



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Standard Request for Application (SRFA)

Selection of Individual Consultant (National)

**Junior Consultant (Finance)**

for

Comprehensive Environmental Impact and Damage  
Assessment of Rohingya Influx in Cox's Bazar and Bhasanchar  
of Chattogram Division Project

(A component of HELP Project)

Department of Environment

(Time Based)

Central Procurement Technical Unit  
Implementation Monitoring and Evaluation Division  
Ministry of Planning

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# Section 1. Information to the Applicants

## A. General

1. <i>Scope of assignment</i>	1.1 The Client has been allocated Public Fund "Comprehensive Environmental Impact and Damage Assessment of Rohingya Influx in Cox's Bazar and Bhasanchar of Chattogram Division" Project (A component of HELP Project) and intends to select Individual Consultants for the specific assignment as specified in the Terms of Reference in Section 2.
2. <i>Qualifications of the Applicant</i>	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. <i>[Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2]</i>
3. <i>Eligible Applicants</i>	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. <i>Corrupt, Fraudulent, Collusive or Coercive Practices</i>	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. <i>Conflict of Interest</i>	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>B. Preparation, Submission &amp; Modification or Substitution of Applications</b>			
6. Preparation of Application	6.1	Applications shall be typed or written in indelible ink in English language and shall be signed by the Applicant. Applicants are required to complete the following Forms: (a) Form 3A: Application Submission Form; (b) Form 3B: CV of the Applicant; and (c) Form 3C: Remuneration and Reimbursable	
	6.2	The Remuneration and reimbursable are purely indicative and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.	
7. Submission of Application	7.1	Pursuant to Rule-113(5) of the Public Procurement Rules, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement.	
	7.2	Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.	
	7.3	In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.	
	7.4	The closing date for submission of Application is 15 May 2025, up to 02:00 pm. 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.	
<b>C. Evaluation of Applications</b>			
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
		• Educational Qualification	20
		• Relevant Working Experience and its adequacy for the assignment	60
		• Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others).	15
		Total points: 95 points	
	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 attitude 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. <i>Application Negotiations</i>	9.1	The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 122 of the Public Procurement Rule, 2008 at the address of the client.
	9.2	If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded
	9.3	During negotiations, the Client and the Applicant shall finalise the “Terms of Reference”, work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services”
	9.4	The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.
	9.5	Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract
<b>D. Award of Contract</b>		
10. <i>Award of Contract</i>	10.1	After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.
11. <i>Debriefing</i>	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.
12. <i>Commencement of Services</i>	12.1	The applicant is expected to commence the assignment on 1 <sup>st</sup> August 2025 at the location Dhaka and project area. The duration of the contract shall be 24 (Twenty four) Months from the date of commencement or the project period which comes first.

# Section 2. Terms of Reference

## Comprehensive Environmental Impact and Damage Assessment of Rohingya Influx in Cox's Bazar and Bhasanchar of Chattogram Division Project

(A component of HELP Project)

### Terms of Reference (TOR)

#### Position: Junior Consultant (Finance)

#### Key Information

Name of the Project	Comprehensive Environmental Impact and Damage Assessment of Rohingya Influx in Cox's Bazar and Bhasanchar of Chattogram Division
Name of the Package	Junior Consultant (Finance)
Package No.	HELP/S-02
Organization	Department of Environment (DoE)
Selection Method	Selection of Individual Consultant (SIC)
Market Approach	National-Open
Contract Type	Time-Based
Duration of the Contract	24 months
Duty Station	HQ (PMU) and Project Area

#### 1. Background

Bangladesh has been coping with the sudden and large inflow of the Rohingya population displaced from Myanmar since 2017. The United Nations (UN) has described the Rohingya as “the most persecuted minority in the world”. The nearly one million Displaced Rohingya Population (DRP) or Forcibly Displaced Myanmar Nationals (FDMNs, as is termed by GOB) reside in 33 extremely congested camps designated by the Government of Bangladesh (GoB) in the Ukhiya and Teknaf upazilas in Cox's Bazar district – Bangladesh hosts the largest camp across the globe. The Bangladeshi host population in the two upazilas are the poorest in the district, with high socio-economic vulnerability.

