developed.

- d. **Tier-4: Fellow Public Procurement Professional:** This is the highest level of professionalization for truly desirable procurement practitioners with high level proven expertise in international procurement of very large and complex contracts. Overall experience 15 years of which at least 10 years practicing experience in public procurement is essential, largely focusing on international procurement (e.g., hands-on experience in preparing bidding/proposal documents, evaluation of bids/proposals, and managing international contracts for at least a minimum number of large value highly complex contracts). Specialized procurement experience and training on any of the key areas, e.g., large value highly complex supply installation or works, power plant, IT system, health equipment, medicines, large value highly complex consultancy contracts. Candidate must have advanced technical qualifications (Masters Level or equivalent). Membership of Chartered Institute of Procurement and Supply (MCIPS) or similar institutions are encouraged, with broad expertise in strategic procurement, including proven experience in designing, managing, and delivering large scale and complex procurement operations. Equivalent qualifications for other types of candidates may be determined. Private sector participants are also eligible with above competencies. Detailed selection criteria will be developed.

- e. **Procurement Data Specialist:** Besides, the above public procurement professionals, there will be a separate stream of Procurement Data Specialist. Good understanding of public procurement processes and of the public procurement systems in use in the different agencies and at the central level; understanding of data structures in the public procurement systems; of procurement key performance indicators (KPIs), and what data to use to generate specific indicators, data visualizations or new tools; understanding of how to merge data from multiple sources, different strategies for integrating IT systems, and how to assist colleagues in data-driven decision making and performance monitoring; understanding data challenges and brainstorm possible solutions, open data principles, best practices, format, and technologies; have an overview of relevant open source tools and platforms and how to evaluate and re-purpose to fit specific data needs. Detailed selection criteria will be developed.

25. Given the nature of the intervention and its importance in terms of raising the standard of capacity development over a longer time horizon with greater sustainability and institutionalization, it is envisaged that the basic procurement training will be materialized through a twinning arrangement between local and international collaboration, with necessary input for professionalization and accreditation. Possible options of Engineering Staff College Bangladesh (ESCB) and with institution(s), like, International Training Center of the ILO, Turin, Italy (ITC-ILO) and/or Nottingham University/ UK and/or University of Tor Vergata, Rome, Italy will be explored. The core competence courses for international procurement accreditation program is likely to be conducted in Bangladesh at the recognized study center of the Chartered Institute of Procurement and Supply (CIPS), UK, for example, BRAC Institute of



Governance and Development (BIGD) under the BRAC University, ESCB affiliated with The Institution of Engineers Bangladesh (IEB). This arrangement is proposed in light of the previous experience of ESCB and BIGD under the ongoing procurement reform project. Also, other possibilities will be explored.

- a. **Procurement training program:** The six key components are: (i) introductory to public procurement - online training; (ii) basic procurement training; (iii) specialized procurement training; (iv) highly specialized procurement training; (v) procurement management training; and (vi) short procurement trainings. About 4,000 participants are expected to complete the basic procurement training of three-weeks covering procurement of goods, works, and consultants services, selected mostly from the 24NSPSOs (about 75 percent) followed by others (remaining 25 percent). Short procurement training will be provided to about 6,000 participants. Course curriculum and training materials for all of these courses will be developed. There will be feedback mechanism allowing participating bidders to rate the quality of procurement being conducted by officers; assess the quality of training received; or, identify where additional training and support may be required. Also, it will explore options for leveraging technology to expand the reach of capacity development initiatives, including webinars and online training and resources. The details of courses are expected to be along the following lines which will be further reviewed and firmed up upon receipt of the need assessment consultant within the next couple of months.
- (i) Introductory public procurement training- online: This elementary online procurement training will cover basic understanding of Public Procurement Act, Public Procurement Rules, and procurement methods for low value contracts. The main target audience for this training will be the new comers in the field of procurement. This course will be a pre-requisite to get user registration in e-GP. At the end of this online training there will be an online test (time sensitive/multiple attempt allowed), with the option of on-line certificate.
  - (ii) Basic procurement training (three week): The basic procurement training will include course contents for procurement of goods, works, non-consultant services, and consultant services. The course is targeted to train the personnel involved in procurement process in selected sector organizations. Also, possibility of participation of other sector agencies and private sector in the above training will be explored and may be included as appropriate. This training would focus on preparation of bidding documents (works, goods and services), bid submission, evaluation and award of contract, contract management including arbitrations and dispute resolutions, and use of e-GP. The course content will be mainly based on the PPA, with short modules on international procurement practices like WB, ADB.
  - (iii) Specialized procurement training (one week): This course is meant for specialized fairly complex procurement and is expected to have a duration of at least one week either for good or works or services. Only the top performers in three week basic procurement training or training of similar nature will be eligible for this course.



- (iv) Highly specialized procurement training (two weeks- face to face and hands-on): This course is meant for highly specialized complex projects/very large infrastructures and is expected to have a duration of at least one week either for equipment/power plants or large works or services. Only those completed the specialized procurement training will be eligible for this course. There will be test for this course.
- (v) Procurement management training: Procurement management training at advance level will be arranged abroad for SPSOs key procurement officials and procurement focal persons to prepare them to effectively serve as the procurement resources for the respective organizations. Also, CPTU procurement officials will be provided with this training.
- (vi) Short procurement training: The short courses for various target audiences will be introduced. All courses below will be conducted under the contract arrangement between ESCB in association with internationally reputed procurement training institution. The following short courses are envisaged with scope of further adjustments/additions depending on actual need: All short courses should highlight the e-GP system as the primary source of all information.
- i. e-GP training (public officials/ bidders/ bank officials): There will be four types of e-GP course: public officials, bidding community, bank officials, and organization admin. For public officials, it will be a selection of courses of two to five days duration covering the use of electronic government procurement (e-GP) and its functionalities in reference to the public procurement rules, preparation of bidding documents, evaluation of bids and contract management modules. For the bidders, there will be training of 1-day duration mainly focusing on how to prepare and submit bids on-line and a course on contract management for filing required document, request for payment and any change orders. The bank officials' short training will mainly focus on registered users of banks as how to use e-GP for bank transactions. The organization admins short training is of specialized nature as how administer organizations in e-GP. ✓
  - ii. Training of junior level officers: Junior level officials of procuring entities who assist in estimates, accounting and/or associated with procurement activities will be trained on a short course of three-day duration.
  - iii. Training of civil service officers: These short courses (1-5 days) will be designed targeting entry, mid and senior level civil servants. Specific training modules for various levels of officials will be designed in a way that it helps them in dealing with day to day procurement related issues.
  - iv. Training of auditors, finance and accounts officers: Given the importance of the role of auditors in public procurement, the public auditors will be provided with targeted course on procurement (2-3 days) that is