

# GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

# Request for Application (RFA) Selection of Individual Consultant (National)

(Time Based)

Jr. Consultant (Health Innovation)

Eol reference number: 56.83.0000.006.11.001.23.[142

Date: 23rd November, 2023





## **Table of Contents**

	tior	n 1. Information to the Applicar	nts 4	
1. 2. 3. 4. 5.	Α.	General		4
6. 7.	B.	Preparation of Application	odification or Substitution of Ap 5 6	plications6
8. 9.	C.	Secretary and the secretary an		6
		Award of Contract 8  Debriefing 8  Commencement of Services 6  n 2. Terms of Reference	8 9 9	8
۸ 44 ۵				
Atta			the Applicant	
			& Expenses	
Sec			17	
	4.1	Contract Agreement (Time-ba	sed)	18
1. 2. 3. 4. 5. 6. 7. 8. 9.	Ge	Services 18 Duration 18 Corrupt, Fraudulent, Collusive or Applicable Law 19 Governing Language 19 Modification of Contract 19 Ownership of Material 19	Coercive Practices 18	18
	Pa	yments to the Consultant Ceiling Amount 20 Remuneration 20		20
10. 11. 12. 13.		Reimbursables 20 Payment Conditions 21		
	ra	Ceiling Amount 20		





	Obligations of the Client	22
21.	Services, Facilities and Property 22	
22. 23.	Termination and Settlement of Disputes  Termination 22  Dispute Resolution 22	22
	ANNEX A: Description of the Services	24
	ANNEX B: Cost estimates of Services and Schedule of Rates	25
	ANNEX C: Consultant's Reporting Obligations	26
	Request for Expressions of Interest	27





# Section 1. Information to the Applicants

## A. General

- 1. Scope of assignment
- 1.1 The Client has been allocated public fund for **Jr. Consultant (Health Innovation)** 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
- 4. Corrupt,
  Fraudulent,
  Collusive or
  Coercive
  Practices
- 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.
- 4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the Contract Agreement Sub-Clause 3.4
- 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.
- 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:
  - (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an application for award; and
  - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

# 5. Conflict of Interest

- 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) interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 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.
- 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.
- 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.





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

- 6. Preparation of Application
- 6.1 Applications shall be typed or written in indelible ink in **English** language 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 10<sup>th</sup> December, 2023 up to 11.45 AM (BST) 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

- 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:



#### [Client shall fix the Points]

Criteria	Points
Educational Qualification	[20 points]
Relevant Working Experience and its adequacy for the assignment	[60 points]
Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others).	[10 points]
Total points:	90 points

- 8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points [insert points; not less than 70%, which is 63] 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 and shall be rated with ten (10) points.
- 8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared.
- 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.
- 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.

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RFA\_Jr. Consultant (Health Innovation)

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

### 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.
- 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.
- t of Services
- 12. Commencemen 12.1 The applicant is expected to commence the assignment on January 2024 at the location of Dhaka. The duration of the contract shall be 12 Months from the date of commencement.





## Terms of Reference

For

#### Selection of Individual Consultant

Job# N/A

Job Title Jr. Consultant (Health Innovation)

No. of Position

Location Dhaka, Bangladesh

AppointmentLocal HireJob PostedTBA

Closing Date TBA

Language Bangla [Essential]; English [Essential]

Appointment Type Time-Based. Duration: 12 months (Further extension is subject to the performance of the incumbent and availability of fund)

#### Background of the Project:

The Aspire to Innovate (a2i) Programme builds on the Government of Bangladesh's efforts to introduce a citizen-centric culture of innovation in civil service to improve service delivery and make services more inclusive, affordable, reliable, and easier to access. This project will provide support to establish institutional mechanisms and improve accountability to accelerate SDG achievements in Bangladesh.

This project will have three components:

- 1. Institutionalizing Public Service Innovation and Improving Accountability
- 2. Catalyzing Digital Financial Services and Fintech Innovations
- 3. Incubating Private Sector-enabled Public Service Innovation

#### Background of the assignment:

Bangladesh is actively engaged in a substantial healthcare reform, with significant investments in both public and private healthcare infrastructure to enhance services for its citizens. The country is also proactively embracing digitalization, particularly in healthcare, to modernize the system. The integration of digital technologies holds great potential to reshape healthcare delivery in Bangladesh. The government's a2i program is leading the charge in harnessing digital innovations, aimed at fostering innovation and collaboration to establish a comprehensive national digital health ecosystem. This comprehensive effort represents a pivotal moment in Bangladesh's healthcare landscape, with technology-driven solutions poised to improve accessibility, affordability, and the overall quality of healthcare services for its citizens.