The extended presence of the DRP puts additional pressure on already poor areas, affecting livelihoods, services, and social cohesion. The DRP outnumber the host communities in Ukhiya and Teknaf by a factor of three. Hosting the DRP continues to stretch service delivery of the GoB, including for host communities, amidst decreasing humanitarian resources. The host communities perceive the impact of DRP on their livelihoods as predominantly negative. Perceived increases in crime and security concerns, decrease in daily wage and pressure on the environment, including deforestation and water source depletion, have been reported as sources of tension.

Even as the humanitarian emergency evolves to a protracted crisis, the GoB has demonstrated its continued commitment and leadership to support the DRP. Basic assistance in the form of food, shelters, and essential services have been provided using government systems and with support from the international community. Development partners, including the World Bank, have supported the construction of quality infrastructure, including cluster homes, disaster shelters, road networks, embankments, community gardens, warehouses, waste management systems, and electrical power generation systems in the form of solar PV standalone street lighting systems, solar PV water pumping systems, and solar PV nano-grid systems. Efforts made by the GoB and Water, Sanitation, and Hygiene (WASH) partners, including the World Bank, have resulted in substantially improved access to WASH facilities (including functional sanitation facilities) in DRP and host communities. However, this remains an unfinished agenda with significant improvements needed in fecal sludge management systems, expansion of community facilities and drinking water supply points to address access, safety and gender violence, and solid waste management in DRP as well as host communities. In addition, lack of formal education, and weak shelter infrastructure continue to be a challenge in the Cox's Bazar camps.

To reduce the strain on livelihoods and basic service delivery in Cox's Bazar, the GoB has facilitated the voluntary relocation of around 30,000 DRP to Bhasanchar, an island located in the Bay of Bengal in the Noakhali District, since 2021. The GoB has invested around US\$400 million to make the island livable, with implementation of an 11km embankment protection, 1440 housing facilities, 120 cyclone shelters, one government hospital; 29 schools and WASH facilities supported by about 1.8MWp centralized and standalone solar PV based power systems. Five UN agencies, five international NGOs, and 27 local NGOs currently operate on the island with different humanitarian interventions. Further support from the international community is still needed to strengthen basic infrastructure, especially for operations and maintenance.

Despite the GoB's continued efforts, critical challenges exist for the DRP and the host communities in fulfilling basic needs and improving livelihoods. Access to the basic services and facilities in or outside the camp areas at optimum level leads to access, safety and gender violence related issues, and expanding camp settlements, population growth, and other human activities continue to raise pressure on natural resources in Cox's Bazaar and in Bhasanchar. Challenges exist for the same basic services including roads, shelters, drainage systems, access to reliable energy, transportation and emergency evacuation, and supply chain of goods and services.

Both Cox's Bazar and Bhasanchar face frequent and severe weather events. Cyclones, floods, landslides, and fires threaten lives and damage infrastructure. Recent disasters (esp. Fire events in March 2023, and Cyclone Mocha in May 2023) highlight the need for stronger shelters, improved water and sanitation systems, and better waste management. The DRP camps in Cox's Bazar face significant infrastructure and maintenance challenges, especially in water supply, waste management, electricity, and disaster risk reduction. Recent disasters like floods and fires underscore the need to enhance the structural resilience of shelters and key infrastructure.

In the backdrop of this situation and crisis prevailed in the region, Bangladesh Government with financial support from the World Bank has taken initiative to implement a project both for the host and DRP in Cox's Bazar and part of Naoakhali district titled 'Host and Rohingya Enhancement of Lives through a Multi-Sectoral Approach Project (HELP)' aiming to improve access to basic services and enhance disaster and climate resilience for DRP and host communities. It will focus on strengthening climate-resilient WASH infrastructure, improving basic services and disaster-resilient infrastructure, and enhancing institutional service delivery systems. The project, in fact, builds on the ongoing EMCRP project to further focus on disaster and climate resilience due to the protracted nature of the crisis and high needs of the population.

