



# **GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

**Office of the Primary Education Infrastructure Management Unit (PEIMU)**

***Scheme on***  
**Fourth Primary Education Development Program (PEDP4)**

**Request for Application (RFA)**  
**Selection of Individual Consultant (National)**  
**For**  
**Consultant**

**(Time Based)**

Local Government Engineering Department  
Primary Education Infrastructure Management Unit (PEIMU)  
LGED Bhaban (3<sup>rd</sup> Floor), SHer-e-Bangla Nagar, Agargaon, Dhaka-1207.

**Guidance Notes on the Use of  
the Standard Request for Application for Selection  
of Individual Consultants (National)**

These guidance notes have been prepared by the CPTU to assist a Client in the preparation, using the Standard Request for Application (SRFA), for procurement of Individual Consultants (National). The Client should also refer to the Public Procurement Act 2006 (Act No 24 of 2006), and the Public Procurement Rules 2008, issued to supplement the Act available on CPTU's website: [www.cptu.gov.bd/](http://www.cptu.gov.bd/). All concerned are advised to refer to the aforementioned Act and Rules while participating in any selection process of Consultants.

Individual Consultants shall be employed in accordance with Section 38 of the Public Procurement Act 2006 and Rule 112& Rule 104(d) of the Public Procurement Rule 2008 for assignments for which the qualifications and experience of the individual are the overriding requirements and no team of staff and no additional professional support are required.

This document shall be used when a Procuring Entity (the Client) wishes to select an Individual Consultant (National) for **assignments for which the qualifications and experience of the individual are the overriding requirement**, for which remuneration is being determined on the basis of the time actually spent by the Consultant in carrying out the services.

Time-based Contracts are recommended when the Scope of the Services cannot be established with sufficient precision, or the duration and quantity of Services depends on variables that are beyond the control of the Consultant, or the output required of the consultants is difficult to assess.

Consultant's remuneration is based on (i) agreed unit rates for the Consultant multiplied by the actual time spent by him/her in executing the assignment, and (ii) reimbursable expenses using actual expenses and/or agreed unit prices. This type of Contract requires the Client to closely supervise consultants and to be involved in the daily execution of the assignment.

SRFA (PS4) has been designed to suit the particular needs of procurement within Bangladesh, and has four (4) Sections, of which **Section 1**: Information to the Applicants and the Contract Agreement in **Section 4** **must not be altered or modified under any circumstances**.

The Client addresses its specific needs through the **Section 2**: Terms of Reference (TOR). The way in which an Applicant expresses his/her interest is by completion and submission of the Application Forms in **Section 3**.

Guidance notes in brackets and italics are provided for both the Client and the Applicants and as such the Client should carefully decide what notes need to remain and what other guidance notes might be required to assist the Applicant in preparing its Application submission; so as to minimize the inept Selection process.

SRFA (PS4), when properly completed will provide all the information that an Individual Consultant (National) needs in order to prepare and submit an Application. This should provide a sound basis on which the Client can fairly, transparently and accurately carry out an evaluation process on the application submitted by the Individual Consultant.

SRFA (PS4) duly tailored may also be used for the purpose of Single Source Selection Method. The following briefly describes the Section of SRFA (PS4) and how a Client should use these when preparing a particular request for Applications.

**Section 1: Information to the Applicants**

This Section provides relevant information to help Consultants prepare their Applications. Information is also provided for submission, opening, and evaluation of Applications and on the award of Contract.

This Section also contains the criteria for selection of suitable Applicant  
**The text of the clauses in this section shall not be modified.**

**Section 2. Terms of Reference**

This section defines clearly the Objectives, Goals, and Scope of the assignment, and provides background information (including a list of existing relevant studies and basic data) to enable the Individual Consultant to clearly understand the assignment. This section lists the Services and surveys that may be necessary to carry out the assignment and the expected outputs (for example, reports, data, maps, surveys); it also clearly defines the Client's and Consultants' respective responsibilities.

**Section 3. Application Forms**

This section provides the standard format that permits the requested information to be presented in a clear, precise and readily available manner and allows the Client to readily understand and evaluate Applications in accordance with the pre-disclosed criteria. The completed forms will indicate details of the Applicant's qualifications and experience best suited to the specific assignment.

**Section 4. Contract Agreement Forms**

The Form of Contract Agreement which, once completed and signed by the Client and the Consultant clearly defines the Client's and Consultants' respective responsibilities. The Annexes to the formal Contract include a Description of the Services, the Reporting Schedule and **Cost estimates** of Services.

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# Section 1. Information to the Applicants

## A. General

1. **Scope of assignment**
  - 1.1 The Client has been allocated Public fund for Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)) and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2.
2. **Qualifications of the Applicant**
  - 2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
  - 2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.  
***[Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2 ]***
3. **Eligible Applicants**
  - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions
  - 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 112 (9) of the Public Procurement rules, 2008
  - 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc. must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his/her Applications
  - 3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post.
  - 3.5 The Applicant has the legal capacity to enter into the Contract
  - 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.
  - 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.
  - 3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5
4. **Corrupt, Fraudulent, Collusive or Coercive Practices**
  - 4.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
  - 4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4**
  - 4.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.

- 4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
- (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
  - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

## 5. Conflict of Interest

- 5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 5.3 Pursuant to Rule 55 of the Public Procurement Rule 2008, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.
- 5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.

## B. Preparation, Submission & Modification or Substitution of Applications

### 6. Preparation of Application

- 6.1 Applications shall be typed or written in indelible ink in **English language** and shall be signed by the Applicant. Applicants are required to complete the following Forms:
- (a) Form 3A: Application Submission Form;
  - (b) Form 3B: CV of the Applicant; and
  - (c) Form 3C: Remuneration and Reimbursable

6.2 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.

