

Government of the People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority (BEZA)
"Support to Capacity Building of Bangladesh Economic Zones Authority" Project
BDBL Bhaban (Level-15)
12 Karwan Bazar, Dhaka-1215

Memo No. 03.761.016.01.02.084.2016- 2258

Date: 10 July 2016

Subject: Request for Expression of Interest (EOI) for Selection of Project Management & Monitoring Specialist (National) under PSDSP Additional Financing [Package # BEZA S-121].

The Government of the People's Republic of Bangladesh (GOB) has received additional financing to the loan from IDA for "Support to Capacity Building of Bangladesh Economic Zones Authority" and it is intended that part of the proceeds of the loan will be applied to appoint 01 (One) **Project Management & Monitoring Specialist (National)**.

2. EDUCATIONAL QUALIFICATION: B. Sc. in Civil Engineering or equivalent engineering degree.

3. EXPERIENCE: The applicant should have (a) at least 15 (fifteen) years working experience in government with exposure of implementation as project director/Deputy project director of infrastructure/development project; (b) sufficient knowledge of procurement under GOB and development assisted projects; (c) knowledge in preparing TPP/DPP; (d) good report writing skills in English; (e) preparation of development project proposal and monitoring report skills, etc.

4. RESPONSIBILITIES: The Project Management & Monitoring Specialist should be able to, but not limited to (a) prepare project document related to infrastructure development issues; (b) perform day to day monitoring schedule for all projects under BEZA; (c) prepare implementation monitoring plan for all projects implemented by BEZA; (d) ensure baseline infrastructure related project documents are produced, maintained and effectively used; (e) ensure assigned projects are correctly planned and managed during execution; (f) monitor and control financial status of project; (g) report financial, resources, technical issues, customer satisfaction status of assigned projects to management; (h) identify important potential risks related to project, and establish and execute detailed plans to ensure risks are mitigated and opportunities are realized; (i) develop overall project plans for cross-organizational projects, consistent with specific project objectives as defined by project owner and key stakeholders; (j) ensure assigned individuals are executing identified and assigned tasks; (k) perform any other relevant tasks assigned by the authority, etc.

5. OTHER TERMS AND CONDITIONS:

(a) Duration of employment: 24 (Twenty Four) months.

b) Place of work: Head office located at Dhaka; however the consultant should have field visits across the economic zones in different districts.

6. OTHER CRITERIA:

a) The consultant will be selected in accordance with the procedure set out in the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers" dated January 2011 (Revised July 2014).

b) The consultant will have capability to carry out the assignment in terms of overall suitability, age, training, computer skills, proficiency in English, etc. Knowledge of local conditions and administrative systems, etc. will also be considered.

c) Only short-listed candidates will be contacted for interview.

7. The undersigned now invites eligible applicants to express their interest in providing intended services as above. Applicants are requested to submit application accompanied by (a) Signed CV with a cover letter, and (b) Two passport size Photographs. The CV should have a declaration of correctly described and free from any wilful misstatement which may lead to disqualification or dismissal, if engaged.

8. Interested Applicants are requested to send their expressions of interest for the position by **03.08.2016 at 03.00 P.M.** in sealed envelope, clearly marked "**Expression of interest (EOI) for Project Management & Monitoring Specialist (National)**" to the undersigned by direct delivery/mail/courier service. Any EOI received after the deadline will not be accepted. Any persuasion by the applicant will be treated as disqualification.

The authority reserves the right to accept or reject any or all the EOIs without assigning any reason whatsoever.


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