Government of the People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority
Monem Business District (Level 12)
111 Biruttam C R Datta Road, Dhaka
www.beza.gov.bd

Memo No.: 03.777.000.00.00.035.2017- 2784 Date: 24 December 2017

Request for Expressions of Interest (REOI)
National Competitive Bidding (NCB)

	BASIC INFORMATION		
1.	Ministry/Division	:	Prime Minister's Office
2.	Agency	:	Bangladesh Economic Zones Authority (BEZA)
3.	Name of Procuring Entity	:	General Manager (Planning and Development)
4.	Procuring Entity District	:	Dhaka
5.	Expression of Interest for	:	Selection of Consultancy Firm to Prepare Feasibility Study and Detailed Master Plan for BEZA Hi-Tech Park
6.	EOI Ref. No.	:	03.777.000.00.00.035.2017- 2784
7.	EOI Publication Date	:	27 December 2017 or before
	KEY INFORMATION		
8.	Package No.	:	PS 03-BEZA-2017
9.	Procurement Method	:	Quality and Cost Based Selection (QCBS)
10.	Budget and Source of funds	:	Revenue (Own Fund)
11.	Development Partner (if any)	:	Not Applicable
12.	EOI Closing Date and time	:	25 January 2018 at 03:00 PM
	INFORMATION FOR APPLICANT		
13.	Qualification and Experience of the Firm	:	BEZA is looking to hire a single international or local engineering, IT/ICT technical, environmental and planning firm or a joint-venture team who has experience on preparing feasibility study, master plan and infrastructure engineering work experience and so on. All key experts should hold, at minimum a Bachelor degree from an accredited university and have, at minimum, 15 years of work experience. The proposed team should include a set of Key Experts, as stated in the TOR. Consultants mar associate to enhance their qualifications in the form of "Joint-venture" or "Sub-consultancy". All members of such association should be limited to three firms/institutions and should have real and well-defined inputs to the assignment.
14.	The criteria for Selecting Firm	:	**The Criteria for Selecting Firms will be:**

	will be		• Firm history, specifically age of the firm / year of registration/incorporation; • Must have Experience on IT Park or Industry Development/Economic Zone etc. • Must have Experience on Master Planning for IT Park/ Industrial Park/Economic Zone etc. • Experience of undertaking large scale, complex urban projects; • Work experience in Bangladesh, South Asia, Middle East and South/East Central Asian countries; • Quality and experience of team leader and key experts; and • Financial health of the firm.
15.	Brief Description of the Assignment	:	**<u>The objectives of this assignment are to</u>**: BEZA seeks the services of a consulting firm to prepare a separate comprehensive Feasibility Study and 30-year Master Plan and Development Plan with supporting Infrastructure/Utility Planning, detailed Development Project Planning/Proposal (DPP) and necessary Bid Documents (TDS/RFP) in government prescribed formats for the proposed BEZA Hi-Tech Park projects. It is expected that the consulting firm will conduct the following detailed tasks and activities listed in TOR: i) review background materials and meet relevant stakeholders; ii) review existing conditions – Land boundaries and Topography; iii) review existing conditions- Land use, moveable and Immoveable property and infrastructure and utilities; iv) conduct social and socio-economic survey and an assessment/validation of the existing environmental conditions on the BEZA Hi-Tech Park sites and area of influence; v) review, validation or adjustment of the development program for the BEZA Hi-Tech Parks; vi) conduct Technical, financial and institutional assessments for BEZA Hi-Tech Parks; vii) prepare feasibility study, master plan and development plan; viii) assess on and off-site infrastructures; ix) consultation with relevant stakeholders; x) prepare development project proposal and bidding document; xi) prepare development management plan; and xii) prepare digital video content for the proposed Hi-Tech Park project.

			The consultancy firm will provide the services in two parts: Part A: BEZA Hi-Tech Park in Dhaka. Part B: BEZA Hi-Tech Park in Mirsharai. **(The detailes are described in TOR which is available at www.beza.gov.bd)**
16.	Other Details (if applicable)	:	All short-listed firms are required to submit full technical and financial proposals following approved RFP, which will be evaluated according to the quality- and cost-based selection (QCBS) method described in the PPA (2006) & PPR (2008). A weighting system of 80% for quality and 20% for cost will be applied for selection process.

17.	Package No.	Location	Indicative Start Date	Indicative Completion Date
	PS 03-BEZA-2017	Dhaka & Mirsarai	01 March 2018	28 February 2019

	PROCURING ENTITY DETAILS		
18.	Name of Official Inviting EOI	:	Md. Mostaque Hassan ndc, Additional Secretary General Manager (P & D) Bangladesh Economic Zones Authority
19.	Address of the Official Inviting EOI and Contact Details	:	Prime Minister's Office Bangladesh Economic Zones authority Monem Business District (Level 12) 111 Bir Uttam C R Dutta Road Dhaka. Phone: + 88 02 9632470 Email: mostaque.hassan@gmail.com
24.	Contact Details of Administrating Official	:	Doyananda Debnath Deputy chief Manager (Planning) Bangladesh Economic Zones authority Prime Minister's Office Phone: + 88 02 9632463 Email: doyananda@yahoo.com
	PARTICULAR INSTRUCTIONS		
	1) The maximum number of short-listed consulting firms would be not more than 7 (seven).		
	2) Consultant will be selected with the procedure set out in PPA (2006) and PPR (2008) and its updates.		
	3) The procuring entity reserves the right to accept or rejects all EOI's for any reason whatsoever.		