### 7. Submission of Application

- 7.1 Pursuant to Rule-113(5) of the Public Procurement Rules, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement.
- 7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.
- 7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.
- 7.4 The closing date for submission of Application is **15/09/2022 up to 2.00pm** Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late, and returned unopened to the Applicant.
- 7.5 Applications may be modified or substituted before the deadline for submission of Applications.

- 7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.
- 7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

**C. Evaluation of Applications**

**8. Evaluation of applications**

- 8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, knowledge of local conditions as well as language.
- 8.2 The points to be given under each of the evaluation Criteria are:

Criteria	Points	Remarks
• Educational Qualification	25	
• Experience as office executive	25	
• Adequacy for the assignment	35	
• Computer and communication skills	10	
<b>Total points:</b>	<b>95 points</b>	

- 8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points 70 shall be considered disqualified.
- 8.4 Applications shall be evaluated by the Proposal Evaluation Committee (PEC), who shall prepare a short-list of maximum seven (7) Applicants
- 8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the PEC and shall be rated with five (5) points.
- 8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared.
- 8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.
- 8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee(POC)
- 8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.
- 8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.

**9. Application Negotiations**

- 9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 122 of the Public Procurement Rule, 2008 at the address of the client.
- 9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded
- 9.3 During negotiations, the Client and the Applicant shall finalise the "Terms of Reference", work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services"



- 9.4 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.
- 9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

### **C. Award of Contract**

- 8. Award of Contract** 10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.
- 9. Debriefing** 11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.
- 11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected.
- 10. Commencement of Services** 12.1 The applicant is expected to commence the assignment on **October, 2022** at the location Dhaka. The duration of the contract shall be up to June, 2023 (to be extended to June, 2025) from the date of commencement.

## Terms of Reference (ToR) for selection of Individual Consultants under PEDP4

### Background and General Description

Local Government Engineering Department (LGED) has earned a very high esteem both at home and abroad for its capability to implement development activities timely with quality output. The Development Partners have kept their confidence in LGED because of its flexibility and quick adaptation to objective changes and innovations. The other ministries of Government of Bangladesh (GOB) have also shown interest to associate LGED and co-partner them in implementing many of their development projects.

LGED has been working with the Directorate of Primary Education (DPE) of the Ministry of Primary and Mass Education (MoPME), as one of the team organizations involved in implementation of civil works under the different projects and programs since 1990. The major on-going projects are the Need Based Infrastructure Development of Government Primary Schools (1<sup>st</sup> Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1<sup>st</sup> Phase) Project, Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised) is basically the follow-up of PEDP-3 commenced from 1<sup>st</sup> July, 2018 for a period of seven years (extended up to June,2025). PEDP4 is funded by Government of Bangladesh (GOB) and Six Development Partners (DPs). The Program is expected to contribute to the effort of Government of Bangladesh (GOB) for Seven years long Primary Education covering one year Pre-Primary Education. The objectives of PEDP4 is to support Government's effort of improving student learning outcome and completion rates as well as reducing disparities across all regions.

LGED is mainly responsible for implementing the civil works such as reconstruction and construction of school buildings, additional class room, extension of District Primary Education Office, extension and renovation of PTI's, extension of Upazilla Education Office and supply of furniture etc. LGED already established a unit named Primary Education Infrastructure Management Unit (PEIMU) at LGED head quarter to administer and manage the development activities of projects and programs of DPE under MoPME. The PEIMU is planning to engage Individual Consultants along with necessary support staff in the field of primary education infrastructures planning, investigating, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised).

### Overall objectives of the consulting services under PEDP4:

The overall objectives of the consultant services are to enhance and strengthen the existing capacity of LGED and PEIMU in the areas of:

- a) overall project management;
- b) overall planning, design and estimating aspects;
- c) overall financial management and fiduciary issues;
- d) overall procurement management;
- e) effective monitoring and supervision management;
- f) quality output of civil works;
- g) quality output of electrical and solar system;
- h) enhance proper compliance of program environmental and social safeguard issues;
- i) architectural plans, drawing, designs, interior designs and models;
- j) quality output of structural plans, drawing and designs and plan;
- k) quality output on water supply, plumbing and fire-fighting system for the building;
- l) documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media;
- m) Mitigation of environmental issue related task considering as inscribed by IFC standard;
- n) Timely submission of Physical & Financial progress as requested by DP'S and MoPME.

**Audit Expert (AE):**

The Audit Expert (AE) will carry out his tasks in accordance with accepted professional standards and acknowledge in the area of Audit related works of LGED and PEIMU development activities.

**1.The assignments of Audit Expert shall include, but not limited to the following:**

- a) Assist PEIMU, LGED and PEDP4 to expedite program and project audit reply and settlement system;
- b) Provide technical assistance in improving financial systems;
- c) Assist for improvements of audit and financial management systems of PEIMU and PEDP4;
- d) Assist PEIMU accounting personnel for auditing, book-keeping, accounting, budgeting and payment records;
- e) Liaison with the works Audit Directorate, FAPAD & DPE to settle the audit observations;
- f) Assist & strengthen the PEIMU accounts and audit matters through Government financial rules and regulation, procedures etc;
- g) Any others duties as assigned by the appropriate authority.

**2. Educational Qualification and Experience for Audit Expert :**

Candidates meeting the following requirements are encouraged to apply:

- a) Minimum Educational Qualifications: Bachelor Degree in Accounting or equivalent degree from any recognized university/institution;
- b) A higher educational qualification will be preferred;
- c) 10 (Ten) years' experience in Audit & Financial Management and 5(Five) years' of experience on LGED Audit and Financial Management system;
- d) Adequate knowledge of Audit management work with LGED development activity particularly in Primary Education Development Program;
- e) Computer skills including MS Office (Word, Excel and Power point).

**3. Duration of Contract:**

About 33(Thirty three ) Month from the Contract (up to June,2025).

**4. Institutional Arrangement :**

- a) Work under the direct supervision of Additional Chief Engineer and Superintending Engineer with close co-ordination with other officials and experts of PEIMU, LGED;
- b) LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment of necessary support staff may be made from consultant monthly payment as reimbursable item.



