



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Office of the Primary Education Infrastructure Management Unit (PEIMU)

Scheme on
Need Based Infrastructure Development Government Primary School Project
(NBIDGPS) [1st Phase]

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 (3rd 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/. 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 **24-08-2023 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 | |
| • Relevant Working Experience and its adequacy for the assignment. | 60 | |
| • Suitability considering age & Computer Skills | 10 | |
| Total : | 95 | |

- 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 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

- 2.1 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.
- 2.2 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
- 2.3 During negotiations, the Client and the Applicant shall finalize 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 September 2023 at the location Dhaka. The duration of the contract shall be up to December, 2024 from the date of commencement. |

Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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 (1st Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1st Phase) Project, Fourth Primary Education Development Program (PEDP4) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

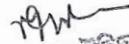
Need Based Infrastructure Development of Government Primary School Project (1st Phase) is basically the follow-up of GPSRRP (2nd Phase) commenced from 1st July, 2016 for a period of six years six month. NBIDGPS is funded by Government of Bangladesh (GOB). The Project is expected to contribute to the effort of Government of Bangladesh (GOB) for five years long Primary Education covering one-year Pre-Primary Education. The objectives of NBIDGPS 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 additional class room and boundary wall 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, investigation, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4).


Overall objectives of the consulting services:


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

- overall project management;
- overall planning, design and estimating aspects;
- overall financial management and fiduciary issues;
- overall procurement management;
- effective monitoring and supervision management;
- quality output of civil works;
- quality output of electrical and solar system;
- enhance proper compliance of program environmental and social safeguard issues;
- architectural plans, drawing, designs, interior designs and models;
- quality output of structural plans, drawing and designs and plan;
- quality output on water supply, plumbing and fire system for the building;
- documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media.


মুহাম্মদ মোহাম্মদ ইসমাইল
সহকারী পরিচালক (পল্লিগণনা ও উন্নয়ন)
প্রাথমিক শিক্ষা, সখিদিপুত্র
সেক্টর-১, সিরপুর, ঢাকা-১২১৬

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মুহাম্মদ আশরাফুল আলম খান
উপসচিব
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


সৈয়দা নুরুল হক আম্বাবারী
উপ-প্রোগ্রামার
আর্থ-সামাজিক অবকাঠামো বিভাগ
পল্লিগণনা কমিশন, পল্লিগণনা সচিবালয়

1. Senior Project Management Consultant (General) (SPMC, General), HQ:

The individual consultant in the capacity of Senior Project Management Consultant (SPMC, General) will provide consultancy service in areas of management, planning, monitoring, supervision and implementation of development activities of PEIMU, LGED. The consultant will perform his duties in accordance with acceptable professional standard and utilizing sound management practices.

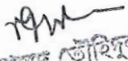
The assignments of Senior Project Management Consultant (SPMC, General) shall include, but not limited to the following:


- a) Work under the direct supervision of the Additional Chief Engineer and Superintending Engineer to perform duties in close co-ordination with the others consultants and PEIMU officials of LGED;
- b) Provide overall assistance for efficient management and smooth implementation of the primary education development activities of NBIDGPS including planning, supervision, co-ordination and monitoring of sub-projects/ schemes under implementation;
- c) Assist in preparing reports as required by MoPME, Planning Commission, DPE and Development Partners;
- d) Assist to prepare PCR for IMED and DP's for projects and program under PEIMU of LGED;
- e) Assist in preparing reports, formats and checklist for smooth implementation of NBIDGPS and other projects of MoPME being implemented by LGED;
- f) Assist in preparing Audit and Annual Fiduciary Review report for resolving the raised observations;
- g) Act as resource person on capacity development training of LGED officials;
- h) Assist PEIMU of LGED for evaluation and formulation of projects and program;
- i) Carry out field visits for quality implementation of development activities of PEIMU;
- j) Assist in reviewing the progress of the project at LGED HQ level/Divisional level/District level, identify the problems/bottlenecks and suggest remedial actions for mitigation;
- k) Design suitable format for collection of information from the field level for monitoring and evaluation of progress of works;
- l) LGED also may provide transportation facilities, office accommodation, computer/laptop, printer and necessary office support staff. All payment necessary support staff may be made from consultant monthly payment Reimbursable Item.
- m) Any others duties as assigned by the appropriate authority.


Selection Criteria for Senior Project Management Consultant (SPMC, General):

Candidates meeting the following requirements are encouraged to apply:

- a) Minimum Educational Qualifications: MA/M.Sc. in any subject or equivalent educational qualification from any recognized university/institution;
- b) Minimum 15 (Fifteen) years' experience in construction project management activities including 10 (ten) years' experience in any Project Management Activities;
- c) Experience in foreign assisted projects should be preferred;
- d) Adequate knowledge on Program Implementation Management;
- e) Computer skills including MS Office (Word, Excel, and PowerPoint).


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সেকশন-২, বিরশ্বর, ঢাকা-১২১৬


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আর্থ-সামাজিক অবকাঠামো বিভাগ
পলিটেকনিক বর্ডিনিং পরিদপ্তর, সরকার

Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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 (1st Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1st Phase) Project, Fourth Primary Education Development Program (PEDP4) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

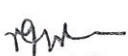
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LGED is mainly responsible for implementing the civil works such as reconstruction additional class room and boundary wall etc. LGED already established a unit named Primary Education Infrastructure Management Unit (PEIMU) at LGED head quarter to administer 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, investigation, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4).


Overall objectives of the consulting services:

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

- overall project management;
- overall planning, design and estimating aspects;
- overall financial management and fiduciary issues;
- overall procurement management;
- effective monitoring and supervision management;
- quality output of civil works;
- quality output of electrical and solar system;
- enhance proper compliance of program environmental and social safeguard issues;
- architectural plans, drawing, designs, interior designs and models;
- quality output of structural plans, drawing and designs and plan;
- quality output on water supply, plumbing and fire system for the building;
- documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media.


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সহকারী পরিচালক (শিক্ষণ ও উন্নয়ন)
প্রাথমিক শিক্ষা, প্রতিদপ্তর
সেক্টর-২, ব্রিহস্পতি, ঢাকা-১২১৬


মোহাম্মদ আশরাফুল আলম খান
উপসচিব
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


মোহাম্মদ নূরুজ্জামান
উপ-প্রোগ্রামার
আর্থ-সামাজিক অর্থসংস্কার বিভাগ
পরিকল্পনা কমিশন, পরিকল্পনা মন্ত্রণালয়

2. Senior Monitoring Officer (SMO, General), HQ:

The Senior Monitoring Officer (General) (SMO) will provide consultancy service in areas of management, planning, monitoring, supervision and implementation of development activities undertaken by PEIMU of LGED. The consultant will perform his duties in accordance with acceptable professional standard, utilizing sound monitoring and supervision management.

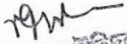
The assignments of the Senior Monitoring Officer (General) shall include, but not limited to the following:


- Work under the direct supervision of Additional Chief Engineer and work in close co-ordination with others consultants and PEIMU officials of LGED;
- Assist in planning, supervision implementation and monitoring of development activities of NBIDGPS development activities;
- Assist PEIMU in the preparation of work-plan related to implementation of NBIDGPS and other GoB funded projects;
- Assist LGED in the preparation of estimates as per approved plan design, evaluation of tenders, provide professional judgment;
- Assist LGED in regular monitoring and evaluation of progress of work, quality of work and find out issues and suggest necessary means for solving the issues and problems;
- Carry out field visits for quality implementation of development activities of PEIMU;
- Assist in reviewing the progress of the project at LGED HQ level/Divisional level/District level, identify the problems/bottlenecks and suggest remedial actions for mitigation;
- Design suitable format for collection of information from the field level for monitoring and evaluation of progress of works;
- LGED also may provide transportation facilities, office accommodation, computer/laptop, printer and necessary office support staff. All payment necessary support staff may be made from consultant monthly payment Reimbursable Item.
- Any others duties as assigned by the appropriate authority.


Selection Criteria for Senior Monitoring Officer (SMO):

Candidates meeting the following requirements are encouraged to apply:

- Minimum Educational Qualifications: MA/M.Sc. in any subject education or equivalent educational qualification from any recognized university/institution;
- Minimum 15(Fifteen) years' experience in construction project management activities including 5(five) years' experience any project management activities;
- Adequate knowledge on Program Monitoring Activities;
- Computer skills including MS Office (Word, Excel and PowerPoint).