24.12.2017

(Md. Mostaque Hassan ndc)
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Bangladesh Economic Zones Authority (BEZA)

Selection of Consultancy Services Firm to Prepare a Feasibility Study, Detail Master Plan and Project Document for Establishment of BEZA Hi-Tech Parks in Dhaka and Mirsarai

Terms of Reference

A. Background and Objective

1. Project background

Bangladesh is building a number of hi-tech parks to attract foreign direct investment in hardware and software manufacturing industry. Following the success of South Korea, Malaysia, Singapore, China, Japan, India and Vietnam in establishing economic zones and hi-tech parks as well, Bangladesh aims to become a middle income country through the increase and diversification of industry, specialized industry, ICT industry etc. The government targets to earn $5billion annually and create 1million jobs by 2021 in the industry including ICT. As of 2014, Bangladesh's ICT sector market size is about US $ 600 million, triples compared to about US $ 200 million in 2009.

The GoB's objective is therefore to maximize the potential direct and indirect impacts through a more modern regime of Economic Zones (EZs) in Bangladesh. As such, the Government has developed a new EZ paradigm in Bangladesh, drawing from numerous successful examples from around the world, as well as, borrowing from Bangladesh's own positive experience with the EPZ model. In addition, the GoB is expecting additional spillover effects to local firms stemming from new foreign direct investment and from more investment within value chains. This will in turn stimulate the procurement of more local products and produce better linkages between firms and educational institutions. A faster adaption to international environmental and social practices would also be encouraged through this new EZ policy regime.

In August 2010, the Economic Zone Act was passed in Parliament providing the overall framework for establishing EZs throughout Bangladesh. Under this Act, the Economic Zone Authority (BEZA) was established under the Prime Minister's Office (PMO) and governed by a Board chaired by the Prime Minister. The law provides the legal coverage for attracting and leveraging private investment in the development of economic zones as zone developers or operators, and in the provision of providing infrastructure services, such as connecting roads, power, water supply, wastewater treatment etc. The law also allows for development of SEZs such as hi-tech parks, tourism parks etc. and support infrastructure through a Public-Private Partnership (PPP) mechanism. It plans to establish 100+ economic zones in all potential areas in Bangladesh with a view to rapid economic development.

In addition, the new EZ regime provides for a new approach both in management and investment. Notably, BEZA is going to receive a portion of fund from Indian's LOC to develop two Hi-Tech parks in Bangladesh: one in Keraniganj (Dhaka) and another in Mirsharai (Chittagong). Now BEZA has allocated some funds from its own budget to intend a Feasibility Study including detail master plan, project documentation and bidding documents for establishment of 'BEZA Hi-Tech Park' in Bangladesh economic zones.

2. Objectives of the Project

The core objective of the project is to: i) facilitate private investment in IT or IT enable sectors through Indian develops, ii) promote FDI in Bangladesh, and iii) align investment facilities with regard to international compliance, quality standards and best practices in IT/ICT/ITES/STP or HTP.

The two IT Specialized EZs to be supported by BEZA are: (i) BEZA Hi-Tech Park, Dhaka project which is situated in Keraniganj under Dhaka District and (ii) BEZA Hi-Tech Park, Mirsarai project which is in Chittagong District that will be a large-scale IT development containing both public and private investment. These two projects are to be developed over the long-term through into a IT or Hi-Tech Parks containing different IT/ICT/STP or ITES related facilities.

B. Objectives of The Assignment

The objectives of this assignment for the both sites are to: i) examine the Hi-Tech park sites, ii) document its existing facilities of the area, iii) identify opportunities and constraints of the sites for Hi-Tech parks, iv) prepare separate feasibility study to establish knowledge based industries in Bangladesh related to Information Technology (IT), Information Communication Technology (ICT), Information Technology Enabled Services (ITES), Software Technology Parks (STP) or Hi-Tech Parks (HTP), v) recommend best options for the two sites, vi) prepare a **thirty-year master plan and development/management plan** for both sites and vii) prepare project documentation in DPP formats and necessary bid documentations for EPC & PMC contracts. It is expected that the consulting firm will conduct the following detailed tasks and activities:

- Review the policies and plans already prepared for establishing of Hi-tech Parks and meet with relevant stakeholders,
- Prepare base maps and base lines for the both sites in order to document the existing physical conditions and features of the land, community, infrastructure and utilities, land uses and moveable and non-moveable property etc.,
- Prepare/validate the development program for the project and undertake a transport assessment,
- Conduct a Feasibility Study for establishment of Hi-Tech Parks in BEZA's economic zones what will cover the technical, economic, and financial aspects of the proposed Hi-Tech park projects, including environmental study, vulnerability assessment, preparation of sustainability plans, and analysis of alternative financing schemes, among others, which would yield the highest value for-money (VfM), as articulated in the scope of services,
- Prepare a Master Plan, Land Use Plan, Zoning Plan, Phasing Plan and Infrastructure/ Utility Plans for the both projects,
- Conduct a stakeholder workshop to share the feasibility study/master plan and infrastructure/utility plan for the project and updated taking from their feedback,
- Prepare a Development Management Plan, Development Project Proposal, and Bid Documents of Contracts for the proposed projects,
- Prepare investment promotion videos (two for each) for the two Hi-Tech Parks highlighting the project's value proposition, master plan and development program.

