

Government of the People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority
www.beza.gov.bd

Memo No: 03.07.0000.020.07.073.22- 495

Date: ০৭.০২.২০২৩

Request for Expression of Interest (REOI)
For
Selection of EZ Management Adviser (Individual Consultant) for Bangladesh Economic Zones Authority (National)

1.	Ministry	:	Prime Minister's Office
2.	Agency	:	Bangladesh Economic Zones Authority (BEZA)
3.	Procuring Entity Name	:	Bangladesh Economic Zones Authority (BEZA)
4.	Procuring Entity District	:	Dhaka
5.	Expression of Interest for	:	EZ Management Adviser (Individual Consultant) for Bangladesh Economic Zones Authority (National)
6.	EOI Ref. (Package) No.	:	PS 01-BEZA-2023
7.	EOI Publication Date	:	12 February 2023 or before
8.	Budget and Source of Fund	:	BEZA Own Fund
9.	EOI Closing Date and Time	:	28 February 2023 at 3.00 PM
10.	Brief Description of the Assignment	:	BEZA is going to recruit a technical and management expert as "EZ Management Adviser" to manage and supervise administrative functions as well as monitoring progress of various development activities at the field level, maintaining coordination among different institution/organizations at the local level and peruse overall suggestion towards proper measure for BSMS to make it functional and active. The expert will also provide assistance on managerial, administrative, coordination and supervision activities for developing other economic zones too.
11.	Qualification and Experiences	:	<p>Academic Qualifications: B.Sc. (Engg.) or Bachelor degree (4 years/equivalent) in any discipline is required from any reputed university. Advanced level degree in Urban Development/Planning, Civil Engineering, Economics, Development Studies or relevant disciplines will be given preference.</p> <p>Specific Experiences: (a) A minimum 15 (fifteen) years of experience at a public or private sector organization in a responsible position; (b) At least 8 (eight) years of experience in the development management related tasks at the field level; (c) Extensive experience with EZ/EPZ/Industrial state establishment, development and operations; (d) Strong interpersonal skills and ability to develop effective relations with BEZA, local level officials and development partners; (e) Excellent writing, editing and communication skills in Bengali and English; and (f) Demonstrate experience and ability to manage development works and administrative functions including monitoring, supervision and inspection.</p>

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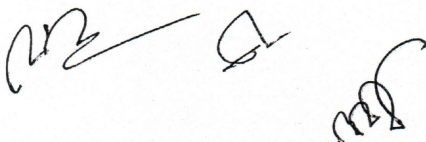
12.	Others Details	: <p><i>Duration of employment:</i> Initial contract for 24 (twenty four) months and annually renewable based on satisfactory performance.</p> <p>Number of position: 1 (one).</p> <p><i>Work station:</i> The work station will be at BSMSN. However, the Consultant should have field visits across the EZs located in different areas of Bangladesh. The Consultant should have to attend meeting in BEZA HQ located in Dhaka.</p> <p><i>Commencement of services:</i> 01 May 2023 (Indicative)</p> <p><i>Renewal of contract:</i> The Consultant have to apply for yearly renewal of contract and the authority may renew the contract with same terms and condition based on satisfactory performance.</p>
13.	Name and address of official inviting EOI and Contact Details	: <p>Md. Nazmul Alam Manager (Planning & Development-4) Bangladesh Economic Zones Authority Prime Minister's Office Biniyog Bhaban (Level 7,8,9) Plot# E-6/B, Agargaon, Dhaka-1207, Bangladesh Phone: +88-02-44826030</p>
14.	Particular Instruction:	: <p>(a) Consultant will be selected in accordance with the procedure set out in Public Procurement Act 2006 and Public Procurement Regulations 2008 and its update;</p> <p>(b) The detailed job description and particulars are stated in ToR which is available at www.beza.gov.bd;</p> <p>(c) BEZA now invites eligible applicants to indicate their interest in providing services. Applicants are requested to submit their interest through customized SRFA-PS4 from (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;</p> <p>(d) Interested applicants are requested to send their Expression of Interest for the position within the specified deadline mentioned above in sealed envelope, clearly marked "Requested for Expression of Interest (REOI) for EZ Management Adviser (Individual Consultant) (National)" to the undersigned by direct delivery or ordinary mail services. No online submission (e.g email, fax..... etc.) is acceptable; and</p> <p>(e) The Procuring Entity reserves the right to reject all EOIs for any reason whatsoever.</p>


09.2.2023

(Md. Nazmul Alam)

Manager (Deputy Secretary)

Phone: +88-02-44826030



Section 2: Terms of Reference

Terms of Reference (ToR) for Selection of “EZ Management Adviser” for BEZA (Time Based Contract)

1. Background

Bangladesh Economic Zones Authority (BEZA) launched in 2010 aims to establish economic zones in all potential areas of Bangladesh including backward and underdeveloped regions with a view to trigger rapid economic development through introduction of multi-sectoral industries, diversified employment, massive production and creating export opportunities. BEZA has taken initiative to develop economic zones in different parts of Bangladesh, especially in the backward areas since its establishment. In this continuing journey, the largest economic zone of the country called “Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)” is being established in Chattogram. It is located in Mirsarai and Sitakund upazilas of Chattogram district and Sonagazi upazila of Feni district with an area of about 33 thousand acres. At present various development activities are being implemented in BSMSN and huge development initiatives will be taken in near future.