## **1.1. Project Component**

With the Project Development Objective of improving access to basic services, and enhancing disaster and climate resilience of the host communities and Displaced Rohingya Population (DRP), the Project will perform certain activities under the following components (Table 1):

- **Component 1: Basic Services, Climate- and Disaster- Resilient Infrastructure, and Emergency Response**

This Component aims to enhance water supply and sanitation in Cox's Bazar and Bhasanchar, focusing on both host communities and DRP camps. Implemented by the Department of Public Health Engineering, it includes constructing new water schemes, rehabilitating existing infrastructure, and using solar-powered systems for climate resilience. Additionally, it will build and rehabilitate toilets, establish waste management facilities, and provide hygiene kits. The project ensures the operation and maintenance of these facilities, promoting reliable, gender-sensitive, and climate-resilient WASH services

- **Component 2: Climate and Disaster Resilient Infrastructure, Energy and Emergency Response**

Component 2 focuses on climate and disaster-resilient infrastructure, energy, and emergency response. It aims to improve rural infrastructure in host communities and DRP camps by constructing and upgrading disaster shelters, rural roads, bridges, and cold storage facilities. Solar-powered streetlights and lightning protection systems will enhance safety and energy efficiency. Small-scale afforestation will help restore vegetation and improve climate resilience. The component also includes the construction of a solar power plant in Bhasanchar to provide renewable energy for daily and livelihood activities in DRP camps. This Component is

implemented by the Local Government Engineering Department (LGED), Roads and Highways Department (RHD), and Bangladesh Power Development Board (BPDB).

- **Component 3: Strengthening Institutional Systems to Enhance Service Provision and Support Resilient Development**

Component 3 is composed of capacity building and technical assistance, host communities and DRP awareness raising and skills building programs, reinforcement of emergency management capacity, and technology-driven monitoring and evaluation and project management implemented by multiple agencies including DPHE, LGED, RHD, BPDB and involving Department of Environment (DoE) and Fire Service and Civil Defense (FSCD).

- **Component 4: Contingency Emergency Response.**

This will ensure provision of immediate response to an eligible crisis. In such an event, the component will contribute to immediate and effective response. Any unused balance under the other components can be reallocated to the CERC component, in the event of an emergency.

Table 1: HELP Components

#	Component
1	Resilient water, sanitation, and hygiene (WASH)
2	Climate and disaster resilient infrastructure, energy, and emergency response <ul style="list-style-type: none"> <li>2.1. Rural Infrastructure Development</li> <li>2.2. Rural Roads Improvement</li> <li>2.3. Renewable Energy</li> </ul>
3	Strengthening institutional systems to enhance service provision and support resilient development <ul style="list-style-type: none"> <li>3.1. Capacity Building and Technical Assistance</li> <li>3.2. Host Communities and FDMN Awareness Raising and Skills Building Programs</li> <li>3.3. Reinforcement of Emergency Management Capacity</li> <li>3.4. Technology-driven Monitoring and Evaluation and Project Management</li> </ul>
4	Contingent Emergency Response

The DoE will implement activities under Subcomponent 3.1. Capacity Building and Technical Assistance. The project will finance a comprehensive environmental impact and damage assessment of areas affected by the DRP and support a sustainable, ecosystem-based approach to development. The activity will be carried out through a MoU with LGED as grants. The flow of funds and the responsible implementing agency will be LGED. The analysis will include the valuation of ecosystem services to underline the economic benefits of conservation and a strategic environmental assessment for aligning current and future policies, programs, and projects. A Strategic Environmental Management Plan will be developed for the ongoing management and restoration efforts to address the crisis' ecological fallout. The components would cover all upazila in Cox's Bazar district and Hatia, Subornachar & Begumganj Upazila under Noakhali district of Bangladesh.

The DoE will carry out the four firm contract activities shown in Table 2. The four parallel studies including environmental impact and damage assessment followed by ecosystem restoration project development (S7), ecosystem valuation (S8), a detailed strategic environmental assessment and development of a strategic environmental management plan (S9), and development of knowledge management materials for S7, S8, and S9 (S10). These assignments are expected to be implemented in a coherent manner.

Table 2: DoE's activities under HELP (Firm Services Contract)

#	Package
S7	Environmental Impact and Damage Assessment of the Rohingya inhabited area, including a project preparation for ecosystem restoration with restoration activities followed by a feasibility study
S8	Valuation of the ecosystem services of the Cox's Bazar-Teknaf peninsula and other impacted areas
S9	Development of a detailed Strategic Environmental Assessment (SEA) for the existing and proposed policies, programs, and projects in the impacted area. This should include the

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preparation of a Strategic Environmental Management Plan (SEMP) with future interventions to manage and restore the environment and ecosystem

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S10 Development of Knowledge Management Materials for ecosystem conservation and valuation, SEA, and Environmental Impact Assessment (EIA)

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In addition, the DoE will directly implement the repairing and restoration of the ecosystem of the affected area. It includes a series of ecological restoration activities: ban fuelwood collection in the protected areas, replacement or reduction of fuelwood use for cooking, promote and conserve protected areas, research and development works, establish turtle hatchery, plant keya tree, and any other ecosystem restoration activities. Additionally, the DoE will implement awareness raising workshops and training with DRP and host communities.