## Terms of Reference (ToR) for selection of Individual Consultants under PEDP4

### Background and General Description

Local Government Engineering Department (LGED) has earned a very high esteem both at home and abroad for its capability to implement development activities timely with quality output. The Development Partners have kept their confidence in LGED because of its flexibility and quick adaptation to objective changes and innovations. The other ministries of Government of Bangladesh (GOB) have also shown interest to associate LGED and co-partner them in implementing many of their development projects.

LGED has been working with the Directorate of Primary Education (DPE) of the Ministry of Primary and Mass Education (MoPME), as one of the team organizations involved in implementation of civil works under the different projects and programs since 1990. The major on-going projects are the Need Based Infrastructure Development of Government Primary Schools (1<sup>st</sup> Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1<sup>st</sup> Phase) Project, Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised) is basically the follow-up of PEDP-3 commenced from 1<sup>st</sup> July, 2018 for a period of seven years (extended up to June,2025). PEDP4 is funded by Government of Bangladesh (GOB) and Six Development Partners (DPs). The Program is expected to contribute to the effort of Government of Bangladesh (GOB) for Seven years long Primary Education covering one year Pre-Primary Education. The objectives of PEDP4 is to support Government's effort of improving student learning outcome and completion rates as well as reducing disparities across all regions.

LGED is mainly responsible for implementing the civil works such as reconstruction and construction of school buildings, additional class room, extension of District Primary Education Office, extension and renovation of PTI's, extension of Upazilla Education Office and supply of furniture etc. LGED already established a unit named Primary Education Infrastructure Management Unit (PEIMU) at LGED head quarter to administer and manage the development activities of projects and programs of DPE under MoPME. The PEIMU is planning to engage Individual Consultants along with necessary support staff in the field of primary education infrastructures planning, investigating, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised).

### Overall objectives of the consulting services under PEDP4:

The overall objectives of the consultant services are to enhance and strengthen the existing capacity of LGED and PEIMU in the areas of:

- a) overall project management;
- b) overall planning, design and estimating aspects;
- c) overall financial management and fiduciary issues;
- d) overall procurement management;
- e) effective monitoring and supervision management;
- f) quality output of civil works;
- g) quality output of electrical and solar system;
- h) enhance proper compliance of program environmental and social safeguard issues;
- i) architectural plans, drawing, designs, interior designs and models;
- j) quality output of structural plans, drawing and designs and plan;
- k) quality output on water supply, plumbing and fire-fighting system for the building;
- l) documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media;
- m) Mitigation of environmental issue related task considering as inscribed by IFC standard;
- n) Timely submission of Physical & Financial progress as requested by DP'S and MoPME.

**Geologist:**

The Geologist will carry out his tasks in accordance with accepted professional standards and acknowledge in the area of geological related works of LGED and PEIMU development activities.

**1. The assignments of Geologist shall include, but not limited to the following:**

- a) Supervise field sub soil investigation work by the sub-soil investigation contractor/firm;
- b) Review the soil sampling & soil classification done by the investigation firm;
- c) Supervise drilling work and others related works and check bore log performed by the contractor/firm;
- d) Review and check all field data/sample etc.;
- e) Collection and review of published geological report on the study area;
- f) Any others duties as assigned by the appropriate authority.
- ❖ Satellite image (it can be collected from SPARSO- space research and remote sensing Org.) for carrying;
  - i. Settlement
  - ii. Morphology
  - iii. Topographic information
  - iv. Subsurface geological conditions
  - v. Fault
  - vi. Joint
- g) Earthquake records for sustainable development
  - ❖ Hydro geological condition (data can be collected from Gov. Org. ie. BWDB(Bangladesh Water Development Board);
    - i. Ground water level.
    - ii. Surface water level.
    - iii. Recharge Condition of the zone where water may leaked into the site or away from the site.
  - ❖ Climatic conditions (data must be collected from Government Organization):
    - i. Rainfall
    - ii. Temperature
    - iii. Humidity
    - iv. Reduced Level: Elevation from mean sea level.

**2. Educational Qualification and Experience for Geologist :**

Candidates meeting the following requirements are encouraged to apply:

- a) Minimum Educational Qualifications: Master Degree in Geology or equivalent degree from any recognized university/institution;
- b) A higher educational qualification will be preferred;
- c) 10(Ten) years' working experience as Geologist, particularly in sub-soil investigation, soil sampling and soil classification work of Civil Engineering infrastructure and 5(Five) years; of experience on Building works;
- d) Adequate knowledge of sub-soil investigation, soil sampling and soil classification work with LGED development activity particularly in Primary Education Development Program;
- e) Computer skills including MS Office (Word, Excel and Power point ).

**3. Duration of Contract:**

About 33(Thirty three ) Month from the Contract (up to June,2025).

**4. Institutional Arrangement :**

- a) Work under the direct supervision of Additional Chief Engineer and Superintending Engineer with close co-ordination with other officials and experts of PEIMU, LGED;
- b) LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment of necessary support staff may be made from consultant monthly payment as reimbursable item.

## Terms of Reference (ToR) for selection of Individual Consultants under PEDP4

### Background and General Description

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LGED has been working with the Directorate of Primary Education (DPE) of the Ministry of Primary and Mass Education (MoPME), as one of the team organizations involved in implementation of civil works under the different projects and programs since 1990. The major on-going projects are the Need Based Infrastructure Development of Government Primary Schools (1<sup>st</sup> Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1<sup>st</sup> Phase) Project, Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

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### Overall objectives of the consulting services under PEDP4:

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- b) overall planning, design and estimating aspects;
- c) overall financial management and fiduciary issues;
- d) overall procurement management;
- e) effective monitoring and supervision management;
- f) quality output of civil works;
- g) quality output of electrical and solar system;
- h) enhance proper compliance of program environmental and social safeguard issues;
- i) architectural plans, drawing, designs, interior designs and models;
- j) quality output of structural plans, drawing and designs and plan;
- k) quality output on water supply, plumbing and fire-fighting system for the building;
- l) documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media;
- m) Mitigation of environmental issue related task considering as inscribed by IFC standard;
- n) Timely submission of Physical & Financial progress as requested by DP'S and MoPME.