মোহাম্মদ জোহিউল ইসলাম
সহকারী পরিচালক (শিক্ষণ ও উন্নয়ন)
প্রাথমিক শিক্ষা, মহিলা ও শিশু
সেকশন-২, তিরপুর, ঢাকা-১২১৬


মোহাম্মদ আশরাফুল আলম খান
উপসচিব
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


মোহাম্মদ নুরুল হোসেন
উপ-প্রোগ্রামার
আর্থ-সামাজিক অবকাঠামো বিভাগ
পরিকল্পনা কমিশন, পরিকল্পনা সংসদ

Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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 (1st Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1st Phase) Project, Fourth Primary Education Development Program (PEDP4) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

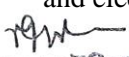
Need Based Infrastructure Development of Government Primary School Project (1st Phase) is basically the follow-up of GPSRRP (2nd Phase) commenced from 1st July, 2016 for a period of six years six month. NBIDGPS is funded by Government of Bangladesh (GOB). The Project is expected to contribute to the effort of Government of Bangladesh (GOB) for five years long Primary Education covering one-year Pre-Primary Education. The objectives of NBIDGPS 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 additional class room and boundary wall 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, investigation, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4).

Overall objectives of the consulting services:


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

- overall project management;
- overall planning, design and estimating aspects;
- overall financial management and fiduciary issues;
- overall procurement management;
- effective monitoring and supervision management;
- quality output of civil works;
- quality output of electrical and solar system;
- enhance proper compliance of program environmental and social safeguard issues;
- architectural plans, drawing, designs, interior designs and models;
- quality output of structural plans, drawing and designs and plan;
- quality output on water supply, plumbing and fire system for the building;
- documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media.


মুহাম্মদ তৌফিকুল ইসলাম
সহকারী পরিচালক (পল্লিকরনা ও উন্নয়ন)
প্রাথমিক শিক্ষা, ত্রিপুরা
সেক্টর-২, বীরপুর, ঢাকা-১২১৬


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গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

14


মৈয়দা নূরুল হোসেন
উপ-প্রোগ্রামার
আর্থ-সামাজিক অবকাঠামো বিভাগ
পরিকল্পনা কমিশন, পরিসংখ্যান সচিবালয়

3. Monitoring Officer (MO):

The Monitoring Officer (MO) 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 monitoring and supervision management.

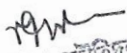
The assignments of the Monitoring Officer (MO) shall include, but not limited to the following:


- Work under the direct supervision of Additional Chief Engineer and Superintending Engineer (SE) and work in close co-ordination with others consultants and PEIMU officials of LGED;
- Assist in planning, supervision implementation and monitoring of development activities of PEDP4 development activities;
- Assist PEIMU in the preparation of work-plan related to implementation of PEDP4 and other GoB funded projects;
- Assist LGED in the preparation of estimates as per approved plan design, evaluation of tenders, provide professional judgment;
- Assist LGED in regular monitoring and evaluation of progress of work, quality of work and find out issues and suggest necessary means for solving the issues and problems;
- Carry out field visits for quality implementation of development activities of PEIMU;
- Assist in reviewing the progress of the project at LGED HQ level/Divisional level/District level, identify the problems/bottlenecks and suggest remedial actions for mitigation;
- Assist in developing suitable format for collection of information from the field level for monitoring and evaluation of progress of works;
- LGED also may provide transportation facilities, office accommodation, computer/laptop, printer and necessary office support staff. All payment necessary support staff may be made from consultant monthly payment Reimbursable Item.
- Any others duties as assigned by the appropriate authority.


Selection Criteria for Monitoring Officer (MO):

Candidates meeting the following requirements are encouraged to apply:

- Minimum Educational Qualifications: MA/M.Sc. in any subject or equivalent educational qualification from any recognized university/institution;
- Minimum 10 (Ten) years' experience in construction project monitoring activities including 5 (Five) years' experience in building works Monitoring activities;
- Adequate knowledge on Program Monitoring Management;
- Computer skills including MS Office (Word, Excel and PowerPoint).


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গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


মোহাম্মদ নূরুল হোসাইন
উপ-প্রোগ্রামার
আর্থ-সামাজিক অবকাঠামো বিভাগ
পল্লিকরমা কমিশন, সিরপুর, ঢাকা

Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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 (1st Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1st Phase) Project, Fourth Primary Education Development Program (PEDP4) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

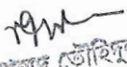
Need Based Infrastructure Development of Government Primary School Project (1st Phase) is basically the follow-up of GPSRRP (2nd Phase) commenced from 1st July, 2016 for a period of six years six month. NBIDGPS is funded by Government of Bangladesh (GOB). The Project is expected to contribute to the effort of Government of Bangladesh (GOB) for five years long Primary Education covering one-year Pre-Primary Education. The objectives of NBIDGPS 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 additional class room and boundary wall 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, investigation, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4).


Overall objectives of the consulting services:

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

- overall project management;
- overall planning, design and estimating aspects;
- overall financial management and fiduciary issues;
- overall procurement management;
- effective monitoring and supervision management;
- quality output of civil works;
- quality output of electrical and solar system;
- enhance proper compliance of program environmental and social safeguard issues;
- architectural plans, drawing, designs, interior designs and models;
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- quality output on water supply, plumbing and fire system for the building;
- documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media.


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সেবা বিভাগ-২, তিরপুর, ঢাকা-১২১৬


মোহাম্মদ আশরাফুল আলম খান
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উপ-প্রোগ্রামার
আর্থ-সামাজিক প্রকল্পসমূহের বিভাগ
পরিচালনা পরিষদ, তিরপুর, ঢাকা

4. Medical Consultant, HQ:

Background

1. 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 confidence in LGED because of its flexibility and capacity to quick adaptation with 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.
2. LGED has been working with the Directorate of Primary Education (DPE) of the Ministry of Primary and Mass Education (MoPME), as one of the partner organizations involved in implementation of civil works under the projects and programs since 1990. Currently, the on-going projects are the Need Based Infrastructure Development Project of Government Primary Schools, the Need Based Infrastructure Development Projects of Newly Nationalized Government Primary Schools, Fourth Primary Education Development Program (PEDP-4) and Establishment of Dhaka city (Drishtinandan) schools. Whole tenure of the all the Project/Program will end at June 2025.
3. LGED is mainly responsible for execution of civil works such as construction of additional room, extension of District Primary Education Office, extension of Upazila Education Office, construction of NAPE building and PTI etc. to support quality education by providing better learning environment. LGED has established a Project Management office (PEIMU) at LGED head quarter to administer and manage the development activities of projects and programs of DPE under MoPME. To oversee the huge program and projects, LGED allotted around 10000 Sqm areas at Level 2 and 3 of main LGED Building and 250 Officials and staffs are solely working under Primary Education Infrastructure Management unit. Other Units of LGED like Administrative Unit, Quality Control Unit, Design Unit, Planning Unit and Training Units also associated with PEIMU to handle to huge and complicated task as deposit works. As huge Official and staffs working under in open space with sub-divided work stations, they are often infected with viral and other communicable diseases. As a number of elderly consultants working under LGED, a routine medical check-up has become prerequisite as they of become sick due to work load and age related fatigue. To address this critical issue, PEIMU is now seeking applications to engage Senior Medical Consultant (Individual Consultant) for rendering services on health, safety and security and also to diagnose and treat a wide variety of common health problems, illnesses, disorders, and injuries.

4. Objectives of the Assignment

The main objective of the Medical Consultant is to provide overall service related to support Health and Safety issues under PEIMU and other LGED officials. She/he will ensure a routine check-up every day and round at least each floor a day in LGED and RDEC Building and prescribe to get relief from primary treatment and provide linkage or refer to specialist for betterment of the patient.

5. Overall Scope of Services:

The Medical Officer will provide primary care for patients suffering from injuries and common illnesses during office hours and attend phone call of LGED Officials at emergency. The physician's responsibilities include diagnosing and treating injuries, illnesses, and disorders, prescribing medications, making recommendations on lifestyle changes, and answering patients' questions.

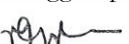
She/he should be kind and compassionate towards patients, with excellent communication and interpersonal skills. She/he should be knowledgeable; details oriented, and have good problem-solving skills.