The consulting firm has to conduct the tasks and activities listed in Section D:

The proposals submitted for this TOR should illustrate a clear understanding of the project and tasks to be undertaken. In addition, the proposal should include: i) a methodology and approach for undertaking this project, ii) identify how the project will be managed, staffed and outline the separate responsibilities of each team member, and iii) how the team will relate and interact with BEZA officials.

C. Assign Site Area

BEZA has suitable land in Dhaka to establish IT Park/Zone (BEZA Hi-Tech Park, Dhaka). BEZA has also around 13,117 acres of land at Mirsharai to establish Economic Zone (EZ). The said land is in process of development and proposed to build a Hi-Tech park (HTP) in an area of 500 acres of land at the Mirsharai (BEZA Hi-Tech Park, Mirsarai). The both EZ sites are planned to establish by potential Indian Developers through LoC fund financed by Indian Government based on G2G model. The consulting firm will conduct the study on the land assigned above but not limit. The study team is expected to complete this feasibility study within a one-year period commencing from March 2018.

D. Scope of Services

BEZA seeks **the services of a consulting firm to prepare a separate comprehensive Feasibility Study and 30-year Master Plan and Development Plan** with supporting Infrastructure/Utility Planning, detailed Development Project Planning/Proposal (DPP) and necessary Bid Documents (TDS/RFP) in government prescribed formats for the proposed BEZA Hi-Tech Park projects.

PART I: Due Diligence for BEZA Hi-Tech Parks

Task 1: Review background materials and meet relevant stakeholders

The consulting team is required to gather, review, and assess all the background material available for this assignment, including but not be limited to existing studies, reports, documents, regional and local plans, maps, statistics and relevant policies related to the development of the proposed sites. Key documents are: i) Review previous studies and other relevant documents available for the similar, ii) Collect readily available data from different sources like concerned organizations like BHTPA, BASIS, BACCO, ISPAB, BCS, and BCC etc., iii) Review existing studies, reports prepared under various programs in the country relevant to the sector, iv) Policy, Law and Administration for Protected Area Management in Bangladesh, v) the any other plans prepared by other government agencies, and vi) Identify and evaluate the key issues, opportunities, constraints and threats for the Hi-Tech Park projects and highlight areas of additional work. Once the consulting team has completed their assessment, they will meet with BEZA to review their work, obtain feedback and get agreement/approval from BEZA for this assignment.

The team will then meet, on an individual basis, with relevant stakeholders (list to be agreed upon with BEZA) and discuss/validate their project assessment and the key issues. After meeting all relevant stakeholders, the consulting team has to prepare an inception report that synthesizes their assessment of the project and stakeholder findings and provide BEZA with a report that includes the following: i) a detailed methodology on how the team is going to undertake this

assignment, ii) an updated approach, assignment schedule and staffing, iii) a vision and value proposition for the BEZA Hi-Tech Park projects, iv) an overview of the physical, economic, social, environmental, and programmatic etc. opportunities, constraints and burning issues for the projects, v) identify how the strengths of the project will be highlighted in the feasibility study, master plan and land use plan, and vi) identify how the weaknesses will be mitigated. This inception report is to be submitted to BEZA for their review and approval before Task 2 begins.

Task 1 Deliverables.

- *The inception report for each site as outlined in the above task.*

PART II: Mapping Existing Conditions for BEZA Hi-Tech Parks

Task 2: Existing conditions – Land boundaries and Topography

The team will meet with BEZA to discuss base map requirements. The team will prepare a series of base maps of the existing physical conditions of the project sites. This will include, but not be limited to, the preparation of the following maps: i) a map illustrating the existing boundaries of the government owned lands, ii) a map of lands that need to be acquired to make the Hi-Tech Parks viable and sustainable in the long-term, iii) a map of the topography of the site with contour lines and elevations identified as well as any lakes, rivers, ponds, or water bodies etc., iv) a map that identifies the boundaries of khas lands, as well as the mouzas, unions, upazillas and district boundaries, and v) any other base maps (such as soil and/or vegetation maps etc.) that will be helpful in preparing and supporting the detailed master plan and land use plan for the site. The team will survey the lands and use GPS to ensure accuracy of these maps. All maps for this project must be kept in ArcGIS or ArcGIS compatible files, while engineering survey data should be kept in standard data format of digital theodolite. It is critically important that all maps prepared for this project are aligned and at the same scale so they can be overlaid, if required.

Task 2 Deliverables.

- *The series of base maps for each site in ArcGIS/Compatible files, as identified above, that will be necessary to for preparing an accurate feasibility study, master plan, land use plan and detailed infrastructure and utilities plans for the BEZA Hi-Tech Park projects.*

Task 3: Existing conditions- Land use, moveable and Immoveable property and infrastructure and utilities

The team will prepare three maps under this task: i) a land use plan showing the existing land use designations i.e. different types of land uses such as residential, commercial, retail, institutional facilities, open space, etc.), ii) a map denoting the existing location of endangered species or critical areas if any iii) a map identifying all existing on and off-site infrastructure and utility (national highways, village/local roads, power, gas, water, sewerage, drainage, waste management facilities, telecommunications etc.) networks, railway corridors/lines, and stations, boat landings, bus stops, truck terminals, etc. The connection points of both on and off-site infrastructure and utilities should also be identified. A survey and GPS should be used to ensure accuracy of the information. The purpose of these maps is to ensure that the existing on and off-site conditions of the site and the area of influence are properly mapped in preparation for the feasibility study, master plan and land use plan exercise for Hi-Tech Park.