## 2. Objective

The DoE intends to hire a Junior Consultant (Finance) (hereafter referred as “the Consultant”) to support Project Director (PD), Project Management Unit (PMU) under Selection for Individual Consultant (with Open market approach) following World Bank Procurement Regulation July 2016 (Revised in November 2017) for services to address the M&E issues under the project’s DoE part.

Main objectives are to:

- 1) oversee and coordinate the compliance with the legal and standard practice during project implementation;
- 2) ensure the quality of the financial reports/documents
- 3) consolidate information and prepare quarterly/IUFR reports
- 4) prepare budget, disbursement projection, systematic reporting and statement generation and re-checking
- 5) ensure internal control, book and record management, fund management;
- 6) provide training to the field level staff, PMU and relevant HQ level stakeholder
- 7) assist the project director during financing audit and proactively attend the audit meeting and prepare responses to resolve the audit issues,
- 8) provide technical advice to the Project Director (PD) on ensuring compliance. The consultant is to carry out the financial management job in accordance with the guidelines, rules, regulations, policy, procedure of IDA and Government of Bangladesh.

## 3. Scope of Consultant’s Assignment

The Consultant shall work under the supervision of PD and with close association with other members of the PMU and LGED. The Financial Management (FM) guidebook issued by the World Bank will be the key guiding rule for project’s financial management. The FM guidebook provides details procedures to be followed by the project on the financial management arrangements such as: (i) Budgeting; (ii) Fund flows; (iii) Accounting; (iv) Internal controls; (v) Financial reporting (quarterly IFRs); and; (vi) External audit based on statement of audit needs agreed with Controller and Auditor General (C&AG) of Bangladesh.

The overall responsibility of the Consultant is to maintain register, books and other records; facilitate classification and analysis of financial information; check and verify bills and cheques; prepare documents for timely replenishment of donor’s fund; prepare annual budgets; revise budget and financial plan and annual and quarterly disbursement forecast; attend and participate in project review meetings; liaise with Chief Accounts Office of concerned Ministry and both external and internal auditors for facilitating smooth implementation of the project activities. The role further requires the ability to prepare DPP, RDPP, restructuring of Financing Agreement and Project Completion Report (PCR).

The specific tasks/responsibility for the Consultant are as follows:

1. **Financial Management and Fund Flow:** The Consultant will update and ensure continuation of sound financial management procedure at DoE - in accordance with regulations of Government of Bangladesh (GoB) and IDA. S/he will ensure that all policies and procedures are in compliance with funding source policies, procedures, and requirements; and review the efficacy of internal controls in place and suggest adopting best practices to improve internal

governance and to reduce opportunities for corruption. S/he will process withdrawal applications for IDA funds to the Government Consolidated Fund and/or Designated Account; and to ensure adequate internal control for proper utilization, management and accounting of funds.