6. Duration of the Assignment:


Duration of the assignment will be 15 months. It is expected to start from September 2023 and continue up to December 2024.

7. The assignments of Medical Consultant shall include, but not limited to the following:

- 7.1 Visit or round at least one floor a day including the day care center and inspect and prescribe medicines (non-specialist) to all official and staff irrespective of Unit or Project;
- 7.2 Prepare a report chart as per international standard with the help of her/his assistant or Nurse and report to ACE, PEIMU on every month;
- 7.3 Attend to all emergency 'First Aid' and Medical needs of the all official and staff irrespective of any Unit or Project;
- 7.4 Suggest preventive/protective measures against all infectious and communicable diseases;


 মোহাম্মদ রেজাউল ইসলাম
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 প্রাথমিক শিক্ষা, রূপসড়
 পেকানু-২, বিষ্ণুপুর, ঢাকা-১২১৬


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 সৈয়দা নূরুহসেন আশরাফী
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- 7.5 Check and verify all medical documents, reports, prescriptions of Official or Staff and suggest or recommend or refer for further treatment;
- 7.6 Manage patients with disability and respond to their special needs;
- 7.7 Monitor and maintain an acceptable standard of Public Health and Sanitation situation all over LGED;
- 7.8 Examining patients, taking medical histories, addressing patients' concerns, and answering patients' questions;
- 7.9 Diagnosing and treating injuries, illnesses, and disorders and report to ACE, PEIMU to address the capability of the Official, Staff and Consultant to continue as a Government Servant as per Government Service Rule;
- 7.10 Recommending and interpreting diagnostic tests and explaining the results to patients;
- 7.11 Counseling patients on diet, hygiene, preventative healthcare, and other lifestyle changes;
- 7.12 Updating patients' charts and information to reflect current findings and treatments;
- 7.13 Prescribing medications or therapies and other treatment to recover from any disorder;
- 7.14 Explaining medical procedures to patients;
- 7.15 Self-guided strong organizational and planning skills with the ability to work independently as a team player and under pressure;
- 7.16 Strong interpersonal communicative skills, experience in team leadership and participatory management. Consulting with other physicians, referring patients to specialists when necessary, and working with other healthcare staff, such as nurses, assistants, and other physicians.
- 7.17 Complying with Bangladesh Health Law 2011, National Drug Policy 2016, Communicable Disease (Prevention, Control and Eradication) Law 2018 etc.

- 8 Candidates meeting the following requirements are encouraged to apply:
- a. MBBS degree from Recognized University with excellent academic credentials;
 - b. 5 years of relevant experience (after internship);
 - c. Hands-on experience in dealing with people having disabilities or special needs;
 - d. Strong interpersonal skills and are adept at building relationships with different Medical Collage, Hospitals and other stakeholders;
 - e. Knowledge and experience in diagnosing and treating a wide variety of illnesses
 - f. Dexterity and detail oriented abilities with Patience and compassion
 - g. The ability and willingness to stay up to date on advancements, innovations, and developments in the field.
 - h. Experience in Office or Other Institution will get much preference.

At least 5 years in a management position in any government / semi government/ multinational organizations/ donor funded development project, being actively involved and fully conversant with contract payments.

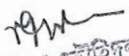


9 Institutional Arrangements:

The Medical Officer will be responsible to the Additional Chief Engineer for duly addressing all of her/his allotted task and medical functions with the assistance of other Medical staff in the section. She/he will take a leading role to ensure that related activities to ensure health and safety. The Senior Medical Office will have her/his office at level 2 of RDEC Building with dedicated intercom and IP Phone and other medical accessories.

10 Reporting Requirements:

- 10.1 Inception Report: Inception Report within 30 days of mobilization;
- 10.2 Monthly Report: summarizing briefly the accomplishment over the previous month including details progress, health issues addressed on each floor and complexity detailed.
- 10.3 Achievement of assigned task, and a work plan for the following month;
- 10.4 Half-Yearly Reports: Summarizing briefly the accomplishment over the previous six months including details of health report, disability assessed (if any), activities or any issues and resolution of these, and a work plan for the following six months;
- 10.5 Annual Reports: Annual reports covering all details of the half-yearly reports summarizing all activities to date, any issues and methods for resolution of these, and planning to achieve future targets;
- 10.6 Task Completion Report: The consultant will submit the Draft Task Completion Report (DTCR) after completion of services but within two months of contract end.

After approval of the Draft Task Completion Report (DTCR), the consultant will submit Final Task Completion Report (FTCR) within the contract period.

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|  মোহাম্মদ হোসাইন ইসলাম মহাপরিচালক (শিক্ষণ ও উন্নয়ন) প্রাথমিক শিক্ষা, গ্রন্থাগার সেক্টর-৩, বিপ্লব, ঢাকা-১২১৬ |  মোহাম্মদ আশরাফুল আলম খান উপসচিব প্রাথমিক ও গণশিক্ষা মন্ত্রণালয় গণপ্রজাতন্ত্রী বাংলাদেশ সরকার |  মোহাম্মদ নূরুল হোসাইন উপ-প্রোগ্রামার আর্থ-সামাজিক অর্থস্বাস্থ্যসেবা বিভাগ পরিকল্পনা কমিশন, পরিকল্পনা মন্ত্রণালয় |
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Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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 (1st Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1st Phase) Project, Fourth Primary Education Development Program (PEDP4) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

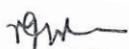
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LGED is mainly responsible for implementing the civil works such as reconstruction additional class room and boundary wall etc. LGED already established a unit named Primary Education Infrastructure Management Unit (PEIMU) at LGED head quarter to administer 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, investigation, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4).


Overall objectives of the consulting services:


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

- overall project management;
- overall planning, design and estimating aspects;
- overall financial management and fiduciary issues;
- overall procurement management;
- effective monitoring and supervision management;
- quality output of civil works;
- quality output of electrical and solar system;
- enhance proper compliance of program environmental and social safeguard issues;
- architectural plans, drawing, designs, interior designs and models;
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প্রাথমিক শিক্ষা, মন্ত্রণালয়
সেক্টর-২, মিরপুর, ঢাকা-১২১৬

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মোহাম্মদ আশরাফুল আলম খান
উপসচিব
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


সৈয়দা নূরুন্নাহার আশরাফী
উপ-প্রোগ্রামার
জাতি-সামাজিক অর্থকায়ন বিভাগ
পরিচালনা কমিশন, পরিচালক কার্যালয়

5. Architect, HQ:

The Architect will carry out his tasks in accordance with accepted professional standards and acknowledge The Additional Chief Engineer in the area of Architectural planning, designing and, modeling of LGED and PEIMU development activities.

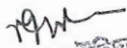
The assignments of the Architect shall include, but not limited to the following:


- Work under the direct supervision of Additional Chief Engineer and Superintending Engineer and work in close coordination with the other officials & expert of PEIMU, LGED;
- Review the existing Architectural Design and Drawings and design standards of LGED/PWD/BNBC
- Prepare Architectural Design and Drawings interior design and landscape for Primary Education Development Projects as requested by LGED.
- Carry out his assignments timely and provide sound and diligent services. Any monetary loss incurred owing to their sub-standard services will be compensated through penalizing as per conditions of the contract.
- Provide data, drawing as well as necessary support to Structural Engineers so that he could get all relevant information from the consultant.
- Prepare specifications and unit rates for the items, which are not available in current LGED's specifications and assist LGED in preparing Tender Documents.
- Monitor and supervise the work under implementation in order to ascertain whether or not the work progressed as per original Architectural Design and Drawings.
- Consultation with LGED officials and other stakeholders as identified by LGED and incorporate their suggestions in to the Architectural Design and Drawings. While doing so the consultant should consider the alternate options so that the requirements as well as cost could be optimized.
- 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 stipulated time.
- Assist to prepare Variation Order (VOs) in light of contract agreement and recommend for approval, if required. In this case proper attention should have to be paid during design and preparation of BOQ so that the numbers of Variations could be kept minimal.
- Supervise and monitor Junior Architect within the design team.
- LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment necessary support staff may be made from consultant monthly payment Reimbursable Item.
- Any others duties as assigned by the appropriate authority.**


Selection Criteria for Architect:

Candidates meeting the following requirements are encouraged to apply:

- Minimum Educationnel Qualifications : Bachelor of Architecture degree from any recognized University /Institution.
- The candidate must have 10 (Ten) years' experience in Architectural Design work with 5 (Five) years' experience in Building related works.
- Computer skills including BIM Software (ArchiCAD/Revit), AutoCAD, SketchUp, Lumion, Photoshop, MS Office (Word, Excel, and PowerPoint);
- A Masters in Architect will be preferred;
- Must have Full Membership of Institute of Architects Bangladesh (IAB).


