

Government of the People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority (BEZA)
Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project under
Bangladesh Private Investment & Digital Entrepreneurship Project (P170688)
Biniyog Bhaban (Level 7,8,9)
Plot#E-6/B, W Agargaon, Dhaka 1207, Bangladesh.

Terms of Reference
for
Selection of Administrative Support Consultant

January 2022

Terms of Reference for Selection of Administrative Support Consultant
(Package No.: IC-22-BSMSN-BEZA)

(a) 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. In this regard strengthening the BEZA was arranged through PRIDE within which "Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project" is under implementation by Bangladesh Economic Zones Authority (BEZA). The "Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project" provides support and services to BEZA including development of Bangabandhu Shilpa Nagar mainly in terms of providing professional services. An experienced Administrative Support Consultant can add value to the services of the project and BEZA by providing appropriate input related to issues.

(b) The Responsibilities/ Accountabilities of Services:

The Responsibilities/Accountabilities of the Administrative Support Consultant include, but not limited to, the following:

- Support to Project Director (PD) in managerial/administrative service
- Assist project authority in general administration of the project including common services, personnel administration, recruitment of manpower, selection and placement, discipline, maintenance of personnel records etc.
- Cooperate in procurement process
- Managing necessary commodities required for office use
- Organize Seminar, Workshop, Meetings, Study Tour and other Investment Promotional events in home and abroad
- Correspondence with foreign Embassies and Training Institutions to organize foreign tour and training program, workshop, Seminar, Roadshow etc.
- Protocol management to high officials of BEZA & BSMSN Project
- Support to maintain and repair of project vehicles

- Providing Necessary Support to Project Officials & Other Consultants with the approval of proper authority

c. Educational Qualifications:

- Minimum Bachelor Degree in any Discipline.

d. Experience:

- Minimum 10 years of managerial/coordination experience
- World Bank Financed Project in similar position will get preference
- Related training from reputed Institutions
- Good Computer Skills

e. Other Terms and Conditions:

(a) Duration: For 2 (two) years-March, 2022 to February, 2024 (Indicative); (b) Duty Station: BEZA Office located at Dhaka/; however the consultant should have field visits across the economic zones located in different districts.

f. 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 Consultant.

g. Other Criteria:

- i) The consultant will be selected in accordance with the procedure set out in the 'Procurement Regulations for IPF Borrowers (July 2016, Revised November 2020)'
- ii) 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.