**Junior Monitoring Expert (JME):**

The Junior Monitoring Expert (JME) will provide consultancy service in areas of monitoring and implementation of development activities of PEDP4, PEIMU of LGED. The consultants will perform his duties in accordance with acceptable professional standard, utilizing sound monitoring and supervision management.

**1.The assignments of the Junior Monitoring Expert shall include, but not limited to the following:**

- a) Implementation and monitoring of development activities of PEDP4;
- b) Preparation of work-plan related to Monitoring, Audit, procurement and ICT of PEDP4;
- c) LGED in regular monitoring and evaluation of progress of work and find out issues and suggest necessary means for solving the issues and problems;
- d) Carry out field visits monitoring the implementation processes of development activities of PEIMU;
- e) To reviewing the progress of sub-projects at HQ level/ Divisional level/ District level and identify the problems/bottlenecks and suggest remedial actions for mitigation;
- f) Design suitable format for collection of information from the field level for monitoring and evaluation of progress of works;
- g) Any others duties as assigned by the appropriate authority.

**2. Educational Qualification and Experience for Junior Monitoring Expert (JME) :**

Candidates meeting the following requirements are encouraged to apply:

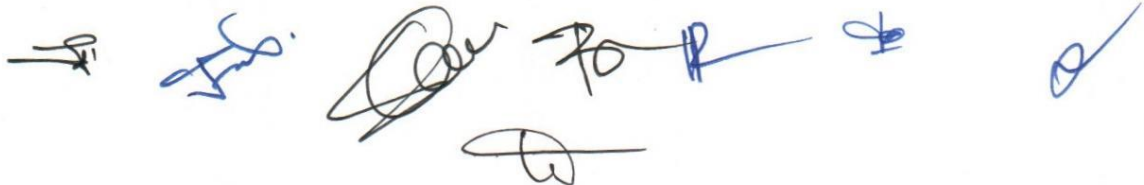
- a) Minimum Educational Qualifications: Bachelor Degree in any Subject or equivalent degree from any recognized university/institution;
- b) A higher educational qualification will be preferred;
- c) 10 (Ten) years' working experience on monitoring of Construction work of Civil Engineering infrastructure and 5(Five) years' of experience on building works;
- d) Adequate knowledge of monitoring of Construction work with LGED development activity particularly in Primary Education Development Program;
- e) Computer skills including MS Office (Word, Excel and Power point ).

**3. Duration of Contract:**

About 33(Thirty three ) Month from the Contract (up to June,2025).

**4. Institutional Arrangement :**

- a) Work under the direct supervision of Additional Chief Engineer and Superintending Engineer and work in close co-ordination with other officials and experts of PEIMU,LGED;
- b) LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment of necessary support staff may be made from consultant monthly payment as reimbursable item.



## Terms of Reference (ToR) for selection of Individual Consultants under PEDP4

### Background and General Description

Local Government Engineering Department (LGED) has earned a very high esteem both at home and abroad for its capability to implement development activities timely with quality output. The Development Partners have kept their confidence in LGED because of its flexibility and quick adaptation to objective changes and innovations. The other ministries of Government of Bangladesh (GOB) have also shown interest to associate LGED and co-partner them in implementing many of their development projects.

LGED has been working with the Directorate of Primary Education (DPE) of the Ministry of Primary and Mass Education (MoPME), as one of the team organizations involved in implementation of civil works under the different projects and programs since 1990. The major on-going projects are the Need Based Infrastructure Development of Government Primary Schools (1<sup>st</sup> Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1<sup>st</sup> Phase) Project, Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised) is basically the follow-up of PEDP-3 commenced from 1<sup>st</sup> July, 2018 for a period of seven years (extended up to June,2025). PEDP4 is funded by Government of Bangladesh (GOB) and Six Development Partners (DPs). The Program is expected to contribute to the effort of Government of Bangladesh (GOB) for Seven years long Primary Education covering one year Pre-Primary Education. The objectives of PEDP4 is to support Government's effort of improving student learning outcome and completion rates as well as reducing disparities across all regions.

LGED is mainly responsible for implementing the civil works such as reconstruction and construction of school buildings, additional class room, extension of District Primary Education Office, extension and renovation of PTI's, extension of Upazilla Education Office and supply of furniture etc. LGED already established a unit named Primary Education Infrastructure Management Unit (PEIMU) at LGED head quarter to administer and manage the development activities of projects and programs of DPE under MoPME. The PEIMU is planning to engage Individual Consultants along with necessary support staff in the field of primary education infrastructures planning, investigating, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised).

### Overall objectives of the consulting services under PEDP4:

The overall objectives of the consultant services are to enhance and strengthen the existing capacity of LGED and PEIMU in the areas of:

- a) overall project management;
- b) overall planning, design and estimating aspects;
- c) overall financial management and fiduciary issues;
- d) overall procurement management;
- e) effective monitoring and supervision management;
- f) quality output of civil works;
- g) quality output of electrical and solar system;
- h) enhance proper compliance of program environmental and social safeguard issues;
- i) architectural plans, drawing, designs, interior designs and models;
- j) quality output of structural plans, drawing and designs and plan;
- k) quality output on water supply, plumbing and fire-fighting system for the building;
- l) documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media;
- m) Mitigation of environmental issue related task considering as inscribed by IFC standard;
- n) Timely submission of Physical & Financial progress as requested by DP'S and MoPME.