 মোহাম্মদ জোহিউল ইসলাম
 মহাসচিব পরিচালক (শিক্ষণ ও উন্নয়ন)
 প্রাথমিক শিক্ষা, মহিলাপুত্র
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 মেয়াদা নুরুল হোসেন
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 পরিকল্পনা কমিশন, পরিকল্পনা সচিবালয়

Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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 (1st Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1st Phase) Project, Fourth Primary Education Development Program (PEDP4) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

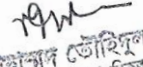
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Overall objectives of the consulting services:

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

- overall project management;
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পল্লিগ্রামা কর্মসূচী পরিচালনা মহাপর্ষদ

6. Structural Engineer (SE), HQ:

The Structural Engineer (SE) will provide consultancy service in areas of planning, designing and estimating of sub-projects under PEDP4, LGED. The consultants will perform his duties in accordance with acceptable professional standard, utilizing sound engineering and management practices.

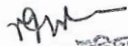
The assignments of the Structural Engineer (SE) will include, but not limited to the following:


- Work under the direct supervision of the Additional Chief Engineer and Superintending Engineer and work in close co-ordination with PEIMU officials of LGED;
- Provide overall assistance and guidance for efficient planning of sub-projects under PEIMU of LGED;
- Manage the structural design team and will be responsible for timely & smooth delivery of planning and structural designing of sub-projects of PEIMU of LGED;
- Liaise with the PEIMU and field staff and assist in proper planning and design of the related structures;
- Suggest for necessary modification/improvement of type designs including climate resilient designs where necessary;
- Recommend possible solutions increase of any dispute regarding contractual obligation between the contractors and LGED;
- Assist LGED in reviewing the progress and identify the problems/bottlenecks and suggest action for mitigation regarding planning & designing of primary school infrastructures;
- Provide guidance for design of any special type under special circumstances if necessary instead of the standard design under practice in LGED;
- Suggest any necessary change in design in case of unusual situation encountered during any construction work;
- LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment necessary support staff may be made from consultant monthly payment Reimbursable Item.
- Any others duties as assigned by the appropriate authority.


Selection Criteria for Structural Engineer (SE):

Candidates meeting the following requirements are encouraged to apply:

- Minimum Educational Qualifications: B.Sc. in Civil Engineering or equivalent educational qualification from any recognized university/institution;
- Minimum 10 (Ten) years of experience in Structural Design works of Civil Engineering infrastructure with 5 (Five) years specific experience in Building Design;
- A Master Degree in Structural Engineering or equivalent will be preferred;
- Adequate knowledge on Structural Design works ;
- Computer skills including Auto CAD, MS Office (Word, Excel, and PowerPoint) & design software's;


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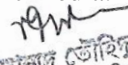
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মোহাম্মদ আশরাফুল আলম খান
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সৈয়দা নূরুল হক আমরুল হক
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আর্থ-সামাজিক প্রকল্পসমূহে বিভাগ
পরিচালনা কমিটি, পরিচালক মহল্লা

7. Senior Financial Specialist:

The scope of the assignment typically includes, but not be limited to, the following:

- 3.1 **Financial Management Manual:** Prepare a financial management manual for the program. The FM manual would include authorities and responsibilities of program staffs in respect of various segments of FM functions, recording and processing procedures for payments, fund flow arrangements, budgeting and forecasting requirements, DP's Special Account operation procedures including details regarding replenishment and documentation requests, accounting and reporting requirements of various GOB agencies and DP's formats of vouchers, registers and reports, a comprehensive chart of accounts to capture all requisite information, outline of a computerized accounting system to generate timely and accurate financial statements and reports, accounting policies, fund flow and book keeping and reporting procedures, internal audit and internal control arrangements, external audit interface and compliance arrangements.
- 3.2 **Budgeting:** Assist the Additional Chief Engineer (Monitoring, Audit, procurement and ICT) in preparation of annual budget estimates conforming with the DPP allocations and adjustments/revised allocation/budget and prepare financial plan complying the approved budget line. The SFS will assist Additional Chief Engineer (Monitoring, Audit, procurement and ICT) in preparation of the program budget in consultation with the other sections of the PEIMU under a structured budget preparation process, on the basis of approved procurement plan and implementation plan and will undertake the due diligence in preparing realistic budget. The SFS will assist Additional Chief Engineer (Monitoring, Audit, procurement and ICT) in submitting the original and revised budget to the planning wing of the MOPME for obtaining Planning Commission's approval under Annual operational Plan (AOP) and revised AOP. The FMS will see that the budgeting system is integrated with the accounting system to enable comparison of actual performance with budgets.

The FMS will assist the Additional Chief Engineer (Monitoring, Audit, procurement and ICT) in ensuring that expenditures are made within the budget and any variance has a valid justification and duly authorized including tracking of variances and will provide a variance analysis as part of the quarterly Interim Un-audited Financial Reports (IFRs).

- 3.3 **Development of a Chart of Accounts:** The SFS will develop a comprehensive Chart of Accounts with due cognizance to the DPP (Development Project Proposal approved by the Planning commission) for the program to capture financial data under (i) GOB code of accounts (ii) Program components and sub-components (iii) DP's disbursement categories for the program so as to enable the computerized system to classify and group financial data for the various financial reports as required by DP's and various GOB agencies.
- 3.4 **Computerized Accounting System:** The SFS would require to acquire wisdom and demonstrate expertise in the use of Computerized Accounting System (CAS) and Unified Financial Management System (UFMS) and their reporting, data backup and safe on site/off site data filing system SFS would also train up other program accounting staff in the UFMS operation and be responsible for keeping it ongoing. The SFS will take initiative for adopting and upgrading the Uniform Financial Management System (UFMS) of the LGED along with IT Consultants. The FMS will arrange to maintain the books and meet the financial reporting requirements using an MS Excel based system until a computerized system is functional.

- 3.5 **Disbursement Plan:** SFS will assist the Additional Chief Engineer (Monitoring, Audit, procurement and ICT) in preparation of annual and quarterly disbursement forecasts for all components of the program in line with program's procurement and implementation plan and analyze the reasons for variances between actual and forecast disbursements. The SFS would review the disbursement plan each quarter and adjust it on the basis of ground reality. The SFS will analyze the relationship between financial and physical progress and identify the reason for any abnormalities.
- 3.6 **Fund Management :** SFS would assist the Additional Chief Engineer (Monitoring, Audit, procurement and ICT) and the PEIMU in obtaining quarterly fund release for GOB allocated fund and requisite government authorization for use of DP's fund and ensure timely availability of DP's funds for all program transactions including approved bills of program districts , managing DP's fund including operation of a designated account including preparing two quarters' forecast fund requirements, arrange timely replenishment and documentation through submission of SOEs/ Reports and process special commitments and direct payments , monitor timely preparation of Bank Reconciliation Statements and initiate and respond to all fund and bank related correspondence with GOB and DP's.
- 3.7 FMS will ensure submission of quarterly report to the Additional Chief Engineer (Monitoring, Audit, procurement and ICT) on the mobilization advances, status on performance bank guarantees and their date of extension etc, and increase/revision in the value of packages awarded if any during program implementations.
- 3.8 The SFS will exercise due diligence of payment which made from the 64 districts XEN office and HQ, UE offices. FMS will visit implementing XEN offices, UE offices as needed to test the supporting vouchers and field reports against packages payments.
- 3.9 **Processing Payments:** Ensure appropriate continuous arrangement in place for smooth processing, approval and payments of bills for procurement of goods, works and services for the PEIMU from all sources of funds complying relevant DP's rules, maintaining requisites files, records and books, following internal control and safeguard measures. The SFS will ensure that due diligence was applied in processing each bill/ invoice before one is forwarded for Additional Chief Engineer (Monitoring, Audit, procurement and ICT) approval and actual disbursements.
- 3.10 **Internal Control:** Ensure that all policies and procedures are in compliance with funding source policies, procedures and requirements and will review the efficacy of internal controls in place and suggest to adopt best practices to improve internal governance and to reduce opportunities for corruption.
- 3.11 **Books and Records:** The SFS will ensure maintenance of the adequate registers, books and records in appropriate order to meet the statutory requirements of stakeholders and to facilitate classification and analyzing the financial information for monitoring the program progress and generating interim and annual financial reports.
- 3.12 **Fixed Assets Record:** Ensure that the computerized fixed assets records are maintained in the PEIMU identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
- 3.13 **Preparation of Financial Statements and Reports:** The SFS will ensure that the annual financial statements and other monthly and quarterly reports as specified under the GOB Program Accounting Manual and Interim Un-audited Financial Reports (IFRs) required under the Financing Agreement are accurately prepared and timely submitted. The FMS will make sure of preparing the IFRs including complete information on the

district offices under a centralized payment system for DP's financed expenditures and payments through District Accounts Offices for GOB expenditures.