'Aspire to Innovate (a2i) Programme' is looking for Jr. Consultant (Health Innovation) who will provide support in implementing, standardizing, and monitoring digital health initiatives by creating an inclusive, national digital health ecosystem.

### Objectives of the assignment:

The overall objective of the assignment will be the following:

- Support to develop training materials, conduct & coordinate the training and workshops for digital health initiatives.
- Support to Develop concept notes, project proposals, donor reports & strategic reports as per the guidance of the supervisor.
- Support to organize webinars, joint workshops, and co-design exercises.
- Assist to facilitate knowledge-sharing activities.



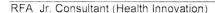
- Ensure smooth execution of the program activities: assist to coordinate, and monitoring day-to-day activities.
- Keep a record of all the project activities.
- Support in terms of all administrative & financial activity.

#### Supervision and Performance Evaluation:

The **Jr. Consultants (Health Innovation)** will be working with the Digital Health team of Aspire to Innovate (a2i) Programme. A performance evaluation will be conducted by the project authority of a2i. After 12 months of the contract period, further continuation of the contract will depend upon the satisfactory performance and availability of funds.

#### Scope of work, Duties and Responsibilities:

- Support the supervisor to design and coordinate data-driven programs and policies to address priority health sector challenges.
- Assist in building capacity through training and workshops for smart health initiatives.
  - Coordinate training and workshops by collaborating with subject matter experts. Support the creation of essential project documents on health initiatives.
  - Work under the guidance of a supervisor to develop concept notes, project proposals, donor reports, and strategic reports.
- Facilitate collaborative events on health initiatives.
  - Aid in the planning and organization of webinars, joint workshops, and co-design exercises.
  - Manage logistics, such as scheduling, communication and technology setup.
- Ensure the successful execution of health activities.
  - Coordinate day-to-day tasks and activities to meet health-related project objectives.
  - Monitor health-related project progress, identify deviations, and promptly report any issues to the project team.
  - Closely work with the supervisor to address operational challenges.
  - Maintain accurate records of health programs, activities, and outcomes.
    - Prepare and submit reports to supervisors, government agencies, and stakeholders.
    - Maintain comprehensive records of health-related project activities, including meetings and communications.
    - Organize and archive records in a systematic and easily accessible manner.
- Provide administrative support and to prepare and manage budgets and resources for health programs and initiatives.
  - Assist with various administrative tasks, such as management, scheduling and arrangements of health-related activities.



- Provide support for financial activities, including budget tracking, expense reporting, and procurement.

#### Deliverables and Timeframe:

The assignment will be for 12 months. Completed task under each area and activity will be as follows:

Deliverable	Timeline
<ul> <li>Coordinate with the innovators to Implement the Pregnancy Monitoring project</li> <li>Develop 5 training materials, conduct &amp; coordinate the training and workshops</li> <li>Support to develop 6 (Six) progress Reports, strategic documents for donors, partners and stakeholders</li> <li>Support to develop 3 concept notes &amp; project proposals for the Digital health initiatives.</li> <li>Develop 4 financial reports on Health Innovation.</li> <li>Establish partnerships with 5 international organizations.</li> <li>Support in organizing 10 stakeholders' consultation workshop.</li> <li>Monitor and evaluate the effectiveness of 2 national level projects.</li> <li>Support to organize 7 webinars on Digital Health</li> </ul>	12 Months

The incumbent will perform other related duties and responsibilities as and when required and assigned. The incumbent should function as an effective team member.

Payment: The Jr. Consultant (Health Innovation) will be paid 12 (Twelve months) equal instalments on monthly basis upon completion of the above deliverables.

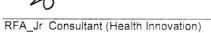
### Requirements for Experience and Qualifications:

#### I. Academic Qualifications:

 Minimum Bachelor's degree in any discipline from any reputed Public/ Private University

#### II. Experience:

- At least 4 years of experience in any national organization
- At least 2 years of experience in project implementation.
- At least 1 year of experience in working with the Ministry of Health or other healthrelated organizations.