In an accompanying document, the team should assess/validate the quality, condition, and capacity of the existing on and off-site infrastructure and utilities and identify what would be required to make the BEZA Hi-Tech Park projects sustainable in the long-term, i.e. check with the roads agency and utility providers regarding the existing amounts of power and water

available to support the park development and determine if new road projects are proposed in the surrounding areas/areas of influence.

Task 3 Deliverables.

- *Three maps for each site highlighting: i) existing land use designations, ii) existing locations of endangered species or protected areas if any , and iii) existing on and off-site infrastructure and utility networks and connection points.*
- *The engineering report for each site identifying the quality, condition and capacity of existing on and off-site infrastructure and utilities on and surrounding of the site, to be used in Task 5-9.*

Task 4: A social and socio-economic survey and an assessment/validation of the existing environmental conditions on the BEZA Hi-Tech Park sites and area of influence

The team will conduct an extensive social and socio-economic assessment of the site and its area of influence. The survey will be used as the base line for the Hi-Tech Park projects identifying the social and socio-economic conditions and socio-cultural characteristics of the existing population and area of influence of the project as well as setting out the social implications for the project. It is expected that team will conduct both a quantitative (in survey format) and qualitative analysis of the project site and area of influence, with the base data and key finding presented in a report. It is expected that survey data will also be mapped and tagged with household numbers and residential locations identified.

In addition, the team will undertake a rapid review/validation (prevailing environmental documents of DoE and DoF) of the existing environmental conditions on the site and area of influence. This review will identify all the existing key environmental conditions, issues, and concerns with regard to the site and area of influence to be used during the feasibility study, master planning tasks. The environmental review of the BEZA Hi-Tech Park area and the area of influence should contain maps, data, and an analysis of the existing conditions and should identify key findings and potential mitigation measures that must be taken into consideration when under take the feasibility study, master planning and land use planning exercise. The above activities in Task 4 should utilize the World Bank social and environmental standards and safeguards.

Task 4 Deliverables.

- *The social assessment and environmental review (base line) report for each site that provides both:*
- *The base line social and socio-economic survey, analysis and write up/findings of the both BEZA Hi-Tech Park sites and area of influence with accompanying maps, and*
- *The environment review/validation of the Hi-Tech Park projects with accompanying maps.*

PART III: Preparation for the Feasibility Study, Master Plan, Land Use Plan and Infrastructure Plan of the BEZA Hi-Tech Park Projects

Task 5: Review, validation or adjustment of the development program for the BEZA Hi-Tech Parks

The team will review and validate the existing development program for the BEZA Hi-Tech Park sites. If necessary, the development program should be updated/adjusted to take into account the vision and value proposition proposed for the project and the proposed population (work and residential) of the area. A critical assessment of the proposed parks should be undertaken to

ensure the demand and proposed Hi-Tech Industry Facilities uses are still valid and appropriate, and if additional or supporting residential, commercial, retail, amenities, and open space etc. is required. The purpose of this task should, but not be limited to, identifying: i) the total domestic and foreign investors expected for the BEZA Hi-Tech Park projects over a 30-year period, ii) a breakdown of the predicted population, workforce, residential, commercial, retail and institutional requirements in 5-year increments, iii) a detailed overview of the types and number of Industry Facilities proposed for the BEZA Hi-Tech Park broken down into 5-year increments, and iv) a detailed list of infrastructure and utilities requirements such as power, water, gas, and telecommunication etc. for this project. Any and all assumptions for the development program should be set out and explained in the plan.

This task should include inputs and modeling from the project economist. The new development program should be used as inputs into the study assessment, the master plan, the land use plan and the infrastructure and utilities plan. The new development program should be reviewed by BEZA and their sign off is required before any further plan is undertaken.

Task 5 Deliverables.

- *The revised/validated development program for the each Hi-Tech Park project, which is to be part of the feasibility study, master plan and infrastructure plan. All assumptions for the 30-year plan must be identified and explained/analyzed elaborately.*

Task 6: Technical, financial and institutional assessments for BEZA Hi-Tech Parks

The team will undertake the detail technical, financial, and institutional assessments for the proposed Hi-Tech Parks including market survey (demand forecast, risk allocation and mitigation). The revised development program in Task 5 will be the basis for these assessments. The team is expected to identify, estimate and analyze follows:

I. TECHNICAL ANALYSIS

a. Conduct field investigation.
b. Identify linked projects.
c. Identify major infrastructure requirements for both on-site and off-site.
d. Prepare conceptual layout of this project.

II. FINANCIAL ANALYSIS

a. Identify broad major Terms and Conditions of the Project.
b. Recommend incentives and waivers that may be needed.
c. Delineation of responsibilities between government and private sector for timely establishment of the project.
d. Identify key financial inputs, project capital cost, operation and maintenance costs etc.
e. Identify the sources and cost of capital and terms and conditions of loans to determine the debt payment schedule.
f. Determine the revenue projection, income projection, balance sheets, and cash flow statements over the life of the project.
g. Prepare projections of working capital requirement, financing gap requirement etc.
h. Prepare financial model by incorporating the cost estimates, revenue projections and recommended commercial framework.
i. Calculate various metrics used for assessment of feasibility, including NPV, IRR, debt service coverage ratio, cash and discounted break-even, financial ratios etc.
j. Sensitivity analysis on the major parameters including capital cost, O&M cost, inflation rate will be made in order to explore its sustainability under different changing situations.

k. Carry out financial analysis on options for cost recovery of capital investments.