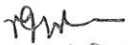
- 3.14 **Financial Disclosure:** The SFS will assist the Additional Chief Engineer (Monitoring, Audit, procurement and ICT) in ensuring that necessary financial information is included in the Program's web site under LGED/ DPE.
- 3.15 **Interface with External Auditors:** The SFS will prepare the Statement of Audit Needs (SAN) to be agreed with the C&AG extending the audit focuses on testing controls preventing corruption and detecting transactions with corrupt practice. The SFS will attend entry and exit meetings with FAPAD auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of PMU in meeting audit objections. The SFS will assist the Additional Chief Engineer (Monitoring, Audit, procurement and ICT) in publishing the program audit reports in the program website.
- 3.16 **Internal Audit:** The SFS will take initiatives in consultation with DP's to finalize the TOR for internal audit which would be conducted throughout the program by LGED internal Audit Unit. The SFS will provide recommendations to the Additional Chief Engineer (Monitoring, Audit, procurement and ICT) on corrective actions to the issues that would be raised in the Internal Audit Report.
- 3.17 **Cooperation in follow-up action by Audit Committee :** The SFS will provide necessary cooperation to the Audit Committee who will review the audit reports and will assist the AC in carrying out its proceedings and will recommend to the Additional Chief Engineer (Monitoring, Audit, procurement and ICT) the actions required to address directives of the AC.
- 3.18 **Monitoring and Training the Program Accounting Staff:** The SFS will monitor Accounts Officer (s) and other accounting staff of the program and will provide hands on training to the accounting staff on various aspects of financial management tasks under a structured training plan.
- 3.19 **Special Assignments:** Participate in Program Procurement/Tender Committee meetings and activities; assist/advise the Additional Chief Engineer (Monitoring, Audit, procurement and ICT) in all financial matters as and when required, and advise all concerned in complying with the latest income tax and VAT deduction rules and tax certification.


8. Output & Reporting Requirement


The SFS will be responsible to the Additional Chief Engineer (Monitoring, Audit, procurement and ICT) for duly discharging all program FM functions with the assistance of other FM staff in the section. S/he will assist Additional Chief Engineer (Monitoring, Audit, procurement and ICT) to ensure that all FM activities are completed on time to enable the Program to meet the deadlines of various GOB authorities and DP's. The FM shall be responsible for compliance of all financial rules and procedure. The consultant will submit monthly, quarterly and yearly report to the Additional Chief Engineer (Monitoring, Audit, procurement and ICT).

9. Duration of the assignment:

The duration of the assignment will be from September 2023 to December 2024.


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প্রাথমিক শিক্ষা, মহিলাপুত্র
সেক্টর-২, গিরপুর, ঢাকা-১২১৬


মোহাম্মদ আশরাফুল আলম খান
উপসচিব
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

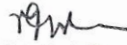

মোহাম্মদ নূরুল হোসেন
উপ-প্রোগ্রামার
আর্থ-সামাজিক অবকাঠামো বিভাগ
পরিকল্পনা কমিশন, পরিকল্পনা সচিবালয়


10. Educational Qualifications and Experiences:


- A professional accounting qualification (CA, ACCA, CPA, CFA, CMA, CIMA or equivalent) having 10(Ten) year experience in financial management out of which preferably three years in a management position in any government / semi government/ multinational organizations/ donor funded development program, being actively involved and fully conversant with large contract payments, GOB budget and planning procedures, Development Program Proposal fundamentals, rules and regulations of the Government for budgeting, fund release, accounting, financial reporting and auditing and authorization for use of donors' funds.
- Is fully conversant with and have had hands on experience in application software and also in **Computerized Accounting System** with ability to assist in implementation and customization; Skills in software installation and troubleshooting will be added advantages.
- Proven track record of ability to develop a Chart of Accounts with relevance to DPP, Disbursement Categories and Program Components and befitting the relevant computerized accounting system and the reporting.
- Experience in the effective supervision of personnel.
- Self-guided, strong organizational and planning skills with the ability to work independently as a team player and under pressure.
- Strong interpersonal communicative skills, experience in team leadership and participatory management.
- Ability to impart training to the program staff on financial management system.

11. Logistics and Facilities provided by Client:

LGED will provide office accommodation, computer/laptop, transportation facilities and all other necessary consumables.


মোহাম্মদ জাহিদুল ইসলাম
সহকারী পরিচালক (শিক্ষণ ও উন্নয়ন)
প্রাথমিক শিক্ষা, রূপসপুর
বেঙ্গালুর-২, সিরপুর, ঢাকা-১২১৬


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সৈয়দা নুরুল হোসেন
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Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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 (1st Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1st Phase) Project, Fourth Primary Education Development Program (PEDP4) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

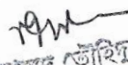
Need Based Infrastructure Development of Government Primary School Project (1st Phase) is basically the follow-up of GPSRRP (2nd Phase) commenced from 1st July, 2016 for a period of six years six month. NBIDGPS is funded by Government of Bangladesh (GOB). The Project is expected to contribute to the effort of Government of Bangladesh (GOB) for five years long Primary Education covering one-year Pre-Primary Education. The objectives of NBIDGPS 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 additional class room and boundary wall 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, investigation, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4).


Overall objectives of the consulting services:

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

- overall project management;
- overall planning, design and estimating aspects;
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পরিচালনা কমিশন, পরিচালক কার্যালয়

08. GIS Expert (GISE), HQ:**1. Background**

As per DPP of Need Based Infrastructure Development of Government Primary Schools Project-1st Phase (NBIDGPS-1 Project) and signed Participatory Agreement between LGED and NBIDGPS-1 Project, ICT Unit of LGED is responsible for implementation of Topographic Survey of schools and development of GIS Based Web Application for Schools Infrastructure Management system (GSIMS) and Superintending Engineer (ICT) act as the procuring entity on the basis of approval of Head of Procuring Entity(HOPE) i.e., the Chief Engineer of LGED.

In order to develop a GIS Based Web Application called GSIMS it is essential to conduct a topographic survey. The topographic survey of 15000 schools are being conducted by a number of survey firms on the basis of Terms of References (ToR) as designed by GIS section of LGED`. The survey firms are delivering their output at GIS section of LGED. The topographic surveyed data need to be checked, organized and prepared as standard format which will be included in ongoing GIS based web application for School Infrastructure Management System (GSIMS). In this regard, to check, organize and management of topographic survey data of schools, various consultants' services are required.