2. **Budgeting:** The Consultant will assist the PD in consolidating the project budget on the basis of approved procurement plan and implementation plan. S/he will assist the PD in ensuring that the expenditure is made within the budget and variance if any has a valid justification and is duly authorized. The Consultant will provide a variance analysis as part of the quarterly Interim Financial Reports (IUFs). S/he will also have to provide some standard ratio analysis and carry out taxation accounting for VAT, TAX, CD etc.
3. **Development of a Chart of Accounts:** The Consultant will develop/update a comprehensive Chart of Accounts for the project to capture financial data under (i) GoB code of accounts (ii) project components and sub-components (iv) World-Bank disbursement categories for the project, so as to enable the computerized system to classify and group financial data for the various financial reports as required by the World Bank and various GoB agencies. S/he will maintain the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.
4. **Computerized Accounting System:** The Consultant will be responsible for procuring and implementing a Computerized Accounting System (CAS) for the project. The Consultant would be fully conversant with the system and train up other accounting staff in its operation and be responsible for keeping it going. The Consultant will arrange to maintain the books and meet the financial reporting requirements using an MS Excel based system until the computerized system is functional. Ensure that the computerized fixed assets records are maintained in the PMU identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
5. **Disbursement Plan:** The Consultant, with the assistance of project accounting staff and in consultation with other staff involved in project implementation, will prepare the annual, quarterly, and half yearly disbursement forecasts of the project in line with project's procurement and implementation plan and budget; and acquire approval from the PD for the purpose of preparing quarterly/half yearly financial reports for disbursement.
6. **Fund Management:** The consultant will assist the PD in obtaining quarterly fund release for GoB allocated fund and requisite government approval. S/he will ensure proper use of funds for the project activities; manage funds including the operation of a designated account; timely replenishment; conduct timely preparation of Bank Reconciliation Statements and initiate and respond to all fund and bank related correspondence with GoB and IDA; and process withdrawal applications prepared for draw down of the World Bank funds for project activities. The Consultant will review and verify the accuracy of information on payment vouchers for signing of checks; prepare payment vouchers before cheques are written for all Project related expenditures and manage Project expenditures while ensuring full compliance with GoB rules and procedures.
7. **Replenishment of Fund:** The Consultant will exercise due diligence to ensure the genuineness and appropriateness of all financial information in the withdrawal application before preparing the consolidated replenishment request to IDA.
  - **Processing Payments:** The Consultant will ensure appropriate continuous arrangement in place for smooth processing; approval and payments of bills for procurement of goods, works and services for the project from all sources of funds complying with relevant GoB/IDA rules; maintaining requisites files; records and books, following internal control and safeguard measures. The Consultant will review the accuracy of payment vouchers and cheques; verify and ensure availability of funds before checks are written; and prepare payment vouchers before cheques are written. S/he will review receivables and payables and ensure prompt settlement of payables to the Project's suppliers and contractors; and review and certify receipts and cash transfer sheets regarding Sale of Tender documents.
  - **Internal Control:** The Consultant will 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 adopting best practices to improve internal governance and to reduce opportunities for corruption. This will include ensuring the appropriate use of

financial powers, delegated or otherwise; separation of duties and policy for authorization of transactions; adequate internal check and control system to safeguard physical assets; and timely periodic and regular reconciliation.

8. **Books and Records:** The Consultant 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 project progress.
9. **Fixed Assets Record:** The Consultant will ensure that the computerized fixed assets records are maintained in the PMU identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
10. **Preparation of Financial Statements and Reports:** The consultant will ensure that the annual financial statements and other monthly and quarterly reports as specified under the GoB Project Accounting Manual and Interim Unaudited Financial Reports (IUFRs) required under the Financing Agreement are accurately prepared and submitted in due time. The Consultant will make sure of pragmatic cash forecasts bi-annually while preparing the UFRs. The Consultant will ensure that Interim Un-audited Financial Reports (IUFRs) are produced on a quarterly basis showing project progress on a user-friendly format and submit the same to IDA within 45 days from the end of each calendar quarter. S/he will also be required to ensure timely submission of the other financial reports to relevant Ministry and other stakeholders.
11. **Interface with External Auditors:** The Consultant 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 the Transactions with corrupt practice. S/he along with FM staff 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; and initiate actions for holding tripartite meetings and coordinating with various agencies in meeting audit objections. The Consultant will prepare the consolidated financial statement and submit to the Chair, Steering Committee with copies to the Secretary of ministry with management letters addressed top head of agencies, and assist in publishing the project audit reports on the project website. S/he will assist the PD on independent performance audits, including review of the financial management system and verification of procurements will be carried out by a firm of Chartered Accountants.
12. **Internal Audit:** The Consultant will play a key role in developing and finalizing the ToR for Internal Audit (internal audit) in coordination with the PD an IDA, which will be conducted throughout the project by an external firm. The Consultant will provide recommendations to the PD on corrective actions to the issues that would be raised in the Internal Audit Report. S/he will present the internal audit report findings to the Project Steering Committee for its review and instructions to follow up.
13. **Special Assignments:** The Consultant will assist Project Procurement/Tender/Audit Committee in performing their activities; assist/advise the PD in all financial matters as and when required.
14. **Supervision and Training:** The Consultant will advise and maintain all concerned in complying with the latest income tax and VAT deduction rules and tax certification; supervise Accounts Assistant(s) and other accounting/FM staff of the project and will provide hands on training to the accounting staff on various aspects of financial management tasks under a structured training plan.
15. **Other:** The Consultant will perform other duties deemed necessary by the PD.