III. INSTITUTIONAL STRUCTURE AND TIMELINE

a. Identify roles and responsibilities for BEZA and its strengthening, if required.
b. Identify roles and responsibilities for major stakeholders.
c. Prepare timeline of activities

IV. MARKET SURVEY AND DEMAND FORECAST ANALYSIS

a. Meet with relevant stakeholders, such as major local IT companies, free-lancing IT companies, IT association etc.
b. Conduct industry survey and identify the types of industries that will be attracted to Hi-Tech Parks.
c. Prepare market demand forecast for Hi-Tech parks through market survey and assessment.

V. RISK ALLOCATION AND MITIGATION

a. Identify the major risks in the project with request to technical risk, payment risk, revenue risk, financial risk etc.
b. Allocate risk to the party best able to manage them in an optimum framework through a risk evaluation analysis.
c. Identify and propose risk mitigation measures for identified risks.

VI. IDENTIFY ROLE OF PRIVATE INVESTOR AND GOVERNMENT

a. Consul the roles and responsibilities of the private investor and the government.
b. Identify the role and responsibilities of the private investor and the government in the project and the risks that the private investors will need to take for carrying out the project.
c. Identify the approvals and consents to be obtained by private investor.
d. Identify termination scenarios and obligations of private investor and Government in case of termination.
e. Identify linked projects to be undertaken by the government that could be included acquisition of site, construction of access roads, provision of utilities, provision of high-speed broadband internet connection etc.

Task 6 Deliverables.

- *The comprehensive technical, financial and institutional assessment for each Hi-Tech Park site and its influences taking into account the requirements listed above. This will be included in the feasibility study report, master plan report and infrastructure plan report.*

Task 7: Feasibility study, master plan and development plan

The team will utilize all the studies, maps, statistics and findings produced in Tasks1-6 to prepare the Feasibility Study, Master Plan, Land Use Plan, Zoning Plan, and Phasing Plan for BEZA Hi-Tech Park projects. Specific attention must be given to the outcomes in Tasks 4-6, as they will identify the development program and analytical assessments to design the projects while taking into consideration the existing social and environmental implications of the sites.

Feasibility Study: The team will prepare a detailed feasibility study for the Hi-Tech Park sites taking into consideration the Task 1-6 while a best option for each site has to be recommended for establishing BEZA Hi-Tech Park. The study report must be supported to the outcome of the analytical findings stated in Task 6. This feasibility study report is to be submitted to BEZA for

their review and approval before the task for preparing Master Plan, Land Use Plan, Zoning Plan, and Phasing Plan.

Master Plan/Land Use Plan: The team will prepare master plan/land use plan for the Hi-Tech Park sites, which will include but not be limited to: i) the street and block network throughout the site, ii) main connection points (water ways , highways, roads and rail) with the neighboring areas/areas of influence, iii) a hierarchy of road, transport and logistics networks within/ and outside the park, including the rail network as per the transport study, iv) land uses such as industrial facilities, residential, retail, environmental, commercial, institutional, supporting amenities, open space etc., v) key administrative and institutional (schools, universities, hospitals, clinics or others etc.) facilities, and vi) detailed plans for the Hi-Tech park areas minimizing any adjacency issues. This master plan/land use plan should be planned in an effective manner, paying attention to optimal land using, and considering environmental critical assumptions.

Zoning/Phasing Plan: A detailed zoning plan is also required for the Hi-Tech Park projects. This plan will set out the projects': i) densities, ii) height limits, iii) setbacks (side yard, rear yard, and property line) and iv) open space requirements. Once the master plan/land use plan and zoning plans are completed, the site should be phased according to the demand, which was identified in Tasks 5-6. It is critically important that the phasing of the project has to match with the demand.

BEZA Hi-Tech Park Design Guideline: Lastly, BEZA Hi-Tech Park design guidelines are required for the Hi-Tech Park projects. These guidelines will be a development manual for the design of the site, providing international/national design standards. BEZA will give these guidelines to new developers of the Hi-Tech Park project. The BEZA Hi-Tech design guidelines will include, but not be limited to: i) access to plots, ii) industry facilities, iii) servicing and loading, iv) parking, v) landscaping, vi) utility and power, vii) telecommunication and internet, viii) street furniture, ix) road and networks, and x) transport facilities and do on. The consulting team will discuss the full list of Hi-Tech Park design guidelines with BEZA to obtain their approval before developing the Task 8.

Task 7 Deliverables.
The feasibility study report, master plan and infrastructure/utilities report that takes into account findings from Tasks 1-6 and includes, with a write up with the following:

- *The feasibility study report for each Hi-Tech Park project.*
- *The master plan/land use plan for each Hi-Tech Parks.*
- *The zoning plan for the project that identifies permitted densities, height limits, and setbacks.*
- *The phasing plan for each site in accordance with proposed market demand over a 30-year period.*
- *'BEZA Hi-Tech Park' design guidelines for the Hi-Tech Park projects under BEZA.*

Once Task 7 has been completed, it will be presented to BEZA for their review and approvals before the consulting team moves on to the infrastructure planning of this project.

Task 8: On and off-site infrastructure

The team, according to the recommendations from feasibility study report, will prepare a set of infrastructure and utility line drawings (not construction drawings) for each project to match the master plan/land use plan, zoning plan and phasing plan and proposed activities within the Hi-Tech Park projects as set out in Task 5. The team will meet with local infrastructure and utility agencies/providers to confirm/guarantee utilities to support the project. The infrastructure and

utilities required for this project include, but are not limited to: i) all onsite earthworks (the raising of land, shoring up the water's edge, Disaster/ flooding/drainage mitigation techniques/plans etc.) in plan format, as well as, ii) plans for all roads, power, gas, water, drainage, sewerage, storm water, flooding (for a 100 year surge), sewerage water/effluent treatment, fire, fencing, and telecom networks etc.