2. Objectives

There are two major objectives under this service which as follows:

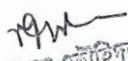
- i. Development of a comprehensive GIS database by conducting detail level topographic survey at each school location and its surrounding as well as establishment of Reference Level (RL) with respect to nearest Survey of Bangladesh (SoB) pillar which will be used for proper planning and design of the school buildings;
- ii. Enhancement of the GIS-MIS Web Application to store, manage and display basic GIS and MIS information of School including topographic survey data. The application shall have the module which will facilitate planning of construction and maintenance of school building to locate the site. The application will also help to select the suitable typical design of schools based on the information of topographic survey and MIS data;


3. Scope of Services


The scope of services shall be, but not limited to, as follows:

- I. Check the quality of topographic survey data of schools, conducted by various firms;
- II. Prepare all layers of surveyed information of schools (around remaining 7,500 schools' data) into standard format so that each layer will have unique ID;
- III. Database management by building geodatabase of topographic survey data of schools;
- IV. Perform data interoperability to organize topographic survey data as well as build, manipulate, and update databases;
- V. Perform various geospatial analysis of topographic survey data for planning of schools' infrastructure development activities;
- VI. Conduct various spatial and non-spatial analyses and prepare various reports & charts related to schools' information;
- VII. Manage and update database and application servers of schools' information;
- VIII. Update existing School Topographic Survey Information System (STSI) application;

To achieve the above-mentioned scopes, the following individual consultants' services are required:


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শেখদা নূরুল হক আমেরকারী
উপ-প্রোগ্রামার
আর্থ-সামাজিক অবকাঠামো বিভাগ
পরিকল্পনা কমিশন, পরিকল্পনা মন্ত্রণালয়

GIS Specialist Job Responsibilities:

- Design and Build geodatabase to store topographic survey data of schools;
- Evaluate the quality of topographic survey data of schools;
- Perform data interoperability to organize topographic survey data as well as build, manipulate, and update databases;
- Perform various spatial analysis of topographic survey data;
- Monitor to prepare Digital Elevation Model (DEM) and digital 3D model of school campus using ArcGIS software;
- Analyze and model relationships between geographic data sets;
- Perform photogrammetric analysis of satellite image and aerial photos specially drone images;
- Monitoring the delivery of orthophoto images, maps, topographic survey data, etc. from drone survey;
- Take initiative to share knowledge on analytical techniques among LGED GIS Section officials;
- Monitor School Topographic Survey Information System (STSI) application to confirm storing, managing and updating all received survey data in STSI;
- GIS Specialist will coordinate with other GIS Professionals and report to In charge GIS/MIS, SE ICT & ACE

Qualification:

GIS Specialist must have Master's Degree preferably in Geographic Information Systems or Geography or Foreign Post Graduate Diploma (PGD) in Cartography & Geo-Information System. S/he shall have at least 15 years of overall experience and 12 years of similar experience in using ArcGIS software to analyze the geospatial and non-spatial information. S/he shall have also experienced to build and maintain Geodatabases as well as have demonstrated ability to effectively supervise other GIS professionals. Working experience in Government organization will be given preference.

4. Duration of the Assignment

Duration of the assignment will be 15 (Fifteen) months. It is expected to start from September 2023 to December, 2024.

5. Institutional Arrangements

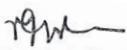
The individual Consultant will work directly with the Section in Charge, GIS Section of LGED and support the officials of GIS Section of LGED, in order to achieve the objectives of the program.


6. Logistics and Facilities provided by Client


LGED may provide Computer/Laptop, printer and necessary consumables. LGED also provide office accommodation and necessary support staffs (One GIS operator with GIS Specialist-1, One GIS Technician with GIS Specialist-2, Four Junior GIS Technician with GIS Analyst 1,2,3 and GIS Programmer). All payments of necessary support staffs may be made from specialist monthly payment as reimbursable item

7. Reporting Requirements

The consultant will submit the following reports to PEIMU, LGED.


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সৈয়দা নুরমহল্লা আশরাফী
উপ-প্রোগ্রামার
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পরিকল্পনা কমিশন, পরিসংখ্যান সচিবালয়

Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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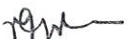
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
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31 প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
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পল্লিকরনা বরিশত, বরিশতপুর

09. Supervision Engineer (SE), HQ:

The Supervising Engineer will work under the direct supervision of Superintending Engineer (Education), LGED, HQ in close association with the Executive Engineer (NBIDGPS), Project Manager regarding quality control and supervision of construction activities of PEIMU activities at field level.

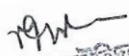
The specific roles and responsibilities of the Supervision Engineer shall include, but not limited to the following:


- a) Work under the direct supervision of Additional Chief Engineer and Superintending Engineer with close coordination with other official and expert of PEIMU, LGED;
- b) Accountable for the smooth execution of the construction work of Primary School infrastructures under the region.
- c) During construction period visit the site check and ensure the work has completed as per design and drawing.
- d) Prepare Monthly progress report Primary School infrastructure of the region.
- e) Follow the work schedule submitted by the contractor and ensure its implementation with quality and within time frame according to design and specifications
- f) Properly report to the Project manager and XEN (NBIDGPS) any incidence that may delay the project progress.
- g) Perform assignment as given by the Project manager & XEN (NBIDGPS).
- h) Verify and check the test results and frequency of test of key constriction materials as outlined in the tender documents.
- i) Review work program submitted by the contractor and recommended changes on the same to expedite implementation and completion of the work.
- j) LGED also may provide office accommodation, transportation facilities, computer/laptop, printer and necessary office support staff. All payment necessary support staff may be made from consultant monthly payment Reimbursable Item.
- k) Any other duties assigned by the authority.


Selection Criteria for Supervision Engineer (SE):

Candidates meeting the following requirements are encouraged to apply:

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


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প্রাথমিক শিক্ষা, সচিবালয়
ঢাকা-১২১৬


মুহাম্মদ আশরাফুল আলম খান
উপসচিব
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


মুহাম্মদ আশরাফুল আলম খান
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প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
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10. Electrical Engineer (EE), HQ:

The Electrical Engineer (EE) 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 PEIMU of LGED. Carry his/her assignments timely and provide sound and diligent services.

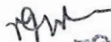
The assignments of the Electrical Engineer (EE) shall include, but not limited to the following:


- Work under the direct supervision of the Additional Chief Engineer and Superintending Engineer and work in close co-ordination with PEIMU officials of LGED;
- 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 PEIMU;
- Review the existing electrical design standard of LGED and PWD and develop a suitable design for building under PEIMU;
- Prepare electrical design and drawing for various projects as requested by LGED;
- 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;
- Provide data, drawing as well as necessary support to Structural Engineers/ Architect so that he/she could get all relevant information from them;
- 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;
- Trainings all LGED officials.
- LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment necessary support staff may be made from consultant monthly payment Reimbursable Item.
- Any others duties as assigned by the appropriate authority.


Selection Criteria for Electrical Engineer (EE), HQ:

Candidates meeting the following requirements are encouraged to apply:

- Minimum Educational Qualifications: B.Sc. in Electrical Engineering or equivalent educational qualification from any recognized university/institution;
- Minimum 10(Ten) years of experience in Electrical Engineering related works with 5(Five) years' experience in Building Design related works;
- A Master Degree in Electrical Engineering or equivalent will be preferred;
- Adequate knowledge on Electrical works in Building Design related works;
- Computer skills including MS Office (Word, Excel, and PowerPoint) & design software's;


 মোহাম্মদ তৌহিদুল ইসলাম
 সহকারী পরিচালক (পলিক্লিনিক ও উন্নয়ন)
 আঞ্চলিক শিখা, মতিদপুত্র
 পেকার-১, মিরপুর, ঢাকা-১২১৬


 মোহাম্মদ আশরাফুল আলম খান
 উপসচিব
 আঞ্চলিক ও গণশিক্ষা মন্ত্রণালয়
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


 মোহাম্মদ নুরুল হোসেন
 উপ-প্রোগ্রামার
 আর্থ-সামাজিক প্রকল্পসমূহে বিভাগ
 পরিকল্পনা কমিশন, পলিক্লিনিক মন্ত্রণালয়

Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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 (1st Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1st Phase) Project, Fourth Primary Education Development Program (PEDP4) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

Need Based Infrastructure Development of Government Primary School Project (1st Phase) is basically the follow-up of GPSRRP (2nd Phase) commenced from 1st July, 2016 for a period of six years six month. NBIDGPS is funded by Government of Bangladesh (GOB). The Project is expected to contribute to the effort of Government of Bangladesh (GOB) for five years long Primary Education covering one-year Pre-Primary Education. The objectives of NBIDGPS 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 additional class room and boundary wall 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, investigation, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4).

Overall objectives of the consulting services:

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

- overall project management;
- overall planning, design and estimating aspects;
- overall financial management and fiduciary issues;
- overall procurement management;
- effective monitoring and supervision management;
- quality output of civil works;
- quality output of electrical and solar system;
- enhance proper compliance of program environmental and social safeguard issues;
- architectural plans, drawing, designs, interior designs and models;
- quality output of structural plans, drawing and designs and plan;
- quality output on water supply, plumbing and fire system for the building;
- documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media.