**Junior Electrical Engineer (8 Division):**

The Junior Electrical Engineer will provide consultancy service in areas of planning, designing, supervision, managing, monitoring and evaluation of electrical aspects of various infrastructures like multi-storied office and residential buildings, auditoriums, functional buildings and Primary school cum shelters etc. in consultation with LGED officials and other professionals working in PEDP4, PEIMU, LGED.

**1. The assignments of the Electrical Engineer shall include, but not limited to the following:**

- a) Prepare electrical designs and drawings for various infrastructures like multi-storied office and residential buildings, auditoriums, functional buildings and Primary school cum shelters etc. in consultation with LGED officials and other professionals of PEDP4, PEIMU;
- b) Review the existing electrical design standard of LGED and PWD and develop a suitable designs for building under PEDP4;
- c) Carry his/her assignments timely and provide sound and diligent services;
- d) Prepare electrical design and drawing for various projects as requested by LGED;
- e) Carryout consultation with LGED officials and other stakeholders as identified by LGED and incorporate their suggestions in to the Electrical design and drawings. While doing so the consultant should consider the alternate options so that the requirements as well as cost could be optimized;
- f) Provide data, drawing as well as necessary support to Structural Engineers/ Architect so that he/she could get all relevant information from them;
- g) During construction period if any change in design becomes necessary the consultant shall review necessary documents, visit the project site and finalize necessary amendments within a reasonable time;
- h) Any others duties as assigned by the appropriate authority.

**2. Educational Qualification and Experience for Junior Electrical Engineer (JEE):**

Candidates meeting the following requirements are encouraged to apply:

- a) Minimum Educational Qualifications: B.Sc. in Electrical Engineering or equivalent educational qualification from any recognized university/institution;
- b) A Master Degree in Electrical Engineering or equivalent will be preferred;
- c) 05 (Five) years of experience in Electrical Engineering related works with 3 (Three ) years experience in Building Design related works ;
- d) Adequate knowledge on Electrical works in building design related works;
- e) Computer skills including MS Office (Word, Excel, and PowerPoint) & design softwares.

**3. Duration of Contract:**

About 33(Thirty three ) Month from the Contract (up to June,2025).

**4. Institutional Arrangement :**

- a) Work under the direct supervision of Additional Chief Engineer and Superintending Engineer with close co-ordination with other officials and experts of PEIMU, LGED;
- b) LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment of necessary support staff may be made from consultant monthly payment as reimbursable item.

A series of seven handwritten signatures in blue ink, arranged horizontally across the bottom of the page. The signatures vary in style, with some being more stylized and others more legible.

## Terms of Reference (ToR) for selection of Individual Consultants under PEDP4

### Background and General Description

Local Government Engineering Department (LGED) has earned a very high esteem both at home and abroad for its capability to implement development activities timely with quality output. The Development Partners have kept their confidence in LGED because of its flexibility and quick adaptation to objective changes and innovations. The other ministries of Government of Bangladesh (GOB) have also shown interest to associate LGED and co-partner them in implementing many of their development projects.

LGED has been working with the Directorate of Primary Education (DPE) of the Ministry of Primary and Mass Education (MoPME), as one of the team organizations involved in implementation of civil works under the different projects and programs since 1990. The major on-going projects are the Need Based Infrastructure Development of Government Primary Schools (1<sup>st</sup> Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1<sup>st</sup> Phase) Project, Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised) is basically the follow-up of PEDP-3 commenced from 1<sup>st</sup> July, 2018 for a period of seven years (extended up to June,2025). PEDP4 is funded by Government of Bangladesh (GOB) and Six Development Partners (DPs). The Program is expected to contribute to the effort of Government of Bangladesh (GOB) for Seven years long Primary Education covering one year Pre-Primary Education. The objectives of PEDP4 is to support Government's effort of improving student learning outcome and completion rates as well as reducing disparities across all regions.

LGED is mainly responsible for implementing the civil works such as reconstruction and construction of school buildings, additional class room, extension of District Primary Education Office, extension and renovation of PTI's, extension of Upazilla Education Office and supply of furniture etc. LGED already established a unit named Primary Education Infrastructure Management Unit (PEIMU) at LGED head quarter to administer and manage the development activities of projects and programs of DPE under MoPME. The PEIMU is planning to engage Individual Consultants along with necessary support staff in the field of primary education infrastructures planning, investigating, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised).

### Overall objectives of the consulting services under PEDP4:

The overall objectives of the consultant services are to enhance and strengthen the existing capacity of LGED and PEIMU in the areas of:

- a) overall project management;
- b) overall planning, design and estimating aspects;
- c) overall financial management and fiduciary issues;
- d) overall procurement management;
- e) effective monitoring and supervision management;
- f) quality output of civil works;
- g) quality output of electrical and solar system;
- h) enhance proper compliance of program environmental and social safeguard issues;
- i) architectural plans, drawing, designs, interior designs and models;
- j) quality output of structural plans, drawing and designs and plan;
- k) quality output on water supply, plumbing and fire-fighting system for the building;
- l) documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media;
- m) Mitigation of environmental issue related task considering as inscribed by IFC standard;
- n) Timely submission of Physical & Financial progress as requested by DP'S and MoPME.

**Junior Supervision Engineer (JSE), (Faridpur, Madaripur, Gopalganj, Narail, Magura & Khulna District):**

The Junior Supervision Engineer (JSE) will provide consultancy service in areas of management, planning, monitoring, supervision and implementation of development activities undertaken by PEIMU of LGED. The consultants will perform his duties in accordance with acceptable professional standard, utilizing sound engineering, monitoring and supervision management.