# 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]

[Name]	
[Address of Client]	
Dear Sirs:	
I am hereby submitting my Application to provide t in strict accordance with your Request for Applicat	
I declare that I was not associated, nor have been a Consultant or any other entity that has prepared t accordance with Clause 5.	
I further declare that I have not been declared ineligi engaging in <b>corrupt</b> , <b>fraudulent</b> , <b>collusive or co</b> <b>4</b> .	
I undertake, if I am selected, to commence the consudate indicated in Clause 12.1.	ulting Services for the assignment not later than the
I understand that you are not bound to accept any	Application that you may receive.
I remain,	
Yours sincerely,	
	Signature
	Print name:
	Address:
	Email:
	Tel:
Attachment:	



To:

# 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	Language Speaking Reading Writing	
	PROFICIENCY	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	
	[starting with present position list in reverse order [every employment held and state	the firm].	
	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 TO: [e.g. December 2001 1999]	
	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		
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	Staff Time	Total (Tk)
(per month / day / hour in Tk)	(No. month / day / hour)	Including AIT & VAT
	12 Months	

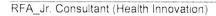
Note: A month consists of 30 calendar days.

### (2) Reimbursable (as applicable)

		Rate per unit	Total unit	Total Amount (Tk) Including AIT & VAT
(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 (to be listed)			
			Sub- total	

CONTRACT CEILING (1) + (2)	

Signature Name:





# Section 4. Contract Forms

The *Contract Agreement*, which once completed and signed by the Client and the Consultant, clearly defines the Client's and Consultants' respective responsibilities.



# 4.1 Contract Agreement (Time-based)

THIS CONTRACT ("the Contract") is entered into this day of [dd/mm/yy], by and between [insert name of Client] ("the Procuring Entity") having its office at [insert address of Client], and [insert name of Consultant] ("the Consultant") having his/her address at [insert address of Consultant].

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services.

NOW THEREFORE THE PARTIES hereby agree as follows:

# General

- 1. Services
- 1.1 The Consultant shall perform the Services specified in Annex A (Description of Services), which are made an integral part of the Contract.
- Duration
- 2.1 The Consultant shall perform the Services during the period commencing from [dd/mm/yy] and continuing until [dd/mm/yy], or any other period as may be subsequently agreed by the parties in writing.
- 3. Corrupt,
  Fraudulent,
  Collusive or
  Coercive
  Practices
- 3.1 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.
- 3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Sub-Clause 3.5**
- 3.3 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.
- 3.4 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:
  - exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
  - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.





3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

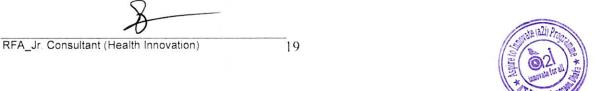
"corrupt practice" means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of a Client or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by a Client in connection with a Procurement proceeding or Contract execution:

"fraudulent practice" means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;

"collusive practice" means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Client, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a Client the benefits of competitive price arising from genuine and open competition; or

"coercive practice" means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders, Applications, Proposals or Quotations.

- 4. Applicable Law
- 4.1 The Contract shall be governed by and interpreted in accordance with the laws of the People's Republic of Bangladesh
- Governing Language
- 5.1 The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used.
- 6. Modification of Contract
- 6.1 The Contract shall only be modified by agreement in writing between the Client and the Consultant.
- 7. Ownership of Material
- 7.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client.
- 7.2 The Consultant may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract.
- 8. Relation between the Parties
- 8.1 Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant between the Client and the Consultant.
- 9. Contractual Ethics
- 9.1 No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution.



# Payments to the Consultant

#### 10. Ceiling Amount

- 10.1 The Client shall pay the Consultant for the Services rendered pursuant to 'Description of Services' 'a ceiling amount not to exceed Tk [insert amount], which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Consultant's costs as well as any tax obligation that may be imposed on the Consultant.
- 10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B

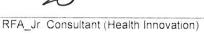
- 11. **Remuneration** 11.1 The Client shall pay the Consultant for Services rendered with the rates agreed and specified in ANNEX B "Cost estimates for Services and Schedule of Rates". Remuneration rates shall be on monthly/daily/hourly [ delete those inappropriate]
  - 11.2 Monthly Rate: The time spent in performing the Services shall include travel time, weekends and public holidays, and to the extent specified in Clause 15.2 shall also include periods of casual leave and sick leave. In cases where only part of a month is worked then remuneration shall be computed by dividing the monthly rate by 30 and multiplying by the number of days worked i.e. time spent (as described above) during that month;

Daily rate: The time spent in performing the Services shall be determined solely on the basis of the number of days actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave

Hourly rate: The time spent in performing the Services shall be determined solely on the basis of the number of hours actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave.