#### **4. Responsibilities of the DoE**

The DoE will make experienced officials available and will ensure that the Consultant has access to all information required and documentation. The DoE will provide liaison and communicate with other Government Authorities if and when required for performing the job of Consultant and facilitate different meetings, focus group discussion and workshops based on initial planning. The DoE will provide logistic

support for the filed visits. PD, HELP will provide appropriate office space and other associated logistic facilities to carry out his/her roles and responsibility.

## 5. Key Qualifications:

Academic Qualifications and Professional Experience of the Consultant:

### a) Educational Qualification

- Master of Commerce in Accounting/Finance or MBA with major in Accounting/Finance. Candidate having fully or partly professional accountancy degree (CA/ACCA/CMA/ equivalent) will get preference.

### b) Experience

- At least five years' experience in financial management of which at least three years in a managerial position in any government / semi government organizations being actively involved and fully conversant with the large contract payments, GoB budget, fund release and reporting formalities, knowledge regarding rules and regulations for budgeting, accounting, financial reporting and auditing.
- Fully conversant with and have had hands on experience with computerized accounting system with ability to assist in implementation and customization; skills in software installation and troubleshooting will be added advantages;
- Experience in World Bank's disbursing and reporting requirements; and working with World Bank or similar financiers' funded projects will be an added advantage;
- Candidates with experience with AMS, PMIS, STEP and IBAS++ strongly preferred;
- Proven track record of ability to develop a chart of accounts befitting the relevant computerized accounting system and the reporting;
- 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 train the project staff on financial management system.
- Age must be within 50 years.

## 6. Duration of the Assignment

The Consultant shall perform the Services for 24 months or project closing date, whichever is earlier. However, the duration will depend on performance of the individual in this position.

## 7. Institutional Arrangement

The Consultants will work at PMU, Dhaka under direct control of the Project Director. S/he will report directly to the PD with close collaboration with other officials of the Project. The Consultant shall be accountable to the PD for everyday activities. The Consultant may be required to conduct field visits to Cox's Bazar and/or Bhasanchar.

## 8. Expected Outputs and deliverables of the Assignment

The Consultant will need to produce the following:

No	Description	Reporting Time
1	Updated Books of Accounts and Records	Continuous
2	Statement of Expenditure (SOE) to LGED and the World bank, Dhaka office and its follow-up	As required
3	Prepare all report of ERD, IMED and relevant Ministries	Monthly and quarterly
4	Unaudited Interim Financial Reports for the consolidated IUFs	Quarterly
5	Relevant reports, statements, schedules to Auditors and reviewers	As required
6	Annual work plan and Budget and fund forecast	As required
7	L/C opening and management	As required
8	Reconciliation of Bank accounts	Monthly
9	Revenues to govt exchequer	Monthly

No	Description	Reporting Time
10	Follow-up all bills in Central bank and other offices	As required
11	All contract payments and amendments	As required
12	All other works assigned by PD	As required
13	Update on External Audit observations	Quarterly

## 9. Remuneration

The Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the PD.

## 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:

-----  
[Name]  
-----  
-----  
[Address of Client]

Dear Sir:

I am hereby submitting my Application to provide the consulting Services for Junior Consultant (Procurement) 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	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>												
6	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>												
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>												
8	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>											
9	COUNTRIES OF WORK EXPERIENCE:													
10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>	<p><i>[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i></p> <p><i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">EMPLOYER 1</td> <td style="width: 30%;">FROM: <i>[e.g. January 1999]</i></td> <td style="width: 30%;">TO: <i>[e.g. December 2001]</i></td> </tr> <tr> <td>EMPLOYER 2</td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>EMPLOYER 3</td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>EMPLOYER 4 (etc)</td> <td>FROM:</td> <td>TO:</td> </tr> </table>	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:
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:												
11	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>												
12	COMPUTER SKILL													

CERTIFICATION

*[Do not amend this Certification].*

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

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			

## Form 3C. Indicative Remuneration & Expenses

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

**(1) Remuneration**

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

Note: A month consists of 30 calendar days.

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

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

CONTRACT CEILING (1) + (2)	
----------------------------	--

## 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 1<sup>st</sup> August 2025 and continuing for 24 months or project period (which one is lesser) 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.                                       | <i>Applicable Law</i>               | 4.1  | The Contract shall be governed by and interpreted in accordance with the laws of the People’s Republic of Bangladesh   |
| 5.                                       | <i>Governing Language</i>           | 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.                                       | <i>Modification of Contract</i>     | 6.1  | The Contract shall only be modified by agreement in writing between the Client and the Consultant.   |
| 7.                                       | <i>Ownership of Material</i>        | 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.                                       | <i>Relation between the Parties</i> | 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.                                       | <i>Contractual Ethics</i>           | 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.   |
| <b><u>Payments to the Consultant</u></b> |                                     |      |  |
| 10.                                      | <i>Ceiling Amount</i>               | 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. *Reimbursable*

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 or assignment basis.

