

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
Monem Business District (Level-12)
111, Bir Uttam C. R. Dutta Road, Dhaka-1205.

Memo No. 03.761.011.01.08.202.2019- 5507(1)

Date: 7 March 2019

Subject: Request for Expression of Interest (REOI) for Selection of Manager Administration (National) under PSDSP Additional Financing (Package No.: BEZA S-132).

Bangladesh which is considered a development surprise, has already ascertained its dignified existence in the sphere of socio-economic development. Our continuous effort for sustainable economic development is moving with a great speed aiming at ensuring the welfare of our countrymen. Bangladesh, with its robust economic growth and lucrative investment climate, is well poised to host investments from home and abroad. It is now a highly competitive location for commercial ventures in terms of costs, inputs, human resources, size of the domestic market, and access to international markets, trade facilitation, investment protection regime including consistency in policies and socio-political stability. Similarly, Bangladesh offers an array of quality export products at highly competitive prices and entrepreneurs from home and abroad can take an advantage of this. Since BEZA has got the mandate to establish, license, operate and manage the Economic Zones of the country, it is trying its best to attract investment as well as to achieve the targets of our vision 2021. The government is in the process of establishing Economic Zones across the country for both export and local market promotion with a view to having a better economic status. In this regard strengthening BEZA is a priority for Private Sector Development Support Project (PSDSP) and "Support to Capacity Building of Bangladesh Economic Zones Authority" Project (STCB) is working relentlessly to provide technical support to Bangladesh Economic Zones Authority (BEZA). The STCB provides support and services to BEZA mainly in terms of providing professional services. An experienced Manager Administration can add value to the services of STCB and Bangladesh Economic Zones Development Authority by providing appropriate input related to Administration & Coordination.

2. EDUCATIONAL QUALIFICATION: The candidate possesses a minimum master or equivalent degree in Economics, Business Administration, Public Administration, Finance, Accounting, Management or similar relevant degrees. The candidates having the experience of working in public sector or in the development project with similar nature of job can be exempted from the above mentioned educational background.

3. EXPERIENCE: The Candidate should possess minimum 7 years or more experience in any public or private organization in managerial job. The candidate must be expert in English and Bengali speaking (avoiding local dialect), sound computer literate with good typing speed in English & Bengali, skilled in excellent communication skill, experienced in running programs or projects with appropriate capacity, expert in accounting and preparing bills and budget, good physical and mental condition to work for a long time. Experience in working in the public or private sector with similar type of job will be given priority.

4. RESPONSIBILITIES: The scopes of the work of the Manager Administration (National) include, but not limited to, the following: Support to the Project Director (PD) in developing and producing the TA deliveries; General administration of the BEZA project, including common service, personnel administration, recruitment of manpower, selection and placement, discipline, training, remuneration and benefits, promotion, performance appraisal, maintenance of personnel records etc.; Procurement, reception, investment assistance, protocol, estates management etc.; Office security; Support in proper maintenance of the office records and administrative works; Co-ordination with stake holder's organization in different issues; Maintenance of store and smooth functioning of security of the office; Protocol duty for internal & foreign delegation; Arranging different kind of events like seminar, workshop, tour program etc.; Support PD for variety of communications arising in day to day activities necessary for successful establishment of BEZA; Transport and conveyance; Support maintenance and repair of project vehicles; Support physical and logistic day to day problem of BEZA; Training and Study tours including foreign tours and training programs for BEZA delegates; Prepare monthly performance reports for the project of BEZA; Any other related task assigned by the PD/BEZA.

5. OTHER TERMS AND CONDITIONS (a) Duration: Upto 28 February 2021 (20 Months); (b) Duty Station: BEZA Office located at Dhaka; however the consultant should have field visits across the economic zones located 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, 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 along with the soft copy (MS Word File) of the CV in CD/DVD and (b) Two passport size Photographs. The CV should have a declaration of correctly described and free from any willful misstatement which may lead to disqualification or dismissal, if engaged. The Terms of Reference is available in www.beza.gov.bd.