The on-site infrastructure drawings must be undertaken at a consistent scale and to be pre-approved by BEZA. All on-site infrastructure and utilities should be designed to utilize green technology, minimize waste, and promote water/power saving measures, and utilize recycling mechanisms, where possible. Off-site infrastructure improvement/upgrade plans are required to support this project. The team is tasked to also provide a detailed outline of the necessary off-site and on-site infrastructure projects/requirements, costs and timing of these infrastructure projects, in order to not delay the Hi-Tech Park projects.

In addition, a waste management plan for both solids and liquids must be prepared for the *Hi-Tech Park* projects. Special attention should be paid to the park components of the project as there may be hazardous waste generated by potential infrastructure, which must be safely disposed. The purpose of the waste management plan is to guide BEZA in reducing and disposing of waste for the entire project from environmental sustainable perspective.

The infrastructure and utility drawings must be considered to determine the total cost of development of the project. The cost estimates must be within 15% accuracy and should include a 10% contingency (i.e. 8% price contingency and 8% physical contingency). Cost estimates should include land, resettlement, site preparation, and on-site and off-site infrastructure. Project costs should be identified as a total cost but also broken down into phase costs, so BEZA can understand the cost of the project as per phase.

The findings of Tasks 7 and 8 are to be presented in a report and engineering drawing format. The feasibility report, entitled Master Plan and Infrastructure/Utility Plan for the each Hi-Tech Park Project will be given to BEZA for their initial review.

Task 8 Deliverables.

- *A chapter in the master planning and infrastructure/utilities report that includes a write up with the following:*
- *On-site infrastructure and utility plans and cost estimates for the both projects, as outlined above.*
- *Off-site infrastructure and utility plans, costs, timeframes for the projects, as outlined above.*
- *The waste management plan for each Hi-Tech Park project as outlined above.*
- *Total project costs/phased project cost calculations for the same project as outlined above.*

Task 9: Consultation with relevant stakeholders

Once the draft feasibility study reports, master plans and infrastructure plan reports will be submitted to BEZA, the team will hold a workshop to present their results to BEZA with relevant stakeholders (public, private and civil society). The purpose of this workshop is to explain the project to a wider audience and to obtain critical inputs to complete the work. The team is expected to organize the workshop and incorporate stakeholders' comments into their final report. The team has to also hold a series of public meetings with the greater community at the union and upazila levels, to understand the public/civil societies concerns.

Task 9 Deliverables.

- *Undertake a series of workshops with BEZA, relevant stakeholders, and at the union and upazilla levels.*
- *Finalize the draft report and include inputs from the workshop and meetings.*

Part IV: Detailed project documents and bidding documents for BEZA Hi-Tech Parks

Task 10: Prepare development project proposal and bidding document

Based on Tasks 7-9, the team will prepare detailed development project proposals (DPPs) in government specified format separately for off-site development and on-site development and for each site. The team will also prepare the necessary bid documents in government prescribed formats for the proposed BEZA Hi-Tech Park projects. The project proposals shall be presented to BEZA before finalizing.

Task 10 Deliverables.

- *The separate project documents in prescribed format for each site and for on-site and off-site developments.*
- *The bidding documents in government prescribed formats for off-site development to appoint/select individual bidder/farm for each site.*
- *The bidding documents in government prescribed formats for on-site development to appoint/select EPC and/or PMC contracts for each site.*

Part V: Management Strategy and Promotion for BEZA Hi-Tech Parks

Task 11: Prepare development management plan

As Bangladesh Hi-Tech Park Authority (BHTPA) is also an another government entity to establish IT Parks or Hi-Tech Parks in the country, and BEZA has also taken initiative to establish the same under specialized EZ window, thus the team is tasked to identify the best mechanisms/strategy to develop and manage the *'BEZA Hi-Tech Park'* under the existing institutional framework. The team will discuss the institutional development plan with BEZA and relevant stakeholders. After a thorough discussion and considering the 'BEZA Hi-Tech Park Design Guidelines' under Task 7, the team will create a new Development/Management Plan for review and approval with BEZA. The Development/Management Plan shall be presented to BEZA in a report format.

Task 11 Deliverables.

- *A stand-alone Development/Management Plan that supports the final report. This management plan is to be presented to BEZA in a report format.*

Task 12: Prepare digital video content for the proposed Hi-Tech Park project

BEZA would like to promote the *BEZA Hi-Tech Park* projects to national and international investors. As such, the team is required to prepare one for each site, high quality, professional, and investment promotion videos for *Hi-Tech Park* projects using video/animation graphics of the site at completion. The videos should highlight the value proposition and salient features of the *project's* investment opportunities. The video should be multi-lingual (Bangla, Hindi, and English) and the resolution should be at least 3K, with an aspect ratio of 16:9, 30 FPS interlaced, or as agreed upon with BEZA during negotiations. The length of the each video should be 5-10 minutes or as agreed upon with BEZA during negotiations. The longer video must provide site condition in different time of the day and

different seasons of the year as well as depth of field of major facilities. The video must include, but not be limited to: graphic, animation, music, voiceovers, and subtitles. BEZA will review the videos in both draft and final form.