১৭/১১
স্বাধীনতা উন্নয়ন ইনস্টিটিউট
স্বাধীনতা উন্নয়ন ইনস্টিটিউট (পলিটেকনিক ও উন্নয়ন)
প্রশাসনিক নিয়ন্ত্রণ, গাজিপুর
সেক্টর-১২, গাজিপুর, ঢাকা-১২১৬

মোহাম্মদ আশরাফুল আলম খান
উপসচিব
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

১৭/১১
সৈয়দা নুরমহল আশরাফী
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আর্থ-সামাজিক প্রকল্পসমূহে বিভাগ
পরিকল্পনা কমিশন, পরিকল্পনা সংসদ

11. Junior Supervision Engineer (JSE), HQ:

The Junior Supervising Engineer will work under the direct supervision of Additional Chief Engineer, Superintending Engineer, PEIMU, LGED in close association with the Executive Engineer regarding quality control and supervision of construction activities of PEIMU activities at field level.

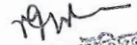
The specific roles and responsibilities of the Junior Supervision Engineer shall include, but not limited to the following:


- a) Accountable for the smooth execution of the construction work of development activities under NBIDGPS;
- b) Prepare Monthly progress report of NBIDGPS 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, NBIDGPS any incidence that may delay the project progress;
- e) Perform assignment as given by the XEN, NBIDGPS & SE (Education), PEIMU;
- f) Verify and check the test results and frequency of test of key construction 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) LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment necessary support staff may be made from consultant monthly payment Reimbursable Item.
- k) Any others duties as assigned by the appropriate authority.


Selection Criteria 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) Minimum 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 in building construction for B.Sc. in Civil Engineering and 10 (Ten) years for Diploma in Civil Engineering supervision & Monitoring activities;
- c) A higher Degree in Engineering or equivalent will be preferred;
- d) Adequate knowledge on Program Supervision Management;
- e) Computer skills including MS Office (Word, Excel and PowerPoint).


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প্রাথমিক শিক্ষা, মহিলাপুত্র
সেক্টর-২, গিরপুর, ঢাকা-১২১৬


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গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


সৈয়দা নুরমহল আশরাফী
সুপ-প্রোগ্রাম
আর্থ-সামাজিক অর্থসংক্রান্ত
পরিচালনা কমিশন, পরিচালক কার্যালয়

Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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 (1st Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1st Phase) Project, Fourth Primary Education Development Program (PEDP4) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.


Need Based Infrastructure Development of Government Primary School Project (1st Phase) is basically the follow-up of GPSRRP (2nd Phase) commenced from 1st July, 2016 for a period of six years six month. NBIDGPS is funded by Government of Bangladesh (GOB). The Project is expected to contribute to the effort of Government of Bangladesh (GOB) for five years long Primary Education covering one-year Pre-Primary Education. The objectives of NBIDGPS 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 additional class room and boundary wall 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, investigation, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4).


Overall objectives of the consulting services:

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

- overall project management;
- overall planning, design and estimating aspects;
- overall financial management and fiduciary issues;
- overall procurement management;
- effective monitoring and supervision management;
- quality output of civil works;
- quality output of electrical and solar system;
- enhance proper compliance of program environmental and social safeguard issues;
- architectural plans, drawing, designs, interior designs and models;
- quality output of structural plans, drawing and designs and plan;
- quality output on water supply, plumbing and fire system for the building;
- documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media.


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প্রাথমিক শিক্ষা, মন্ত্রণালয়
সেফটাল-২, মিরপুর, ঢাকা-১২১৬


মোহাম্মদ আশরাফুল আলম খান
উপসচিব
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


মোহাম্মদ নুরুল হোসেন
উপ-প্রোগ্রামার
আর্থ-সামাজিক অর্থসংস্কার বিভাগ
পরিকল্পনা কমিশন, পরিকল্পনা সচিবালয়

12. Estimator (HQ):

The Estimator will carry out his tasks in accordance with accepted professional standards and acknowledge The Additional Chief Engineer in the area of Architectural planning, designing and modeling of LGED and PEIMU development activities.

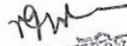
The key responsibilities of Estimator shall include, but not limited to following:


- a) Work under the direct supervision of Additional Chief Engineer and Superintending Engineer with close coordination with other official and expert of PEIMU, LGED;
- b) Prepare the cost estimate or Bill of Quantities (BOQ) based on the plan, design, drawing and specification in line with the design and technical specifications requirements for completeness and accuracy by using LGED Software;
- c) Review the BOQs/Cost Estimates prepared by other officials of PEIMU and Design Unit of LGED.
- d) Provide Cost Estimates on potential change orders and changes in scope;
- e) Collect material and labor cost require for rate analysis;
- f) Assist in creating and maintaining an accurate Cost Estimating database of unit prices.
- g) Prepare cost comparisons and develop the most efficient combination of cost. .
- h) Carry out assignments timely and provide sound and diligent services; any monetary loss incurred owing to their sub-standard services will be compensated through penalizing as per conditions of the contract.
- i) Assist to prepare Variation Order (VOs) in light of contract agreement and recommend for approval, if required
- j) Carry out field visits to assigned works and report accordingly.
- k) LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment necessary support staff may be made from consultant monthly payment Reimbursable Item.
- l) Perform any other duties assigned by the authority.


Selection Criteria for Estimator:

Candidates meeting the following requirements are encouraged to apply:

- a) Minimum Educational Qualifications: Diploma in Civil Engineering from any recognized university/institution;
- b) Minimum 5 (Five) years of experience related to Preparation of Cost Estimate of works of Building infrastructure projects;
- c) A higher qualification in Civil Engineering or equivalent will be preferred;
- d) Adequate knowledge about LGED development activity particularly in Primary Education Development Program.
- e) Computer skills including MS Office (Word, Excel and PowerPoint, RSEPS);


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প্রাথমিক শিক্ষা, বরিশতপুর
বেকিং-১, বরিশতপুর, ঢাকা-১২১৬


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মোহাম্মদ নূরুল হোসেন
উপ-প্রোগ্রামার
আর্থ-সামাজিক অবকাঠামো বিভাগ
পলিটেকনিক বরিশত, বরিশতপুর

Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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.

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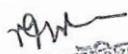
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LGED is mainly responsible for implementing the civil works such as reconstruction additional class room and boundary wall etc. LGED already established a unit named Primary Education Infrastructure Management Unit (PEIMU) at LGED head quarter to administer 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, investigation, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4).


Overall objectives of the consulting services:

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 system for the building;
- l) documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media.


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সহকারী পরিচালক (শিক্ষণ ও উন্নয়ন)
প্রাথমিক শিক্ষা, মন্ত্রণালয়
সেক্টর-২, তিরিশুর, ঢাকা-১২১৬


মোহাম্মদ আশরাফুল আলম খান
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সৈয়দা নূরুন্নাহার আশরাফী
উপ-প্রোগ্রামার
আর্থ-সামাজিক গবেষণা কেন্দ্র
পরিচালনা কমিশন, প্রকল্পের কার্যালয়

13. CAD Operator (Structural), (HQ):

The CAD Operator (Structural) will carry out his tasks in accordance with accepted professional standards and acknowledge The Additional Chief Engineer in the area of Structural planning, designing and modeling of LGED and PEIMU development activities.

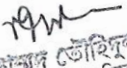
The key responsibilities of Cad Operator (Structural) shall include, but not limited to following:


- Work under the direct supervision of Additional Chief Engineer and Superintending Engineer with close coordination with other official and expert of PEIMU, LGED;
- Prepare Auto-CAD Operational Design and Drawings, interior design and landscaping for Primary Education Development Projects.
- Carry out assignments timely and provide sound and diligent services.
- Provide data, drawing as well as necessary support to Structural Engineers so that he could get all relevant information from the consultant.
- Consultation with LGED officials and other stakeholders as identified by LGED and incorporate their suggestions in to the Auto-CAD Operational Design and Drawings.
- During construction period if any change in design becomes necessary the consultant shall review necessary documents.
- Carry out field visit of the project site and finalize necessary amendments within a reasonable time.
- LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment necessary support staff may be made from consultant monthly payment Reimbursable Item.
- Any other duties assign by the authority;


Selection criteria for CAD Operator (Structural):

Candidates meeting the following requirements are encouraged to apply:

- Minimum Educational Qualifications: Diploma in Civil Engineering from any recognized university/institution;
- Minimum 5 (Five) years of experience related to Preparation of structural Drawing output by Auto-CAD Operational Design and Drawings.
- A higher qualification in Civil Engineering or equivalent will be preferred;
- Adequate knowledge about LGED development activity particularly in Primary Education Development Program.
- Computer skills including MS Office (Word, Excel and PowerPoint, Auto CAD);


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প্রাথমিক শিক্ষা, এফিডপোর
সেক্টর-১, সিরপুর, ঢাকা-১২১৬


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উপসচিব
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


শেখলা নূরুল হোসেন
উপ-প্রোগ্রামার
আর্থ-সামাজিক প্রকল্পসমূহ বিভাগ
পরিকল্পনা কমিশন, পরিকল্পনা সচিবালয়

Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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 (1st Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1st Phase) Project, Fourth Primary Education Development Program (PEDP4) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

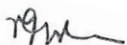
Need Based Infrastructure Development of Government Primary School Project (1st Phase) is basically the follow-up of GPSRRP (2nd Phase) commenced from 1st July, 2016 for a period of six years six month. NBIDGPS is funded by Government of Bangladesh (GOB). The Project is expected to contribute to the effort of Government of Bangladesh (GOB) for five years long Primary Education covering one-year Pre-Primary Education. The objectives of NBIDGPS 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 additional class room and boundary wall 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, investigation, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4).