# 12. Reimbursable

- 12.1 Per Diem Allowance: The Consultant shall, when performing the Services away from the duty station, be entitled to per diem allowance in accordance with the agreed per diem rates.
- 12.2 Travel Costs: The Consultant shall, when performing the Services away from the duty station, be entitled to travel costs in accordance with the agreed travel costs.
- 12.3 Other Expenses: The Consultant shall, when performing the Services, be entitled to reimbursement of any other expenses as detailed in Annex B.
- For other reasonable reimbursable expenses not falling within the above three categories, but which may arise during performance of the Services, such expenses will only be reimbursed by the Client as it may at its sole discretion approve, subject to available of budget.





# 13. Payment Conditions

- 13.1 **Currency:** Payments shall be made in Bangladesh Taka by the end of each calendar month or within fifteen (15) calendar days of receipt of the Invoice as the case may be.
- 13.2 Advance Payment: The Consultant shall, if he/she so requests, be entitled to a total advance payment, as specified in Annex B, to cover his/her out-of-pocket expenses which are to be recovered in equal installments from monthly amounts due to him/her.

[For aid funded procurement Advance Payments may be applicable. However, for 100% GoB funded procurement Advance payments shall not be applicable unless otherwise specifically decided by The Government.]

- 13.3 Monthly Payments: The Consultant shall submit an Invoice for Remuneration and Reimbursable at the end of every month and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.
- 13.4 **Final Payment:** The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.
- 13.5 Suspension: The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform his/her obligations under this Contract.
- 13.6 **Refund of Excess Payment:** Any amount if paid to the Consultant in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Consultant within thirty (30) days of receipt of the claim from the Client, provided that such claim is lodged within three (3) months after the acceptance of the final report.

# **Obligations of the Consultant**

# 14. Medical Arrangement s

14.1 The Consultant shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.

### 15. Working Hours and Leave

- 15.1 The Consultant shall, when engaged directly with the Client, follow the normal Working Hours and Holidays of the Client, and entitlement to leave as per the Client's Rules.
- 15.2 The Consultant's remuneration shall be deemed to cover leave except otherwise specified in the Contract.
- 16. Performance Standard
- 16.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

# 17. Contract Administratio

17.1 Client's Representative

The Client's representative, as indicated in Annex A, shall be

responsible for the coordination of all activities under the Contract.

#### 17.2 Timesheets

The Consultant providing Services may be required to complete standard timesheets or any other document to identify the time spent, as requested by the Client's Representative.

# 18. Confidentialit y

18.1 The Consultant shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.

# 19. Consultant's Liabilities

- 19.1 The Consultant shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant.
- 19.2 The Consultant shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.

# 20. Consultant not to be Engaged in Certain Activities

20.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.

# Obligations of the Client

### 21. Services, Facilities and Property

21.1 The Client shall, free of any charge to the Consultant, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A.

# Termination and Settlement of Disputes

### 22. Termination

22.1 By the Client

The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant, such notice to be given after the occurrence of any event necessitating such termination.

#### 22.2 By the Consultant

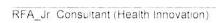
The Consultant may terminate the Contract, by not less than twenty-eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Consultant pursuant to the Contract.

#### 23. Dispute Resolution

#### 23.1 Amicable Settlement

The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

23.2 Arbitration





If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

Annex C: Consultant's Reporting Obligations



### **ANNEX A: Description of the Services**

[Give detailed descriptions of the Services including its (a) Background, (b) Objectives, (c) Detailed negotiated TOR providing a description of Services to be provided, (d) Work plan with dates for completion of various tasks, (e) Place of performance of different tasks, (f) Specific tasks to be approved by the Client; etc.).

[also ensure the following data is listed in this Annex in conformity with the Contract Agreement.