13.2 Advance Payment: The Consultant shall, if he/she so requests, be entitled to a total advance payment, as specified in Annex B, to cover his/her out-of-pocket expenses which are to be recovered in equal installments from monthly amounts due to him/her.

*[For aid funded procurement Advance Payments may be applicable. However, for 100% GoB funded procurement Advance payments shall not be applicable unless otherwise specifically decided by The Government.]*

- 13.3 Monthly Payments: The Consultant shall submit an Invoice for Remuneration and Reimbursable at the end of every month and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.
- 13.4 Final Payment: The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.
- 13.5 Suspension: The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform his/her obligations under this Contract.
- 13.6 Refund of Excess Payment: Any amount if paid to the Consultant in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Consultant within thirty (30) days of receipt of the claim from the Client, provided that such claim is lodged within three(3) months after the acceptance of the final report.

**Obligations of the Consultant**

- 14. *Medical Arrangements*
  - 14.1 The Consultant shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.
- 15. *Working Hours and Leave*
  - 15.1 The Consultant shall, when engaged directly with the Client, follow the normal Working Hours and Holidays of the Client, and entitlement to leave as per the Client's Rules.
  - 15.2 The Consultant's remuneration shall be deemed to cover leave except otherwise specified in the Contract.
- 16. *Performance Standard*
  - 16.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
- 17. *Contract Administration*
  - 17.1 Client's Representative  
The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.
  - 17.2 Timesheets  
The Consultant providing Services may be required to complete standard timesheets or any other document to identify the time spent, as requested by the Client's Representative.
- 18. *Confidentiality*
  - 18.1 The Consultant shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.
- 19. *Consultant's Liabilities*
  - 19.1 The Consultant shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant.

19.2 The Consultant shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.

20. *Consultant not to be Engaged in Certain Activities*

20.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.

**Obligations of the Client**

21. *Services, Facilities and Property*

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

**Termination and Settlement of Disputes**

22. *Termination*

22.1 By the Client

The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant, Such notice to be given after the occurrence of any event necessitating such termination.

22.2 By the Consultant

The Consultant may terminate the Contract, by not less than twenty eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Consultant pursuant to the Contract.

23. *Dispute Resolution*

23.1 Amicable Settlement

The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

23.2 Arbitration

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

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

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

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

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

Annex C: Consultant's Reporting Obligations

## ANNEX A: Description of the Services

*[Give detailed descriptions of the Services including its (a) Background, (b) Objectives, (c) Detailed negotiated TOR providing a description of Services to be provided , (d) Work plan with dates for completion of various tasks, (e) Place of performance of different tasks, (f) Specific tasks to be approved by the Client; etc.).*

*[also ensure the following data is listed in this Annex in conformity with the Contract Agreement.*

1. *The name of the main location (Duty Station) at which the Services are to be provided. Also advise if any other travel will be necessary, and if so, to which expected locations will the Consultant be required to travel.*
2. *Indicate the Contact Addresses for Notices and Requests as indicated in Clause 22.1 of the Contract Agreement.*

*(a) Address of the Client:*

*(With phone number, Fax number & e-mail)*

*(b) Address of the Client:*

*(With phone number, Fax number & e-mail)*

3. *Logistics and facilities to be provided to the Consultant by the Client are listed below:*
  - *Office space with furniture including file cabinet and electric connection;*
  - *Office Assistant(s)/Support staff;*
  - *Office equipment like computer, printer etc;*
  - *Facilities for production and binding of reports etc. shall be the responsibility of the Client in case of Time based contract.*
  - *Any other facilities agreed by both Client & the Consultant.*

## 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			
2	Interim Progress Report (a) First Status Report (b) Second Status Report			
3	Draft Report			
4	Final Report			