**1. The specific roles and responsibilities of the Junior Supervision Engineer shall include, but not limited to the following:**

- a) Accountable for the smooth execution of the construction work of development activities under PEDP4;
- b) Prepare Monthly progress report of PEDP4 activities of the region;
- c) Follow the work schedule submitted by the contractor and ensure its implementation with quality and within time frame according to design and specifications;
- d) Properly report to the XEN (Region) any incidence that may delay the project progress;
- e) Perform assignment as given by the XEN (Region) & SE (Region);
- f) Verify and check the test results and frequency of test of key constriction materials as outlined in the tender documents;
- g) Ensure that all works in the Bill of Quantities have been executed by the contractor;
- h) Review work program submitted by the contractor and recommended changes on the same to expedite implementation and completion of the work;
- i) Preparation and checking of Estimate of physical activities;
- j) Any others duties as assigned by the appropriate authority.

**2. Educational Qualification and Experience for Junior Supervision Engineer (JSE):**

Candidates meeting the following requirements are encouraged to apply:

- a) Minimum Educational Qualifications: B.Sc. in Civil Engineering or equivalent / Diploma in Civil Engineering from any recognized university/institution.
- b) A higher Degree in Engineering or equivalent will be preferred;
- c) 10 (Ten) years' experience in construction supervision for B.Sc. in Civil Engineering or 20 (Twenty) years for Diploma in Civil Engineering including 5 (Five) years' experience for B.Sc. in Civil Engineering or 10 (Ten) years for Diploma in Civil Engineering in building construction supervision & Monitoring activities;
- d) Adequate knowledge on Program Supervision Management;
- e) Computer skills including MS Office (Word, Excel and Power Point).

**3. Duration of Contract:**

About 33(Thirty three ) Months from the Contract (up to June,2025).

**4. Institutional Arrangement :**

- a) The Junior Supervising Engineer will work under the direct supervision of Superintending Engineer (Region), XEN Concern district LGED in close association with the Executive Engineer (Region) regarding quality control and supervision of construction activities of PEIMU activities at field level;
- b) LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment of necessary support staff may be made from consultant monthly payment as reimbursable item.



## Terms of Reference (ToR) for selection of Individual Consultants under PEDP4

### Background and General Description

Local Government Engineering Department (LGED) has earned a very high esteem both at home and abroad for its capability to implement development activities timely with quality output. The Development Partners have kept their confidence in LGED because of its flexibility and quick adaptation to objective changes and innovations. The other ministries of Government of Bangladesh (GOB) have also shown interest to associate LGED and co-partner them in implementing many of their development projects.

LGED has been working with the Directorate of Primary Education (DPE) of the Ministry of Primary and Mass Education (MoPME), as one of the team organizations involved in implementation of civil works under the different projects and programs since 1990. The major on-going projects are the Need Based Infrastructure Development of Government Primary Schools (1<sup>st</sup> Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1<sup>st</sup> Phase) Project, Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised) is basically the follow-up of PEDP-3 commenced from 1<sup>st</sup> July, 2018 for a period of seven years (extended up to June,2025). PEDP4 is funded by Government of Bangladesh (GOB) and Six Development Partners (DPs). The Program is expected to contribute to the effort of Government of Bangladesh (GOB) for Seven years long Primary Education covering one year Pre-Primary Education. The objectives of PEDP4 is to support Government's effort of improving student learning outcome and completion rates as well as reducing disparities across all regions.

LGED is mainly responsible for implementing the civil works such as reconstruction and construction of school buildings, additional class room, extension of District Primary Education Office, extension and renovation of PTI's, extension of Upazilla Education Office and supply of furniture etc. LGED already established a unit named Primary Education Infrastructure Management Unit (PEIMU) at LGED head quarter to administer and manage the development activities of projects and programs of DPE under MoPME. The PEIMU is planning to engage Individual Consultants along with necessary support staff in the field of primary education infrastructures planning, investigating, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised).

### Overall objectives of the consulting services under PEDP4:

The overall objectives of the consultant services are to enhance and strengthen the existing capacity of LGED and PEIMU in the areas of:

- a) overall project management;
- b) overall planning, design and estimating aspects;
- c) overall financial management and fiduciary issues;
- d) overall procurement management;
- e) effective monitoring and supervision management;
- f) quality output of civil works;
- g) quality output of electrical and solar system;
- h) enhance proper compliance of program environmental and social safeguard issues;
- i) architectural plans, drawing, designs, interior designs and models;
- j) quality output of structural plans, drawing and designs and plan;
- k) quality output on water supply, plumbing and fire-fighting system for the building;
- l) documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media;
- m) Mitigation of environmental issue related task considering as inscribed by IFC standard;
- n) Timely submission of Physical & Financial progress as requested by DP'S and MoPME.

**Assistant Monitoring Expert (AME), (Meherpur, Chuadanga, Nilphamari, Satkhira, Bagerhat, Narsingdi, Naogaon & Chapai Nawabganj District ):**

The Assistant Monitoring Expert (AME) will provide consultancy service in areas of monitoring and implementation of development activities of PEDP4, PEIMU of LGED. The consultants will perform his duties in accordance with acceptable professional standard, utilizing sound engineering, monitoring and supervision management.

**1. The assignments of the Assistant Monitoring Expert (AME) shall include, but not limited to the following:**

- a) Proper progress monitoring of development activities of PEDP4;
- b) For Preparation of work-plan related to implementation of PEDP4;
- c) LGED in regular monitoring and evaluation of progress of work and find out issues and suggest necessary means for solving the issues and problems;
- d) Carry out field visits monitoring the progress of implementation of development activities of PEDP4;
- e) In reviewing the progress of sub-projects at district level and identify the problems/bottlenecks and suggest remedial actions for mitigation;
- f) Design suitable format for collection of information from the field level for monitoring and evaluation of progress of works;
- g) Any others duties as assigned by the appropriate authority.