Task 12 Deliverables.

- *One high quality investment promotional video for each site as per above.*

E. Technology and Tools to be used

The expected output of the study by the end of the contract period under this TOR is that the consulting firm will produce comprehensive report based on updated information, with definite implementation plan and the most appropriate financing scheme. This contract agreement covers the work to be undertaken by an estimated consultancy firm that will be selected in competitive basis. The consultancy firm will provide the services in two parts:

Part A: BEZA Hi-Tech Park in Dhaka.
Part B: BEZA Hi-Tech Park in Mirsharai.

Works to be undertaken by the consulting firm is as Task1-12 in this TOR.

All engineering and survey work would be done on mouza maps by using advanced RTK-GPS, DGPS and total station. GPS should be used for the establishment of permanent Ground Control Point (GCP) in each of the project comprising mouzas. It is desirable that each mouza sheet has at least four GCPs. The engineering, environmental and other physical survey data should be stored in ArcInfo. The social/socio-economic survey data should be stored in spreadsheets or statistical software and should be geo-tagged. Similarly, the analytical survey data should also be stored in database software, which could be easily integrated to ArcGIS database. The videos should be prepared in a compatible format to 3D studio max.

F. Required Qualifications and Experiences

BEZA is looking to hire a single international or local engineering, IT/ICT technical, environmental and planning firm or a joint-venture team who has experience on preparing feasibility study, master plan and infrastructure engineering work experience and so on. All key experts should hold, at minimum a Bachelor degree from an accredited university and have, at minimum, 15 years of work experience. The firm should specify if the proposed experts are in-house staff or free-lance consultants.

The proposed team should include a set of Key Experts, as listed below. If the firm's believe additional experts are required, they can be part of the team and must have the same background and expertise requirements as the key staff. The curriculum vitae for the Key Experts and any additional staff should contain information of the assignments which includes successfully completed within the last five years, with complete names and addresses of the clients and the name and contact information of their immediate supervisors. The procuring entity may contact these clients of the first ranked firm for verification of the information provided by the consultant, prior to signing the contract.

The key team members should be as follows:

a) **Team Leader**- Should have a minimum of a Master Degree in Physical Planning, Urban and Regional Planning or similar, with at least 20 years of general experience including 12 years' experience in IT park/urban/ city planning. Past experience in planning IT

park/ economic zones/export processing zones/industrial parks, or city planning will be given preference.

b) **IT/ICT expert** – Should have minimum a master Degree in IT/ICT, or related field, with at least 15 years of general experience including 8 years specific experience to develop IT/Hi-Tech infrastructure; experience in IT industry; experience working to IT, ICT, ITES will be given preference.

c) **Industry Facility Planner (Urban Planner)** – Should have a minimum of a Master Degree in Physical Planning, Urban and/or Regional Planning or similar with at least 15 years of general experience including 8 years' experience in urban/city planning, economic zone or export processing zone planning etc. Past experience in planning economic zones, export processing zones, industrial parks, IT park or city planning will be given preference.

d) **Development Expert** – Should have a minimum of a Master Degree in Engineering/ Development Studies/Economics with a bachelor degree Civil Engineering or Economics with at least 15 years of general experience, including 8 years' experience in project planning/ design/ and management. Past experience in government project planning for economic zones, export processing zones, industrial parks, IT parks or city planning will be given preference.

e) **Infrastructure Experts-** A team of engineers is required for this project that includes at a minimum, a civil, electrical and structural engineer to provide roads, power, water, gas, sewerage, drainage, waste water/effluent, buildings, site preparation etc.) All engineers should have a minimum of a Bachelor Degree in Civil, Structural engineering with at least 15 years of general experience including 8 years' experience in assessing and planning core infrastructure and utilities.

f) **Procurement Experts-** Should have a minimum of a Master Degree in Engineering/Economics or MCIPS or similar with at least 15 years of general experience including 8 years' experience in procurement and contract management.

g) **Environmental Expert-** Should have minimum a Bachelor Degree in Environmental/ Environmental Science or similar with at least 15 years of general experience including 8 years' experience in urban/industrial/city planning, economic zones or export processing zone planning, etc. The expert must be knowledgeable on the World Bank (WB) Environmental safeguards and standards.

h) **Financial Experts-** Should have a minimum of a Master Degree in Accounting/Finance or similar with at least 15 years of general experience including 8 years' experience in accounting management. Experience with certification from ICMA/ICA will be given preference.

i) **Policy Analyst** – Should have a minimum of a Master Degree in Economics/Policy Analysis or similar with at least 15 years of general experience including 8 years'

experience in economic/policy analysis. Experience with analytical skill in microeconomics/development economic will be given preference.

Non-Key Experts

a) **AutoCAD Expert** – Should have a minimum advanced certification in AutoCAD and experience in engineering design. At least 10 years experience in working on civil engineering design and drawing would be given preference.

b) **Videographer-** Should have a film degree or similar, with at least 10 years experience and is able to create high quality, sophisticated, professional investment promotion videos. Experience in preparing similar videos and content will be prioritized.

And others non-key experts if required.

