

**Request for Expressions of Interest (REOI)**

**Selection of Senior Urban Planner (Individual Consultant) for Bangladesh Economic Zones Authority (National)  
(Contract Package No.: PS 01(1)-BEZA-2019)**

1. Ministry/Division : Prime Minister's Office
2. Agency : Bangladesh Economic Zones Authority (BEZA)
3. Client Name : Bangladesh Economic Zones Authority (BEZA)
4. Client Code : Not Applicable
5. Client District : Dhaka
6. Expression of Interest for Selection of : Senior Urban Planner (Individual Consultant) for Bangladesh Economic Zones Authority (National).
7. EOI Ref. No. : PS 01(1)-BEZA-2019
8. Date : 04 February 2019
- KEY INFORMATION**
- FUNDING INFORMATION**
9. Source of Funds : Revenue (Own Fund)
10. Developing Partners (if Applicable) : Not Applicable
- PARTICULAR INFORMATION**
11. Project/Programme Code (if applicable) : Not Applicable
12. Project/Programme Name (if applicable) : Not Applicable
13. EOI Closing Date and Time : 10 March 2019 at 03:00 PM
- INFORMATION FOR APPLICANT**
14. Brief Description of Assignment : The Senior Urban Planner (Sr. Consultant) will work on development of urban planning to anticipate the potential issues on establishment of economic zones/tourism parks etc. He will work closely with concerned officials in close consultation with the Executive Member (Planning and Development) and close supervision with the Executive Chairman of BEZA.  
(The detail TOR is available at [www.beza.gov.bd](http://www.beza.gov.bd))
15. Qualification and Experience : The candidate for Senior Urban Planner should have an advanced university degree (Bachelor/Master) in urban planning/ engineering/ architecture, and/or discipline relevant to urban/rural regional planning. The applicant should have at least fifteen (15) years working experience in the field of Urban Planning. The professional qualification in working experience relevant to the Master Planning, GIS/ArcGIS including experiences to the strong knowledge of preparing 3D models in ArcScene or Google SketchUp and analyzing socio-economic data in SPSS/MS Access is required to apply.  
  
Please note that the criteria for selecting consultant will be: (a) Educational & Professional Qualifications; (b) Relevant working experience and adequacy for the assignment; and (c) Capability to carry out the assignment (overall suitability considering age, skill, language, local condition etc.)
16. Other Details (if applicable) : Applicants are requested to submit their interest following Section 3 (Application Forms) of the SRFA-PS4 (available in [www.beza.gov.bd](http://www.beza.gov.bd) or [www.cptu.gov.bd](http://www.cptu.gov.bd) or can be collected from BEZA office)  
*Duration of employment:* Initially for 02 (two) years. It may be extended depending on satisfactory completion of work.  
*Workplace:* BEZA HQ, Dhaka.  
The detailed is stated in TOR which is available at [www.beza.gov.bd](http://www.beza.gov.bd).
- CLIENT DETAILS**
17. Name of Official Inviting EOI : Mohammad Shoheler Rahman Chowdhury
18. Designation of Official Inviting EOI : General Manager (Planning & Development)
19. Address of Official Inviting EOI : Bangladesh Economic Zones Authority  
111 Bir Uttam C R Dutta Road, Karwan Bazar, Dhaka.
20. Contact details of Official Inviting EOI : **Phone:** + 88 02 9632470  
**Email:** [gm.planning@beza.gov.bd](mailto:gm.planning@beza.gov.bd)

**The Client reserves the right to reject all the EOI's.**

Mohammed Shoheler Rahman Chowdhury  
General Manager (Planning & Development)  
**Phone:** + 88 02 9632470  
**Email:** [gm.planning@beza.gov.bd](mailto:gm.planning@beza.gov.bd)

## Section 2: Terms of Reference

### Terms of Reference (TOR) for Individual Consultants for Senior Urban Planner and Urban Planner (Time Based Contract)

**1.0 Background:** The government is in process of creation of Economic Zones across the country for both export and local market oriented industries based on the cluster principle for similar industries for the purpose of promoting economic development of the country. Now BEZA has allocated some fund from its own resource and intend to recruit individual consultant for the following positions for 2 years each to build-up its capacity in terms of technical manpower:

(I) Senior Urban Planner (Senior Consultant)-01 (One) and

(II) Urban Planner (Junior Consultant)-01 (One).

**2.0 Objectives:** The objective of this assignment is to ensure quality outputs related to urban planning issues for establishing economic zones that supports policy decision making process and implementation. The disposal of services is as follows:

**Senior Urban Planner:** The Senior Urban Planner (Sr. Consultant) will work on development of urban planning to anticipate the potential issues on establishment of economic zones/tourism parks etc. He will work closely with concerned officials in close consultation with the Executive Member (Planning and Development) and close supervision with the Executive Chairman of BEZA.

**Urban Planner:** The Urban Planner (Jr. Consultant) will work on development of urban planning to anticipate the potential issues on establishment of economic zones/tourism parks etc. and he has to perform the consulting services closely with concerned officials in close consultation with the Senior Urban Planner appointed by BEZA and in close supervision with the Executive Member (Planning and Development).