**2. Educational Qualification and Experience for Assistant Monitoring Expert (AME) :**

Candidates meeting the following requirements are encouraged to apply:

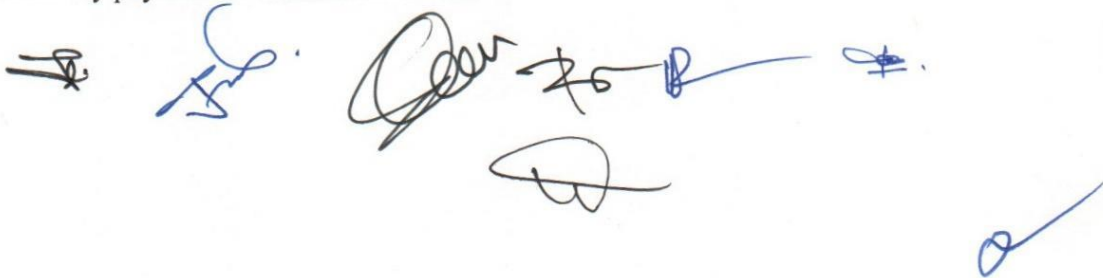
- a) Minimum Educational Qualifications: Bachelor Degree in any Subject or equivalent degree from any recognized university/institution;
- b) A higher educational qualification will be preferred;
- c) 05 (Five) years working experience on monitoring of Construction work of Civil Engineering infrastructure and 3(Three) years' specific experience of monitoring of building construction works;
- d) Adequate knowledge of monitoring of Construction work with LGED development activity particularly in Primary Education Development Program;
- e) Computer skills including MS Office (Word, Excel and Power point ).

**3. Duration of Contract:**

About 33(Thirty three ) Months from the Contract (up to June,2025).

**4. Institutional Arrangement :**

- a) Work under the direct supervision of district Executive Engineer of LGED;
- b) LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment of necessary support staff may be made from consultant monthly payment as reimbursable item.



## **Section 3. Application Forms**

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable

## Form 3A. Application Submission

[Location: dd/mm/yy]

To:

Additional Chief Engineer  
(Monitoring, Audit, Procurement & ICT)  
Local Government Engineering Department  
LGED Bhaban, Agargaon  
Dhaka-1207

Dear Sir:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

**Attachment:**

## Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>								
2	NAME OF PERSON :	<i>[state full name]</i>								
3	DATE OF BIRTH :	<i>[ dd/mm/yy]</i>								
4	NATIONALITY :									
5	CELL PHONE NO :									
6	EMAIL ID:									
7	MAILING ADDRESS :									
8	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>								
9	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ].</i>								
10	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>								
11	LANGUAGES & DEGREE OF PROFICIENCY	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Language</u></td> <td style="text-align: center;"><u>Speaking</u></td> <td style="text-align: center;"><u>Reading</u></td> <td style="text-align: center;"><u>Writing</u></td> </tr> <tr> <td style="text-align: center;"><i>e.g. English</i></td> <td style="text-align: center;"><i>Fluent</i></td> <td style="text-align: center;"><i>Excellent</i></td> <td style="text-align: center;"><i>Excellent</i></td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>							
<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>							
12	COUNTRIES OF WORK EXPERIENCE									
13	EMPLOYMENT RECORD <i>[starting with present position list in reverse order every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i>  <i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i>								
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i> TO: <i>[e.g. December 2001]</i>								
	EMPLOYER 2	FROM:      TO:								
	EMPLOYER 3	FROM:      TO:								
	EMPLOYER 4 (etc)	FROM:      TO:								
14	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>								
15	COMPUTER SKILL									



**CERTIFICATION**

*[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			

## Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1**.

**(1) Remuneration**

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

**Note: A month consists of 30 calendar days.**

**(2) Reimbursable (as applicable)**

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses ( <i>to be listed</i> )			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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## Section 4. Contract Forms

The ***Contract Agreement***, which once completed and signed by the Client and the Consultant, clearly defines the Client's and Consultants' respective responsibilities.

## 4.1 Contract Agreement (Time-based)

THIS CONTRACT ("the Contract") is entered into this day of [dd/mm/yy], by and between [insert name of Client] ("the Procuring Entity") having its office at [insert address of Client], and [insert name of Consultant] ("the Consultant") having his/her address at [insert address of Consultant].

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

### General

1. **Services**
  - 1.1 The Consultant shall perform the Services specified in Annex A (*Description of Services*), which are made an integral part of the Contract.
2. **Duration**
  - 2.1 **The Consultant shall perform the Services during the period commencing from [dd/mm/yy] and continuing until [dd/mm/yy], or any other period as may be subsequently agreed by the parties in writing.**
3. **Corrupt, Fraudulent, Collusive or Coercive Practices**
  - 3.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
  - 3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Sub-Clause 3.5**
  - 3.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
  - 3.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
    - (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
    - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.
  - 3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

**"corrupt practice"** means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of a Client or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by a Client in connection with a Procurement proceeding or Contract execution;

**"fraudulent practice"** means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;

**"collusive practice"** means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Client, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a Client the benefits of competitive price arising from genuine and open competition; or

**"coercive practice"** means harming or threatening to harm, directly or indirectly,

Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders, Applications, Proposals or Quotations.

- 4. Applicable Law** 4.1 The Contract shall be governed by and interpreted in accordance with the laws of the People's Republic of Bangladesh
- 5. Governing Language** 5.1 The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used.
- 6. Modification of Contract** 6.1 The Contract shall only be modified by agreement in writing between the Client and the Consultant.
- 7. Ownership of Material** 7.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client.
- 7.2 The Consultant may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract.
- 8. Relation between the Parties** 8.1 Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant between the Client and the Consultant.
- 9. Contractual Ethics** 9.1 No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution.