Government of the People's Republic of Bangladesh  
Department of Environment  
**"Comprehensive Environmental Impact and Damage Assessment of Rohingya Influx in Cox's Bazar and Bhasanchar of Chattogram Division" Project (A component of HELP Project)**  
1<sup>st</sup> Floor, Room: 202, Poribesh Bhaban New Building  
E/16 Agargaon Administrative Area, Sher-E-Bangla Nagar, Dhaka-1207  
www.doe.gov.bd

**Request for Expression of Interest (Eol) for Selection of Individual Consultants (National)**

1.	Ministry/Division	:	Ministry of Environment, Forest and Climate Change	
2.	Agency	:	Department of Environment (DoE)	
3.	Procuring Entity Name	:	Project Director	
4.	Procuring Entity District	:	Dhaka	
5.	Expression of Interest for selection of	:	Individual Consultant (National)	
6.	Eol Ref No.	:	22.02.0000.020.14.001.25-10	
7.	Date	:	23 April 2025	
<b>Key Information</b>				
8.	Procuring Method	:	Selection of Individual Consultant (SIC)	
<b>Funding Information</b>				
9.	Source of Funds	:	World Bank through DoE	
10.	Grant No.	:	E325-BD	
<b>Particular Information</b>				
11.	Project ID	:	P501274	
12.	Project Code	:	224403000	
13.	Project Name	:	Comprehensive Environmental Impact and Damage Assessment of Rohingya Influx in Cox's Bazar and Bhasanchar of Chattogram Division	
14.	Eol Closing Date and Time	:	15 May 2025, 02:00 pm	
<b>Information for Applicants</b>				
Package No.	Name of Positions	Number of Positions	Duration	Terms of References (ToR) including Educational Qualification
HELP/S-01	Junior Consultant (Procurement)	1 (One)	6 months (intermittently)	Master's in procurement/ economics/ statistics/ finance/ business administration/ management or other relevant subjects.
HELP/S-02	Junior Consultant (Finance)	1 (One)	24 months	Master of Commerce in Accounting/Finance or MBA with major in Accounting/Finance. Candidate having fully or partly professional accountancy degree (CA/ACCA/CMA/ equivalent) will get preference.
<b>Procuring Entity Details</b>				
15.	Name of Official Inviting Eol	:	Md. Samsuzzaman Sarker	
16.	Designation of Official Inviting Eol	:	Project Director, Comprehensive Environmental Impact and Damage Assessment of Rohingya Influx in Cox's Bazar and Bhasanchar of Chattogram Division	
17.	Address of Official Inviting Eol	:	Department of Environment 1 <sup>st</sup> Floor, Room: 202, Poribesh Bhaban New Building E/16 Agargaon Administrative Area Sher-E-Bangla Nagar, Dhaka-1207	
18.	Contact details of Official Inviting Eol	:	Phone: 02-2222218378, Email: helpdoepd@gmail.com	
19.	Place of submission of Eol	:	Project Director, Comprehensive Environmental Impact and Damage Assessment of Rohingya Influx in Cox's Bazar and Bhasanchar of Chattogram Division 1 <sup>st</sup> Floor, Room: 202, Poribesh Bhaban New Building E/16 Agargaon Administrative Area Sher-E-Bangla Nagar, Dhaka-1207	
20.	The Procuring Entity reserves the right to accept or reject any or all Eols without showing any reason.			

The Department of Environment is implementing the "Comprehensive Environmental Impact and Damage Assessment of Rohingya Influx in Cox's Bazar and Bhasanchar of Chattogram Division" Project. The overall objective of the project is to assess the environmental impact and damage occurred out of Rohingya influx in Cox's Bazar and Bhasanchar of Chattogram division.

Project Director of the "Comprehensive Environmental Impact and Damage Assessment of Rohingya Influx in Cox's Bazar and Bhasanchar of Chattogram Division" invites eligible applicants to express their interest in providing the services. Applicants are advised to provide information indicating that they are qualified to perform the services in completed Curriculum Vitae (CV) and proven documents with a cover letter. Request for Application Form with detailed Terms of References (ToR) are available in the website of the Department of Environment (www.doe.gov.bd).

One original and two copies of Eol must be submitted in the Project office on or before 15<sup>th</sup> May 2025, 02:00 pm in sealed envelope and be clearly marked the position for Expression of Interest.

The Procuring Entity reserves the right to accept or reject any/all Eol. Persons who are in service should submit Eol through the proper channel, otherwise Eol will be rejected.

-signed-

**Md. Samsuzzaman Sarker**  
Project Director  
Email: helpdoepd@gmail.com