There is a need for an individual Consultant in the position of “Economic Zone Management Adviser” to manage and supervise administrative functions as well as monitoring progress of various development activities at the field level, maintaining coordination among different institution/organizations at the local level and peruse overall suggestion towards proper measure.

Now, BEZA is seeking a technical and management expert on zone development management and operation. In this purpose, BEZA has allocated some fund from its own resources and intend to recruit an individual Consultant for the position of “EZ Management Adviser”.

2. Objectives

BEZA is going to recruit a technical and management expert as “EZ Management Adviser” to manage and supervise administrative functions as well as monitoring progress of various development activities at the field level, maintaining coordination among different institution/organizations at the local level and peruse overall suggestion towards proper measure for BSMS to make it functional and active. The expert will also provide assistance on managerial, administrative, coordination and supervision activities for developing other economic zones too.

3. Qualifications and Experiences

3.1 Academic Qualifications

B.Sc. (Engg.) or Bachelor degree (4 years/equivalent) in any discipline is required from any reputed university. Advanced level degree in Urban Development/Planning, Civil Engineering, Economics, Development Studies or relevant disciplines will be given preference.

3.2 Specific Experiences

The required experiences of the position are-

- A minimum 15 (fifteen) years of experience at a public or private sector organization in a responsible position;
- At least 8 (eight) years of experience in the development management related tasks at the field level;
- Extensive experience with EZ/EPZ/Industrial state establishment, development and operations;
- Strong interpersonal skills and ability to develop effective relations with BEZA, local level officials and development partners;
- Excellent writing, editing and communication skills in Bengali and English; and
- Demonstrate experience and ability to manage development works and administrative functions including monitoring, supervision and inspection.

4. Duties and Responsibilities

The duties and responsibilities of the Consultant (EZ Management Adviser) includes but not limited to:

- Advice BEZA officials for better management and development of EZ;
- Co-ordinate and oversee implementation of development activities in BSMSN;
- Liaise with the govt. organizations/semi govt. organizations/contractors/agencies/firms/ investors/stakeholders engaged in collaboration/facilitation/implementation/development of BSMSN;
- Assist BEZA in day-to-day EZ management and development in line with the best practice;
- Consultation with all stakeholders to promote and develop EZs;
- Monitor and assess implementation/development constrains, identify solutions and assist BEZA on remedial measures;
- Assist BEZA in formulating policies, procedures and operational directives for execution of EZs; and
- Carry out any other duties and responsibilities as assigned by the authority.

5. Duration of Assignment and Commencement

Duration of employment: Initial contract for 24 (twenty four) months and annually renewable based on satisfactory performance.

Number of position: 1 (one).

Work station: The work station will be at BSMSN. However, the Consultant should have field visits across the EZs located in different areas of Bangladesh. The Consultant should have to attend meeting in BEZA HQ located in Dhaka.

Commencement of services: 01 May 2023 (Indicative)

Renewal of contract: The Consultant have to apply for yearly renewal of contract and the

authority may renew the contract with same terms and condition based on satisfactory performance.

6. Counterpart Support

BEZA will provide institutional support where necessary. The incumbent should have necessary computer skill to furnish the job/assignment.

7. Reporting Arrangement

The Consultant shall perform his duties/responsibilities under supervision of top management of BEZA. He will submit monthly field Performance Report to the General Manager (Planning & Development) based on activities/duties furnished by him.

8. Payment

The contractual amount including all taxes shall be divided into two parts: Remuneration (monthly basis) and Reimbursable (actual basis). The Remuneration shall be paid in monthly basis. The payment will be made in BDT. It is noted that all leaves and absences shall be managed under existing government rules and regulations. The monthly reimbursable expenses shall be paid against actual bill/vouchers upon showing required evidence/documents.

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:
Manager (Planning & Development-4)
Bangladesh Economic Zones Authority
Prime Minister's Office
Biniyog Bhaban (Level 7,8,9)
Plot# E-6/B, Agargaon, Dhaka-1207, Bangladesh

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 :	<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> <i>e.g. English</i>	<u>Speaking</u> <i>Fluent</i>	<u>Reading</u> <i>Excellent</i>	<u>Writing</u> <i>Excellent</i>
9	COUNTRIES OF WORK EXPERIENCE				
10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>	<div style="text-align: right;"><i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i></div> <div style="text-align: right;"><i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i></div>			
	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	<i>[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].</i>
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			



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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