**3.0 Qualifications and Experiences:** The required educational qualifications and experiences of the consultants are-

- Advanced university degree (Bachelor/Master) in urban planning/ engineering/ architecture, and/or discipline relevant to urban/rural regional planning;
- At least 15 (fifteen) years (for Senior Urban Planner) or 5 (five) years (for Urban Planner) working experience relevant to the Urban Planning/Regional Planning including experiences to the strong knowledge of planning standards in Bangladesh and in other countries;
- Additional experiences are:
  - Experiences in preparation of Master Planning;
  - Enlistment as Professional Urban Planner;
  - Proven experiences in GIS, ArcGIS (ArcCatalog, ArcMap, ArcScene, ArcView), ERDAS IMAGINE or other remote sensing software, AutoCAD etc.
  - Experiences in cartography, projections, datum, coordinate systems, database principles and design, topographic surveying techniques and processing GNSS data;
  - Knowledge of preparing 3D models in ArcScene or Google SketchUp and analyzing socio-economic data in SPSS/MS Access;
- In depth knowledge of Land Information System (LIS) in Bangladesh and experience of preparing GIS based LIS is plus;
- Having working experience in public sector is considered as a preference; and



- Excellent interpersonal, communication and negotiation skills with high level counterparts and excellent Bengali and English language communication skills (verbal, presentation and written).

**4.0 Duties and Responsibilities:** The Sr. Urban Planner/ Jr. Urban Planner needs to perform the following duties/services:

- Reviewing Organization info collection and analyzing urban sector knowledge collection, and link to the evidences to support BEZA;
- Reviewing and anticipating potential issues on development of urban planning, and ensuring urban planning issues according to the instruction given by authority for establishment of economic zones/tourism parks etc.;
- Updating Urban Plan, and analyzing, reviewing and finalizing the documents accordingly;
- Initializing the conceptualization for the development of an Urban Planning Manual and Guidelines for establishment of economic zones/tourism parks in Bangladesh;
- Reviewing existing Urban/Planning documents in BEZA and advising on appropriate amendments for the same, with a particular emphasis on mainstreaming the development activities going on in different economic zones/parks;
- Supervising survey activities, preparing different sorts of maps in GIS, preparing GIS based LIS and producing different types of reports;
- Development of Training Needs Assessments for the officials from BEZA for all issues related to developmental planning;
- Initializing the conceptualization for a roadmap for the development of a pro-poor development strategy to address urbanization in BEZA's economic zones/parks;
- Mentor and advise BEZA on Resettlements and urban development issues, for effective programming at national/international level.
- Assisting BEZA Officials regarding urban planning issues to prepare DPP/tender documents/proposals etc.; and
- Any other relevant works as required by the Authority.

**5.0 Counterpart Supports:** BEZA will provide institutional support where necessary. No supporting staff is available for this position. The incumbent should have necessary computer skill to furnish the jobs/assignments with his/her own laptop. The office accommodation will be available in the working station of BEZA's premises and no transport/vehicle is provided for come/go to office.

**6.0 Reporting Arrangements:** There are no specific reporting requirements from consultants. The Consultants shall be responsible to the concerned officials in close consultation with the Executive Member (Planning and Development) and the Executive Chairman of BEZA. They shall assist BEZA to ensure timely completion of all urban planning activities in accordance with the guidelines and authority's requirements from time to time.

#### **7.0 Duration of Assignment**

**Duration of employment:** Initially for 02 (two) years. It may be extended depending on satisfactory completion of work.

**Number of Positions:** Senior Urban Planner – 1 (one) and Urban Planner – 1 (one).

**Workplace:** BEZA's Head Office located at Dhaka.

**8.0 Payments:** All remuneration and fees will be paid in monthly basis. The payment will be made in BDT. It is noted that the all leaves and absences will be managed under existing government rules and regulations.

*[Handwritten signature]*  
নতুনিক দেবনাথ  
সহকারী

## Section 3: Application Forms

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable

*Dmya*  
नमोनाथ  
रायभक्त

# Form 3A: Application Submission

[Location: dd/mm/yy]

To:

General Manager (Planning & Development)  
Bangladesh Economic Zones Authority  
Prime Minister's Office  
Monem Business District (Level 12)  
111 Bir Uttam C R Dutta Road, Dhaka.

Dear Sir:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [Insert date, month and year].

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:

Email:

## Attachment:

1.

2.

:

:

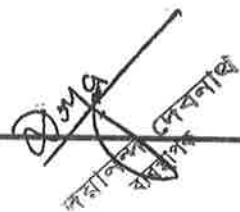
:

Etc.

*[Handwritten signature]*  
স্বাক্ষরিত  
স্বাক্ষরিত

## 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-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Language</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Speaking</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Reading</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Writing</u></th> </tr> </thead> <tbody> <tr> <td style="padding-top: 5px;"><i>e.g. English</i></td> <td style="padding-top: 5px;"><i>Fluent</i></td> <td style="padding-top: 5px;"><i>Excellent</i></td> <td style="padding-top: 5px;"><i>Excellent</i></td> </tr> </tbody> </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	<b>EMPLOYMENT RECORD</b> <i>[starting with present position list in reverse order <b>every employment held</b> and state the <b>start and end dates of each employment</b>]</i>	<i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i>  <i>[The Applicant should clearly indicate the Position held and <b>give a brief description of the duties</b> in which the Applicant was involved].</i>								
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i> TO: <i>[e.g. December 2001]</i>								
	EMPLOYER 2	FROM:      TO:								
	EMPLOYER 3	FROM:      TO:								
	EMPLOYER 4 (etc)	FROM:      TO:								

  
 Ministry of Labour  
 Government of India

11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT

[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].

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

Signature		
Print name		
Date of Signing		

  
नरेश कुमार शिवनाथ  
कार्यपालक



## 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 (to be listed)			
		Sub-total	

CONTRACT CEILING (1) + (2)

===000===

*Ding*  
জনস্বাস্থ্য সেবায়  
স্বাস্থ্য