

Memo No.: 03.07.0000.020.11.012.2019- 2214

Date: 06 October 2020

**Request for Expressions of Interest (REOI)  
for  
Selection of Senior Urban Planner (Individual Consultant) for Bangladesh Economic Zones Authority (National)**

1. Ministry/Division : Prime Minister's Office
2. Agency : Bangladesh Economic Zones Authority (BEZA)
3. Name of Procuring Entity : Bangladesh Economic Zones Authority (BEZA)
4. Procuring Entity District : Dhaka
5. Expression of Interest for : Selection of Senior Urban Planner (Individual Consultant) for Bangladesh Economic Zones Authority (National).
6. EOI Ref. (Package) No. : PS 16-BEZA-2020
7. EOI Publication Date : 09 October 2020 or before
8. Budget and Source of Funds : Revenue (Own Fund)
9. EOI Closing Date and Time : 12 November 2020 at 03:00 PM
10. Qualification and Experience : BEZA is intended to appoint a Senior Urban Planner (Individual Consultant) (National). The individual consultant will be recruited under its own budget and the initial duration for this position is 16 (sixteen) months (renewable annually).

The candidate for Senior Urban Planner should have an advanced university degree (Bachelor/Master) in urban planning/regional planning. The applicant should have at least fifteen (15) years working experience in the field of urban planning/regional planning. The professional qualification in working experience relevant to the Master Planning, GIS including experiences to the strong knowledge of preparing 3D models in ArcScene or Google SketchUp or AutoCAD, and analyzing socio-economic data in SPSS/MS Access is required to apply. The candidate should have good knowledge on GIS database management, field survey works, coordinate system and data transformation.

The detail for the individual consultant is stated in TOR which is available at [www.beza.gov.bd](http://www.beza.gov.bd).

11. The Criteria for Selection Firm : (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, training, computer skills, and proficiency in English and Bengali).
12. Brief Description of the Assignment : *Only short-listed candidates will be contacted for interview/negotiation.*  
The Senior Urban Planner (Individual 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 duties/services that consultant needs to perform is described in TOR.
13. Other Details : *Duration of employment:* Initially for 16 (sixteen) months (renewable annually). 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).
14. Name & address of Official Inviting EOI and Contact Details : Manager (MIS & Research)  
Bangladesh Economic Zones Authority  
Prime Minister's Office  
Phone: + 88 02 9632463  
Email: [mmis@beza.gov.bd](mailto:mmis@beza.gov.bd)
15. Particular Instructions : (1) The consultant will be selected with the procedure set out in PPA (2006) and PPR (2008) and its updates;  
(2) Applicants should obtain Terms of Reference from the website of BEZA ([www.beza.gov.bd](http://www.beza.gov.bd)) and further information (if required) from the office;  
(3) BEZA now invites eligible applicants to indicate their interest in providing the services. Applicants are requested to submit their interest through customized SRFA-PS4 form (available in [www.beza.gov.bd](http://www.beza.gov.bd) or can be collected from BEZA office) accompanied by: (a) CV; (b) two passport size photographs and (c) all documents supported to CV;  
(4) Interested applicants are requested to send their Expressions of Interest for the position within the specified deadline mentioned above in sealed envelope, clearly marked "Request for Expression of Interest (REOI) for Sr. Urban Planner (Individual Consultant) (National)" to the undersigned by direct delivery/ mail/ courier service; and  
(5) The procuring entity reserves the right to accept or rejects any or all the EOIs without assigning any reason whatsoever.

  
Doyananda Deb Nath  
Joint Secretary  
Manager (MIS & Research)  
Phone: + 88 02 9632463  
Email: [mmis@beza.gov.bd](mailto:mmis@beza.gov.bd)





**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

**Standard Request for Application (SRFA)  
Selection of Individual Consultant (National)**

**(Time Based)**

**Selection of Senior Urban Planner for BEZA (National)  
(Contract Package No.: PS 16-BEZA-2020)**

**Bangladesh Economic Zones Authority  
Prime Minister's Office  
Monem Business District (Level 12)  
111 Bir Uttam C R Dutta Road, Dhaka**

**October 2020**

**PS4**



## Section 1: Information to the Applicants

This Section provides relevant information to help Consultants prepare their Applications. Information is also provided for submission, opening, and evaluation of Applications and on the award of Contract.