Table 1: Summary of Minimum Requirements for the Team

Title	Number of Positions	Total Expected Inputs (person-months)	Minimum General Experience (Years)	Minimum Specific experience (Years)	Area of Specialization	Special Skills and Knowledge, but not limited to
Team Leader	1	8	20	12	Master Degree in Physical Planning, Urban and Regional Planning or similar	Eco-tourism Parks/Urban/ industrial /city planning/ economic zone / export processing zone planning
IT/ICT expert	3	12	15	8	Master Degree in IT/ICT planning or engineering	IT, ICT, STP, HTP etc. assessments
Industry Facility Planner (Urban Planner)	1	6	15	8	Master Degree in Physical Planning, Urban, Regional Planning or similar	IT park/Urban/ industrial /city planning, economic zone/export processing zone planning
Development Expert	2	8	15	8	Master Degree in Engineering/ Economics/ Development Studies or similar	Project planning and development
Infrastructure Experts (civil, electrical, structural engineer)	4	8	15	8	Bachelor Degree civil, mechanical, electrical and structural Engineer	Planning, water drainage, power, wastewater, treatment plants
Procurement Expert	1	4	15	8	Master Degree in Engineering/ Economics/ Procurement Management/MCIPS or similar	Procurement and contract management

Title	Number of Positions	Total Expected Inputs (person-months)	Minimum General Experience (Years)	Minimum Specific experience (Years)	Area of Specialization	Special Skills and Knowledge, but not limited to
Environmental Expert	1	4	15	8	Bachelor Degree in Environmental Studies or similar	Environmental Assessments for IT park/economic zone /export processing zone etc.
Financial Expert	1	3	15	8	Master Degree in Accounting/Finance	Financial Assessment experience in public/private projects
Policy Analyst	1	2	15	8	Master's Degree in Policy Analysis/Economics or similar	Policy analysis
Total:	**15**	**55**				

G. Selection Method and Criteria

The Criteria for Selecting Firms will be:

- Firm history, specifically age of the firm / year of registration/incorporation;
- Must have Experience on IT Park or Industry Development/Economic Zone etc.
- Must have Experience on Master Planning for IT Park/ Industrial Park/Economic Zone etc.
- Experience of undertaking large scale, complex urban projects;
- Work experience in Bangladesh, South Asia, Middle East and South/East Central Asian countries;
- Quality and experience of team leader and key experts; and
- Financial health of the firm.

All firms are required to submit full technical and financial proposals, which will be evaluated according to the quality- and cost-based selection (QCBS) method described in the PPA (2006) & PPR (2008). A weighting system of 80% for quality and 20% for cost will be applied.

H. Reporting Requirements

The winning firm will report assignment progress to the Procuring Entity through monthly progress reports. The monthly progress reports should include: i) assignment implementation status, ii) identification of major issues, and iii) proposed corrective actions. The team will prepare the following reports in English and submit in the number of copies as per direction of General Manager (P&D). All reports submitted must have signatures of the author, checker and approver, with seals of the consulting firm. Each report will be accompanied by an electronic version (i.e. soft copy). Electronic copies should be transferable to other devices.

Table 2: Timelines for Deliverables

No.	Activity	Terms
1	Submission of **Part I:** Inception Report	Due 3 weeks after project commencement (10 copies and soft copy required.)

No.	Activity	Terms
2	Submission of **Monthly Progress Reports**. (Covering monthly progress since last submission)	Every calendar month. (10 copies and soft copy required.)
3	Submission of **Part II:** Draft Report and Maps	Due 14 weeks after project commencement. (10 copies of the report and maps and soft copy) Final report is due 4 weeks after the draft deliverable is submitted.
4	Submission of **Part III**: Draft Report and Plans	Due 9 months after project commencement. (10 copies and soft copy) Final report is due 4 weeks after the draft deliverable is submitted.
5	**Workshop** on Draft Report and Plans	Scheduled the first week after Draft Report and Plans are submitted.
6	Submission of **Part IV:** Draft Project Document and Bidding Document	Due 10 months into the project. (10 copies and soft copy) Final report is due 4 weeks after the draft deliverable is submitted.
7	Submission of **Part V**: Draft Development Management Plan and Video	Due 11 months after the project start up. Final report and video is due last week of the assignment.

I. Facilities and Equipment

a) To be provided by the Client

BEZA will provide the consulting firm with available materials and data relating to the study/project such as maps, plans, geotechnical, resettlement, environmental and design reports and documents as follows:

a. Administrative assistance in obtaining required information by the consultants in performing their duties.
b. All relevant reports, maps data and studies as are available with the Client and the agencies under it.
c. Any other assistance not readily available that the consultants may reasonably request, including liaison with the Government and agencies concerned.

b) To be provided by the Consultant

The consulting firm should have at least the following facilities (but not limited to) during the assignment period:

- Suitable office space with consumables and communication;
- Suitable equipment for all staff to work;
- Vehicles, office equipment including telephones, computers and printers, etc.;
- Required support personnel.

J. Tentative Duration of the Assignment

The tentative milestones and duration for the project are the following:

- Tentative date of commencement of assignment is **March 2018;** and
- Duration of the assignment will be **Twelve (12) months.**

K. Institutional Arrangements

Consultant will submit all deliverables to BEZA. BEZA will send the deliverables to relevant stakeholders to review. The team will meet the client and review of existing studies as:

a. The consultancy team will meet BEZA and the relevant authority to understand the potential outlook of the projects.
b. Carry out discussion on preferences with the BHTPA, BASIS, BACCO, ISPAB, BCS, and BCC etc. in terms of development model of Hi-Tech parks.
c. Obtain comparative information about international best practices in developing similar type of project in other countries like India, China, and Singapore etc.
d. Consultation with client will allow the Consultant to prefer Hi-Tech park layout and site design according to Client's preference.

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