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Date: 18 May 2026

Invitation for Applications
for
National Procurement Trainer
(Member of National Procurement Trainer Pool)

The National Procurement Trainer Pool refers to a specialized group of certified and trained resource persons developed by the Bangladesh Public Procurement Authority (BPPA) to deliver training, capacity building, and professional development programs on public procurement across the country. The members of the Pool have also been accorded as the 'National Procurement Trainer' in the Public Procurement Rules, 2025. The pool was originally developed back in 2003 under procurement reform initiatives supported by the World Bank to strengthen institutional capacity and improve compliance with the legal framework of Public Procurement.

Now the BPPA intends to expand the existing Pool through selecting new members through a competitive selection process. A part of the financing received from the World Bank for the implementation of the Procurement Modernization to Improve Public Service Delivery (PMIPSD) Project will be used for this purpose. Accordingly, applications are hereby invited from qualified and interested procurement professionals from the public and private sectors, universities, training institutions, and other relevant organizations for selection as prospective National Procurement Trainers.

Eligibility Criteria: Interested applicants shall possess the following qualifications and competencies:

- a) **Educational Qualification:** Bachelor's degree in Economics, Engineering, Law, Accounting, Business Administration, Business Studies, Statistics, Science, Social Science, Public Administration, Public Policy Procurement, or any other related discipline.
- b) **Age:** Applicants shall be between 35 and 60 years of age.
- c) **Professional Knowledge and Experience:** Applicants should have:
 - Sound knowledge of public procurement systems and practices;
 - Up-to-date knowledge of the Public Procurement Act, 2006 (PPA, 2006), Public Procurement Rules, 2025 (PPR, 2025), and Standard Tender Documents (STDs);
 - Familiarity with international procurement best practices, which will be considered an added advantage; and
 - At least three (3) years of first-hand experience in procurement and contract management related activities within or outside their organizations.
 - Experience in conducting training and capacity development programs

d) Training in Procurement: Applicants must have completed BPPA's (former CPTU as well) 3 weeks' training in Public Procurement. Preference will be given to candidates possessing Professional Diploma/Graduate Diploma in Procurement and Supply Chain Management or a Master's degree in Procurement and Supply Chain.

e) Competencies and Personal Attributes: Applicants should demonstrate:

- Strong presentation and communication skills;
- High analytical and learning capacity;
- Teamwork and interpersonal skills;
- Professional integrity and emotional maturity; and
- Good physical fitness and sound health.

f) Language Proficiency: Applicants must be fluent in both Bangla and English, including speaking and writing skills.

Selection Procedure: Applications will be evaluated by a Selection Committee based on the above criteria. Shortlisted candidates will be invited to participate in a written examination. Upon subject to qualifying the written exam, they will be required to deliver a classroom presentation and interview as part of the final selection process.

Responsibilities: Selected candidates will be required to provide a written consent or no-objection from their employer to participate as trainer in procurement training programs conducted by BPPA. They will undergo Training of Trainers (ToT) programs on thematic and pedagogical competencies at scheduled dates. Successful candidates may subsequently be recognized as National Certified Procurement Trainers of BPPA.

Application Procedure: Interested applicants may obtain detailed information and the prescribed application form from BPPA office or download the form from the official website of BPPA. Completed applications must be submitted to the address below no later than **22 June 2026 at 5:00 PM**. Applications may also be submitted electronically via email to: apply@bppa.gov.bd.

BPPA reserves the right to cancel the selection process at any time prior to final selection under unavoidable circumstances.



S. M. Moin Uddin Ahmed
Chief Executive Officer (Secretary)
Bangladesh Public Procurement Authority (BPPA)

Curriculum Vitae (CV) Format

For Selection of National Procurement Trainer

1. Personal Information

- Name:
 - Father's / Mother's Name:
 - Date of Birth:
 - Nationality:
 - National ID / Passport No.:
 - Present Address:
 - Permanent Address:
 - Mobile:
 - Email:
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2. Position Applied For

- **Title of Position:** National Procurement Trainer
 - **Area of Specialization:**
(e.g., Public Procurement, e-GP, World Bank Procurement, Contract Management, Procurement Audit, etc.)
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3. Educational Qualifications

Degree Subject/Discipline Institution Year Result/CGPA

4. Professional Certifications / Specialized Training

Title of Training/Certification Institution Country Duration Year

5. Employment Record

Present Employment

- **Organization:**

- Designation:
- Period:
- Key Responsibilities:

Previous Employment

Organization Position Period Major Responsibilities

6. Experience in Public Procurement

Area of Experience	Years of Experience	Brief Description
Public Procurement under PPA/PPR		
e-GP System		
Development Partner Procurement		
Contract Management		
Procurement Planning		
Procurement Capacity Building		

7. Training Experience

Course/Training Conducted	Client/Organization	Participants	Duration	Year

8. Experience with Development Partners

Organization/Project	Role	Funding Agency	Duration

9. Publications / Research / Manuals Developed

(if any)

Title	Publisher/Organization	Year

10. Computer & Technical Skills

- MS Office Applications
- e-GP System

- Data Analysis Tools
 - Presentation & Facilitation Skills
 - Other Relevant Software/Platforms
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11. Language Proficiency

Language	Reading	Writing	Speaking
Bangla	Excellent/Good/Fair	Excellent/Good/Fair	Excellent/Good/Fair
English	Excellent/Good/Fair	Excellent/Good/Fair	Excellent/Good/Fair

12. References

Reference 1

- Name:
- Designation:
- Organization:
- Mobile:
- Email:

Reference 2

- Name:
 - Designation:
 - Organization:
 - Mobile:
 - Email:
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13. Declaration

I hereby declare that the information provided in this CV is true and correct to the best of my knowledge and belief.

Signature of the Applicant

Date: _____