This Section also contains the criteria for selection of suitable Applicant  
**The text of the clauses in this section shall not be modified.**

## Section 2: Terms of Reference

This section defines clearly the Objectives, Goals, and Scope of the assignment, and provides background information (including a list of existing relevant studies and basic data) to enable the Individual Consultant to clearly understand the assignment. This section lists the Services and surveys that may be necessary to carry out the assignment and the expected outputs (for example, reports, data, maps, surveys); it also clearly defines the Client's and Consultants' respective responsibilities.

## Section 3: Application Forms

This section provides the standard format that permits the requested information to be presented in a clear, precise and readily available manner and allows the Client to readily understand and evaluate Applications in accordance with the pre-disclosed criteria. The completed forms will indicate details of the Applicant's qualifications and experience best suited to the specific assignment.



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# Section 1: Information to the Applicants

## A. General

1. Scope of assignment
  - 1.1 The Client has been allocated Public fund for “Formulation of Sectoral Plan and Capacity Development of Concerned Officials for More Effective Public Investment” project and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2.
2. Qualifications of the Applicant
  - 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.

***[ Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2 ]***

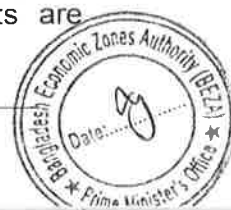
3. Eligible Applicants
  - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions
  - 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave 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



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|---|--|
| 4. Corrupt, Fraudulent, Collusive or Coercive Practices | <p>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.</p> <p>4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the <b>Contract Agreement Sub-Clause 3.4</b></p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>(a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and</li> <li>(b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.</li> </ul>             |
| 5. Conflict of Interest                                 | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

## B. Preparation, Submission & Modification or Substitution of Applications

- |                               |   |
|-------------------------------|---|
| 6. Preparation of Application | 6.1 Applications shall be typed or written in indelible ink in <b>English language</b> 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 [insert date] up to [insert time] 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.

## C. Evaluation of Applications

## 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 points





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• Relevant Working Experience and its adequacy for the assignment	65 points
• Suitability considering age, skill (such as training, computer skills), proficiency in English and Bengali languages and others.	15 points
<b>Total points:</b>	<b>100 points</b>

8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points *[insert points; not less than 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 aptitude and presentation by the PEC.

8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.3 to 8.5 shall be ranked in order of merit (1-2-3 etc.).

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. Application Negotiations

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 finalize 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.**



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- 9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the

## D. Award of Contract

- |                              |   |
|------------------------------|---|
| 10. Award of Contract        | 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. Debriefing               | 11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.<br><br>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. Commencement of Services | 12.1 The applicant is expected to commence the assignment on December, 2020 at BEZA. The duration of the contract shall not be more than 16 (sixteen) months from the date of commencement.   |



## Section 2: Terms of Reference

### Terms of Reference (TOR) for Individual Consultants for Senior 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 an individual consultant for Senior Urban Planner for 16 (sixteen) months to build-up its capacity in terms of technical manpower.

**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:

*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.*

**3.0 Qualification and Experience:** The required educational qualification and experience for the Sr. Urban Planner is-

- Advanced university degree (Bachelor/Master) in urban planning/regional planning;
- At least 15 (fifteen) years 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 from relevant professional organization;
  - 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;
  - Knowledge of basic urban planning guidelines and subdivision plotting.
- 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 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.;



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- 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/tourist 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;
  - Preparing layout plan and continuously editing, updating and modifying the prepared layout;
  - 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;
  - Monitoring and supervise ongoing development activities according to layout plan and BEZA rules and regulations;
  - 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 16 (sixteen) months. It may be extended depending on satisfactory completion of work.

**Number of Positions:** 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.



## **Section 3: Application Forms**

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration and Reimbursable



## Form 3A: Application Submission

To:

Manager (MIS & Research)  
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.

3.

4.

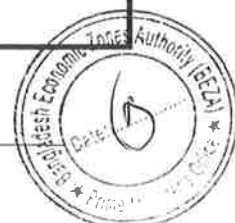
5.

Etc.



## 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	<u>Language</u>	<u>Speaking</u>	<u>Reading</u> <u>Writing</u>
		<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent      Excellent</i>
9	COUNTRIES OF WORK EXPERIENCE			
10	EMPLOYMENT RECORD	<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 give a brief description of the duties in which the Applicant was involved].</i>		
	<i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</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:	



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 max.]

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






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## 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)	
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