### **Payments to the Consultant**

- 10. Ceiling Amount** 10.1 The Client shall pay the Consultant for the Services rendered pursuant to 'Description of Services' 'a ceiling amount not to exceed Tk *[insert amount]*, which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Consultant's costs as well as any tax obligation that may be imposed on the Consultant.
- 10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B
- 11. Remuneration** 11.1 The Client shall pay the Consultant for Services rendered with the rates agreed and specified in **ANNEX B** "Cost estimates for Services and Schedule of Rates". Remuneration rates shall be on monthly/daily/hourly [ delete those inappropriate ]
- 11.2 **Monthly Rate:** The time spent in performing the Services shall include travel time, weekends and public holidays, and to the extent specified in Clause 15.2 shall also include periods of casual leave and sick leave. In cases where only part of a month is worked then remuneration shall be computed by dividing the monthly rate by 30 and multiplying by the number of days worked i.e. time spent (as described above) during that month;
- or**
- Daily rate:** The time spent in performing the Services shall be determined solely on the basis of the number of days actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave
- or**

**Hourly rate:** The time spent in performing the Services shall be determined solely on the basis of the number of hours actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave.

- 12. Reimbursables**
- 12.1 **Per Diem Allowance:** The Consultant shall, when performing the Services away from the duty station, be entitled to per diem allowance in accordance with the agreed per diem rates.
- 12.2 **Travel Costs:** The Consultant shall, when performing the Services away from the duty station, be entitled to travel costs in accordance with the agreed travel costs.
- 12.3 **Other Expenses:** The Consultant shall, when performing the Services, be entitled to reimbursement of any other expenses as detailed in **Annex B**.
- 12.4 For other reasonable reimbursable expenses not falling within the above three categories, but which may arise during performance of the Services, such expenses will only be reimbursed by the Client as it may at its sole discretion approve, subject to available of budget.
- 13. Payment Conditions**
- 13.1 **Currency:** Payments shall be made in Bangladesh Taka by the end of each calendar month or within fifteen (15) calendar days of receipt of the Invoice as the case may be.
- 13.2 **Advance Payment:** The Consultant shall, if he/she so requests, be entitled to a total advance payment, as specified in Annex B, to cover his/her out-of-pocket expenses which are to be recovered in equal installments from monthly amounts due to him/her.
- [For aid funded procurement Advance Payments may be applicable. However, for 100% GoB funded procurement Advance payments shall not be applicable unless otherwise specifically decided by The Government.]*
- 13.3 **Monthly Payments:** The Consultant shall submit an Invoice for Remuneration and Reimbursable at the end of every month and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.
- 13.4 **Final Payment:** The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.
- 13.5 **Suspension:** The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform his/her obligations under this Contract.
- 13.6 **Refund of Excess Payment:** Any amount if paid to the Consultant in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Consultant within thirty (30) days of receipt of the claim from the Client, provided that such claim is lodged within three(3) months after the acceptance of the final report.

### **Obligations of the Consultant**

- 14. Medical Arrangements**
- 14.1 The Consultant shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.

- 15. Working Hours and Leave**
- 15.1 The Consultant shall, when engaged directly with the Client, follow the normal Working Hours and Holidays of the Client, and entitlement to leave as per the Client's Rules.
- 15.2 The Consultant's remuneration shall be deemed to cover leave except otherwise specified in the Contract.
- 16. Performance Standard**
- 16.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
- 17. Contract Administration**
- 17.1 **Client's Representative**  
The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.
- 17.2 **Timesheets**  
The Consultant providing Services may be required to complete standard timesheets or any other document to identify the time spent, as requested by the Client's Representative.
- 18. Confidentiality**
- 18.1 The Consultant shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.
- 19. Consultant's Liabilities**
- 19.1 The Consultant shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant.
- 19.2 The Consultant shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.
- 20. Consultant not to be Engaged in Certain Activities**
- 20.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.

### Obligations of the Client

- 21. Services, Facilities and Property**
- 21.1 The Client shall, free of any charge to the Consultant, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A.

### Termination and Settlement of Disputes

- 22. Termination**
- 22.1 **By the Client**  
The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant, Such notice to be given after the occurrence of any event necessitating such termination.
- 22.2 **By the Consultant**  
The Consultant may terminate the Contract, by not less than twenty eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Consultant pursuant to the Contract.
- 23. Dispute Resolution**
- 23.1 **Amicable Settlement**  
The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

23.2 **Arbitration**

If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

- (a) The Form of contract
- Annex A: Description of Services
- Annex B: Cost Estimates of Services and Schedule of Rates
- Annex C: Consultant's Reporting Obligations



## ANNEX A: Description of the Services

### Scope of Work:

- Provide day to day administration and general services to all the departments relating to logistics, office administration, housekeeping, transport, catering, construction, office maintenance, and utilities.
- Carryout necessary paper works in the office for record keeping, correspondences and updating related files and arranges timely submission and payment of all bills for dues like telephone, electricity, water, gas, postal etc. and maintain proper records thereof.
- Ensure proper upkeep and maintenance of the office, office equipment, fittings and furniture in accordance to the laid down standard.
- Ensure befitting protocol service to foreign visitors and special dignitaries/guests during their visit to the office.
- Ensure safety, quality and compliance activities in workplace and maintain a clean and tidy site.
- Carry out any other jobs as assigned from time to time.

## ANNEX B: Cost estimates of Services and Schedule of Rates

### (A) Remuneration

Name of Consultant	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [ <i>state monthly, daily or hourly</i> ] rate		Sub-Total (A)	

### (B) Reimbursable

Items of reimbursable	Unit	Qty	Rate(Taka)	Total (Taka)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
<i>Supporting documents and vouchers must be attached with the invoice</i>		Sub-total (B) =		

<b>CONTRACT CEILING (A) +(B)=</b>	<b>Total =</b>
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## ANNEX C: Consultant's Reporting Obligations

(Sample Format)

Sl.No.	Reports	Contents of Reports	Persons to Receive them	Date of Submission
1	Inception Report	As Per ToR	As Per ToR	As Per ToR
2	Interim Progress Report (a) First Status Report (b) Second Status Report	As Per ToR	As Per ToR	As Per ToR
3	Draft Report	As Per ToR	As Per ToR	As Per ToR
4	Final Report	As Per ToR	As Per ToR	As Per ToR