8. Interested Applicants are requested to send their expressions of interest for the position by 03.00 P.M. of 31 March 2019, in sealed envelope, clearly marked "Expression of Interest (EOI) for Manager Administration (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 annul the process or to reject all the EOIS without assigning any reason whatsoever.


(Dr. Malay Choudhury)
Project Director (Joint Secretary)
Additional Charge
Phone: 02-96 32 473

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**"Support to Capacity Building of Bangladesh Economic Zones Authority"
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Terms of Reference

for

Selection of Manager Administration (National)

Under PSDSP Additional Financing

Package No.: BEZA S-132

February 2019

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Khondoker Liaquat Ali
Procurement Specialist
Support to Capacity Building of Bangladesh
Economic Zones Authority (BEZA)
Prime Minister's Office


মোহাম্মদ হামিদুল ইসলাম
উপ-প্রকল্প পরিচালক (কিওয়ার্ড ম্যানেজার সচিব)
সাপোর্ট টু ক্যাপাসিটি বিল্ডিং অথরি অব বেজা


Dr. Malay Choudhury
Project Director (Joint Secretary)
Additional Charge
Support to Capacity Building of
Bangladesh Economic Zones Authority
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Bangladesh Economic Zones Authority (BEZA)
"Support to Capacity Building of Bangladesh Economic Zones Authority" Project
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111, Bir Uttam C. R. Dutta Road, Dhaka-1205.

Terms of Reference (ToR) for Selection of Manager Administration (National)
Under PSDSP Additional Financing (Package No.: BEZA S-132).

(a) Background:

Bangladesh which is considered a development surprise, has already ascertained its dignified existence in the sphere of socio- economic development. Our continuous effort for sustainable economic development is moving with a great speed aiming at ensuring the welfare of our countrymen. Bangladesh, with its robust economic growth and lucrative investment climate, is well poised to host investments from home and abroad. It is now a highly competitive location for commercial ventures in terms of costs, inputs, human resources, size of the domestic market, and access to international markets, trade facilitation, investment protection regime including consistency in policies and socio-political stability. Similarly, Bangladesh offers an array of quality export products at highly competitive prices and entrepreneurs from home and abroad can take an advantage of this. Since BEZA has got the mandate to establish, license, operate and manage the Economic Zones of the country, it is trying its best to attract investment as well as to achieve the targets of our vision 2021.

The government is in the process of establishing Economic Zones across the country for both export and local market promotion with a view to having a better economic status. In this regard strengthening BEZA is a priority for Private Sector Development Support Project (PSDSP) and "Support to Capacity Building of Bangladesh Economic Zones Authority" Project (STCB) is working relentlessly to provide technical support to Bangladesh Economic Zones Authority (BEZA). The STCB provides support and services to BEZA mainly in terms of providing professional services. An experienced **Manager Administration** can add value to the services of STCB and Bangladesh Economic Zones Development Authority by providing appropriate input related to Administration & Coordination.


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(b) Objectives:

The main objectives are:

- To support STCB project and BEZA for capacity building of manpower under BEZA & project office;
- To cooperate to procurement activities & receive procured goods;
- To assist BEZA in smooth functioning in management and other logistic supports.

(c) The Scope of Services:

The scopes of the work of the Manager Administration (National) include, but not limited to, the following:

- Support to the BEZA Management , Project Director (PD) and concerned project personnel in developing and producing the TA deliveries;
- Assisting General Administration of the project, including common services, personnel administration, recruitment of manpower, selection and placement, discipline, remuneration and benefits, promotion, performance appraisal, maintenance of personnel records etc.;
- Procurement, estate and other service management etc.;
- Protocol Management for BEZA and Project personnel;
- Organizing Training activities, Seminar, Workshop, Meetings and other events in home and abroad befittingly.
- Ensuring Human Resource Development activities instructed by BEZA and Project Personnel.
- Managing necessary commodities required for office use with prior permission of the project personnel.
- Support in proper maintenance of the office records and administrative works;
- Co-ordination with stake holder's organizations in different issues;
- Maintenance of store, supplying necessary commodities with prior approval from the authority and smooth functioning of security of the office;
- Protocol duty for internal & foreign delegations;
- Supporting PD and project personnel for variety of communications arising in day to day activities necessary for successful establishment of BEZA;
- Maintaining Transport and other logistics.
- Support maintenance and repair of project vehicles;
- Support physical and logistic day to day problem of BEZA;
- Arranging study tour being directed by BEZA and Project personnel.