- 1. The name of the main location (Duty Station) at which the Services are to be provided. Also advise if any other travel will be necessary, and if so, to which expected locations will the Consultant be required to travel.
- Indicate the Contact Addresses for Notices and Requests as indicated in Clause 22.1 of the Contract Agreement.
  - (a) Address of the Client: (With phone number, Fax number & e-mail)
  - (b) Address of the Client: (With phone number, Fax number & e-mail)
- 3. Logistics and facilities to be provided to the Consultant by the Client are listed below:
  - Office space with furniture including file cabinet and electric connection;
  - Office Assistant(s)/Support staff;
  - Office equipment like computer, printer etc;
  - Facilities for production and binding of reports etc. shall be the responsibility of the Client in case of Time-based contract.
  - Any other facilities agreed by both Client & the Consultant.





## ANNEX B: Cost estimates of Services and Schedule of Rates

### (A) Remuneration

Name of Consultant	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [state monthly, daily or hourly] rate		Sub-Total (A)	

## (B) Reimbursable

Items of reimbursable	Unit	Qty	Rate(Taka	Total (Taka)
(a)	(b)	(c)	(d)	$(e) = (c) \times (d)$
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
Supporting documents and vouchers must be attached with the invoice		Sub-total (B) =		

CONTRACT CEILING (A) +(B)=	Total =



# ANNEX C: Consultant's Reporting Obligations (Sample Format)

SI. No.	Reports	Contents of Reports	Persons to Receive them	Date of Submission
1	Inception Report			
2	Interim Progress Report  (a) First Status Report  (b) Second Status Report			
3	Draft Report			
4	Final Report			





## Request for Expressions of Interest

This is the website format and as used for published advertisement. It is included in this document for information only]

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH					
1	Ministry/Division	< select >	V		
2	Agency	< select >	V		
3	Client Name	< type in name >			
4	Client Code	Not used at present			
5	Client District	< select >			
6	Expression of Interest for Selection of	< type in name >			
7	EOI Ref No	< type in name >			
8	Date	< select > V			
OF STREET STREET	INFORMATION				
The second second second second	DING INFORMATION		35		
10	Source of Funds	< select > V			
11	Development Partners (if applicable) TICULAR INFORMATION	< type in name >			
12		< use MOF code >			
12	Project / Programme Code (if applicable)	< use MOF code >			
13	Project / Programme Name (if	< use MOF name >			
10	applicable)	- use WOI Harrie >			
	applicable)	Date Time	H36		
14	EOI Closing Date and Time		V		
1	201 Globing Bate and Time	< type in name >			
INFO	RMATION FOR APPLICANT	type in hame	27		
16	Brief Description of Assignment	< type in details >	-		
17	Qualification and Experience	< type in details >			
18	Other Details (if applicable)	< type in details >			
CLIE	NT DETAILS		100		
21	Name of Official Inviting EOI	< type in name >			
22	Designation of Official Inviting EOI	< type in name >			
23	Address of Official Inviting EOI	< type in name >			
24	Contact details of Official Inviting EOI	, Tel. No. >   < Fax No. >   < e-mail >			
25	The Client reserves the right to reject all EOI's				

<sup>&</sup>lt; select > : these fields are "pop-up" fields and the Client will only have to select the correct name, address or date in order to complete the form.



<sup>&</sup>lt; type in name > : these fields are to be completed by typing in the relevant data.

This letter will be self-generated from the webpage Advertisement

1	
2	
5	

# Request for Expression of Interest For Selection of [ 6 ]

EOI Ref No: [ 7	]		Date: [	8 ]			
Bangladesh (GoB) towar	neen allocated public fund and the cost of the [ 13 ar the contract for the provi tional).	], and intends to appl	y part of t	he pro	ceeds	of thes	se
The services include [	16 ]						
The qualification and ex	perience required for the	assignment is as foll	ows: [	17	]		
provide information indic	nvites eligible Applicants to cating that they are qualifier the Application Forms)						
with the Public Procurem	ected using the selection nent Ruless 2007. It is expe ] and shall be completed o	ected that the services	s will be c	ommei			ce 20
standard Application Fo	are required to submit the rms which may be obtain le in the website:www	ned by the office of the					
	shall be submitted by [ 1 early marked "Request for						ed ].
[ 25 ]							
					[ [ [	21 22 23 24	]
					(2)		958



