

**Request for Expressions of Interest (REOI)
Selection of Individual Consultant (Surveyor) for Bangladesh Economic Zones Authority (National)
(Contract Package No.: PS06-BEZA-2021)**

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	Individual Consultant (Surveyor) for BEZA.
6	EOI Ref. No.	PS06-BEZA-2021
7	EOI Publication Date	21 March 2021 or before
8	Budget and Source of funds	Revenue (Own Fund)
9	EOI Closing Date and time	11 April 2021 at 03:00 PM
10	Brief Description of the Assignment	The Surveyor (Individual Consultant) will prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed. Verify the accuracy of survey data, including measurements and calculations conducted at survey sites. Determine longitudes and latitudes of important features and boundaries in survey areas, using theodolites, transits, levels, and satellite-based global positioning systems (GPS). BEZA is intended to appoint an Individual Consultant (Surveyor) for the duration of <u>2 (two) years</u> (renewable annually).
11	Qualification and Experience	The candidate for Surveyor (Individual Consultant) should have a minimum Diploma in Civil Engineering/ Survey. At least 5 (five) years working experience relevant to land surveying including experiences to the strong knowledge of planning standards in Bangladesh and in other countries. Proven experiences in operate RTK GPS machine, other GPS Machines, level machine, Total Station, AutoCAD, Micro soft Excel etc. including knowledge of SoB, PWD, datum are required. 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, training, computer skills, and proficiency in English and Bengali). <i>Duration of employment:</i> Initially for 02 (two) years (renewable annually). It may be extended depending on satisfactory completion of work. <i>Workplace:</i> Various EZs of BEZA (Country wide) Doyananda Debnath (Joint Secretary) General Manager (Planning & Development) Bangladesh Economic Zones Authority Prime Minister's Office Phone: + 88 02 9632463 Email: doyananda@yahoo.com
12	Other Details	
13	Name & Address of Official Inviting EOI	
14	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) 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 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 Individual Consultant (Surveyor) (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 Debnath
Joint Secretary
General Manager (P&D)
Phone: + 88 02 9632463
Email: doyananda@yahoo.com

Dy. 18.03.21

Section 2: Terms of Reference

Terms of Reference (TOR) for Individual Consultants for Surveyor (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:

(1) Surveyor (Individual Consultant)-01 (One).

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

Surveyor: Surveying is the technique, profession, art, and science of determining the terrestrial or three-dimensional positions of points and the distances and angles between them. A surveying professional is called a surveyor and he has to perform the consulting services closely with concerned officials in close consultation with the Urban Planner, Engineers 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 consultant are-

- Diploma in Civil Engineering/ Survey Technology from any reputed institution;
- At least 5 (five) years working experience relevant to land Surveying including experiences to the strong knowledge of planning standards in Bangladesh and in other countries;
- Additional experiences are:
 - To operate digital survey machine;
 - Proven experiences in operate RTK GPS machine/Theodolite, other GPS Machines, level machine, Total Station and AutoCAD, Micro soft Excel etc.
 - Experiences in cartography, projections, datum, coordinate systems, database principles and design, topographic surveying techniques and processing GNSS data;
 - Knowledge of basic surveying knowledge and guild lines.
 - Knowledge of SoB, PWD, datum
- 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 Surveyor needs to perform the following duties/services:

- Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.
- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites.
- Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.

- Calculate heights, depths, relative positions, property lines, and other characteristics of terrain.
- Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys.
- Write descriptions of property boundary surveys for use in deeds, leases, or other legal documents.
- Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements.
- Search legal records, survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed.
- Coordinate findings with the work of engineering and architectural personnel, clients, and others concerned with projects.
- Adjust surveying instruments in order to maintain their accuracy and establish fixed points for use in making maps, using geodetic and engineering instruments.
- Determine longitudes and latitudes of important features and boundaries in survey areas, using theodolites, transits, levels, and satellite-based global positioning systems (GPS).
- Train assistants and helpers, and direct their work in such activities as performing surveys or drafting maps.
- Analyze survey objectives and specifications in order to prepare survey proposals or to direct others in survey proposal preparation.
- Compute geodetic measurements and interpret survey data in order to determine positions, shapes, and elevations of geomorphic and topographic features.
- Develop criteria for the design and modification of survey instruments.
- Co-ordinate aerial surveys of specified geographical areas.
- Recommend specifications for photographic equipment to be used for aerial photography, as well as altitudes from which to photograph terrain.

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 survey 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: 1 (one).

Workplace: Various EZs of BEZA (County-wide).

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

[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-1205

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.

Form 3B: Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT	[From the Terms of Reference, state the position for which the Consultant will be engaged].		
2	NAME OF PERSON	:	[state full name]	
3	DATE OF BIRTH	:	[dd/mm/yy]	
4	NATIONALITY	:		
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	[state rank and name of society and year of attaining that rank].		
6	EDUCATION	[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].		
7	OTHER TRAINING	[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].		
8	LANGUAGES & DEGREE OF PROFICIENCY	<u>Language</u>	<u>Speaking</u>	<u>Reading</u> <u>Writing</u>
		e.g. English	Fluent	Excellent Excellent
9	COUNTRIES OF WORK EXPERIENCE			
10	EMPLOYMENT RECORD	[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].		
	[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]	[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].		
	EMPLOYER 1	FROM: [e.g. January 1999]	TO: [e.g. December 2001]	
	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 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

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Print name

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Date of Signing

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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) Reproduction of Reports			
(e) Other Expenses (<i>to be listed</i>)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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