Overall objectives of the consulting services:

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

- overall project management;
- overall planning, design and estimating aspects;
- overall financial management and fiduciary issues;
- overall procurement management;
- effective monitoring and supervision management;
- quality output of civil works;
- quality output of electrical and solar system;
- enhance proper compliance of program environmental and social safeguard issues;
- architectural plans, drawing, designs, interior designs and models;
- quality output of structural plans, drawing and designs and plan;
- quality output on water supply, plumbing and fire system for the building;
- documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media.


মোহাম্মদ রেজাউল ইসলাম
সহকারী পরিচালক (পলিটেকনিক ও উন্নয়ন)
প্রাথমিক শিক্ষা, মহিলাপুত্র
সেক্টর-২, মিরপুর, ঢাকা-১২১৬


মোহাম্মদ আশরাফুল আলম খান
উপসচিব
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
41


সৈয়দা নূরুন্নাহার আশরাফী
উপ-প্রোগ্রামার
আর্থ-সামাজিক অবকাঠামো বিভাগ
পলিটেকনিক মহিলাপুত্র

14. Auto-CAD Operator (Plumbing) (HQ):

The CAD Operator (Plumbing) will carry out his tasks in accordance with accepted professional standards and acknowledge The Additional Chief Engineer in the area of Water Supply, Sanitation, Firefighting planning, designing and modeling of LGED and PEIMU development activities.

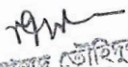
The key responsibilities of Cad Operator (Plumbing) shall include, but not limited to following:


- Work under the direct supervision of Additional Chief Engineer and Superintending Engineer with close coordination with other official and expert of PEIMU, LGED;
- Prepare Auto-CAD Operational Design and Drawings of plumbing works for Primary Education Development Projects.
- Carry out assignments timely and provide sound and diligent services.
- Provide data, drawing as well as necessary support to Plumbing and Structural Engineers so that he could get all relevant information from the consultant.
- Consultation with LGED officials and other stakeholders as identified by LGED and incorporate their suggestions in to the Auto-CAD Operational Design and Drawings.
- During construction period if any change in design becomes necessary the consultant shall review necessary documents.
- Carry out field visit the project site and finalize necessary amendments within a reasonable time.
- LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment necessary support staff may be made from consultant monthly payment Reimbursable Item.


Selection criteria for CAD Operator (Plumbing):

Candidates meeting the following requirements are encouraged to apply:

- Minimum Educational Qualifications: Diploma in Civil Engineering from any recognized university/institution;
- Minimum 5(Five) years of experience related to Preparation of Water Supply, Sanitation, Firefighting planning, designing and modeling output by Auto-CAD Operational Design and Drawings.
- A higher qualification in Civil Engineering or equivalent will be preferred;
- Adequate knowledge about LGED development activity particularly in Primary Education Development Program.
- Computer skills including MS Office (Word, Excel and PowerPoint, Auto CAD);


মোহাম্মদ তৌহিদুল ইসলাম
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প্রাথমিক শিক্ষা, গণিত ও
সেকশন-২, গিরপুর, ঢাকা-১২১৬


মোহাম্মদ আশরাফুল আলম খান
উপসচিব
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


শেয়দা নুরমহল আশরাফী
উপ-প্রোগ্রামার
জাতি-সামাজিক ব্যবস্থাক্রমো বিভাগ
পরিকল্পনা বাস্তবায়ন পরিদপ্তর, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

Terms of Reference (ToR) for selection of Individual Consultants under NBIDGPS

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 (1st Phase) Project, Need Based Infrastructure Development of Newly Nationalized Government Primary Schools (1st Phase) Project, Fourth Primary Education Development Program (PEDP4) and Establishment and Infrastructure Development Including Beautification of Government Primary School in Dhaka City & Purbachal Project.

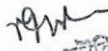
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LGED is mainly responsible for implementing the civil works such as reconstruction additional class room and boundary wall etc. LGED already established a unit named Primary Education Infrastructure Management Unit (PEIMU) at LGED head quarter to administer 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, investigation, surveying, designing, management, supervision, quality control, monitoring and implementation of development activities under Fourth Primary Education Development Program (PEDP4).


Overall objectives of the consulting services:

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 system for the building;
- l) documentation, publication and dissemination of all positive news of PEIMU and LGED in the print and electronic media.


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প্রাথমিক শিক্ষা, রূপপুর
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পলিকরণ রূপপুর, রূপপুর

15. Auto-CAD Operator (Architectural): (HQ)

The CAD Operator (Architectural) will carry out his tasks in accordance with accepted professional standards and acknowledge The Additional Chief Engineer in the area of Architectural planning, designing and modeling of LGED and PEIMU development activities.

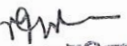
The key responsibilities of Cad Operator (Architectural) shall include, but not limited to following:


- Work under the direct supervision of Additional Chief Engineer and Superintending Engineer with close coordination with other official and expert of PEIMU, LGED;
- Prepare Auto-CAD Architectural Operational Design and Drawings of primary education infrastructures under PEIMU and PEDP4 development activities following design standard of LGED/PWD/BNBC.
- Prepare Auto-CAD Operational Design and Drawings interior design and landscape for Primary Education Development Projects as requested by LGED.
- Carry out his assignments timely and provide sound and diligent services. Any monetary loss incurred owing to their sub-standard services will be compensated through penalizing as per conditions of the contract.
- Provide data, drawing as well as necessary support to Architect and Structural Engineers so that he could get all relevant information from the consultant.
- Monitor and supervise the work under implementation in order to ascertain whether or not the work progressed as per original Auto-CAD Operational Design and Drawings.
- During construction period if any change in design becomes necessary the consultant shall review necessary documents.
- Carry out field visit the project site and finalize necessary amendments within a reasonable time.
- LGED also may provide office accommodation, computer/laptop, printer and necessary office support staff. All payment necessary support staff may be made from consultant monthly payment Reimbursable Item.
- Any other duties assign by the authority;


Selection criteria for CAD Operator (Architectural):

Candidates meeting the following requirements are encouraged to apply:

- Minimum Educational Qualifications: Diploma in Civil Engineering from any recognized university/institution;
- Minimum 5 (Five) years of experience related to Preparation of Architectural planning, designing and modeling output by Auto-CAD Operational Design and Drawings.
- A higher qualification in Civil Engineering or equivalent will be preferred;
- Adequate knowledge about LGED development activity particularly in Primary Education Development Program.
- Computer skills including MS Office (Word, Excel and PowerPoint, Auto CAD);


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প্রাথমিক শিক্ষা, ময়দিনপুর
সেকশন-২, ময়দিনপুর, ঢাকা-১২১৬


মোহাম্মদ আশরাফুল আলম খান
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প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
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আর্থ-সামাজিক প্রকল্পসমূহে বিভাগ
পরিকল্পনা কমিশন, পরিচালক মহল্লায়

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
(Human Resource Development, Quality Control and Environment)
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</i> every employment held and state the start and end dates of each employment] | <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> | | | | | | | | |

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) | |
|----------------------------|--|

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 [<i>insert amount</i>], 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.

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| 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

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|--|------|---|
| 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) = | | |

| | |
|-----------------------------------|----------------|
| CONTRACT CEILING (A) +(B)= | Total = |
|-----------------------------------|----------------|

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 |