- Prepare monthly performance reports for the project of BEZA;
- Any other related task assigned by the PD, Project personnel and BEZA Management

(d) Schedule of various tasks for Manager Administration (National)

Sl. No.	Nature of Work	Starting Time	Finishing Time	Place of Performance of Different Tasks	Remarks
1.	Maintenance of office security, training to the office staff, maintenance of store, vehicle, event management activities, control of office staff with time, provide logistic support, maintain office documents, maintain protocol duties.	From just after joining.	Full time duty as long as work here.	BEZA Office Dhaka	Jobs of all categories to be completed sincerely as per preference list and to be placed to PD/appropriate authority for approval.
2.	Arrange Quotation, Tender, EOI, RFP in such a way that the stakeholders can participate without any obstruction and inform the PD in time of anomalies happens.	-Do-	-Do-	-Do-	-Do-
3.	After receiving procured, protect, maintain account of those goods for audit inspection.	-Do-	-Do-	-Do-	-Do-
4.	Provide the on job training and organize it whatever necessary for the staff, particularly petrol, oil, lubricant use, help in writing log books to the drivers and help in maintaining up to date records of all kinds in	-Do-	-Do-	-Do-	-Do-

	applicable cases.				
5.	Perform petty purchase for day to day requirements by prior approval/oral consent of PD.	-Do-	-Do-	-Do-	-Do-
6.	Maintain all time up to date store and asset register.	-Do-	-Do-	-Do-	-Do-
7.	Arrange foreign tour, training	-Do-	-Do-	-Do-	-Do-
8.	Any other duty assigned by PD/BEA office.	-Do-	-Do-	-Do-	-Do-

(e) Consultant's Reporting Obligations

Sl. No.	Reports	Contents of Reports	Persons to receive them	Date of Submission
1.	Inception Report	Present Status of BEZA including PD's office	Executive Chairman of BEZA & Project Director	Within 14 days of start of the assignment
2.	Interim Progress Report	Progress report of office management and other assigned jobs.	Executive Chairman of BEZA & Project Director	(a) quarterly
3.	Final Report	Overall Progress report on the responsibilities assigned to him	Executive Chairman of BEZA & Project Director	One week before end of the contract

f. Educational Qualifications:

The candidate possesses a minimum master or equivalent degree in Economics, Business Administration, Public Administration, Finance, Accounting, Management or similar relevant degrees. The candidates having the experience of working in public sector or in the development project with similar nature of job can be exempted from the above mentioned educational background.

g. Experience:

The Candidate should possess minimum 7 years or more experience in any public or private organization in managerial job. The candidate must be expert in English and Bengali speaking (avoiding local dialect), sound computer literate with good typing speed in English & Bengali, skilled in excellent communication skill, experienced in running programs or projects with appropriate capacity, expert in accounting and preparing bills and budget, good physical and mental condition to work for a long time. Experience in working in the public or private sector with similar type of job will be given priority.

h. Other Terms and Conditions:

(a) Duration: Upto 28 February 2021 (20 Months); (b) Duty Station: BEZA Office located at Dhaka; however the consultant should have field visits across the economic zones located in different districts.

i. Data, Facilities and Local Services to be provided by the Client:

The project will provide the following inputs and facilities:

- i) Office space and other logistic support as per project provision;
- ii) All available documents, papers and information relevant to the assignment will be provided/made accessible to the Specialist


j. 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, 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.


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উপ-প্রকল্প পরিচালক (প্রশিক্ষণ সফলতা মনিটরিং)
স্বাধীনতা ইকোনোমিক জোন অথরিটি
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