



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

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

(Time Based)

Consultant (Finance)

Eol reference number: 56.83.0000.006.11.001.25. 139

Date: 16th February 2025



Table of Contents

Section 1. Information to the Applicants.....	4
A. General	4
1. Scope of assignment	4
2. Qualifications of the Applicant	4
3. Eligible Applicants	4
4. Corrupt, Fraudulent, Collusive or Coercive Practices	5
5. Conflict of Interest	5
B. Preparation, Submission & Modification or Substitution of Applications	6
6. Preparation of Application	6
7. Submission of Application	6
C. Evaluation of Applications	6
8. Evaluation of applications	6
9. Application Negotiations	7
D. Award of Contract	8
10. Award of Contract	8
11. Debriefing	8
12. Commencement of Services	8
Section 2. Terms of Reference	9
Section 3. Application Forms	15
Form 3A. Application Submission	16
Attachment:	16
Form 3B. Curriculum Vitae (CV) of the Applicant.....	17
Form 3C. Indicative Remuneration & Expenses	19
Section 4. Contract Forms	20
4.1 Contract Agreement (Time-based)	21
General	21
1. Services	21
2. Duration	21
3. Corrupt, Fraudulent, Collusive or Coercive Practices	21
4. Applicable Law	22
5. Governing Language	22
6. Modification of Contract	22
7. Ownership of Material	22
8. Relation between the Parties	22
9. Contractual Ethics	22
Payments to the Consultant.....	23
10. Ceiling Amount	23
11. Remuneration	23
12. Reimbursables	23
13. Payment Conditions	24
Obligations of the Consultant.....	24
14. Medical Arrangements	24
15. Working Hours and Leave	24
16. Performance Standard	24
17. Contract Administration	24
18. Confidentiality	25
19. Consultant's Liabilities	25



20. Consultant not to be Engaged in Certain Activities	25
Obligations of the Client.....	25
21. Services, Facilities and Property	25
Termination and Settlement of Disputes	25
22. Termination	25
23. Dispute Resolution.....	25
ANNEX A: Description of the Services	27
ANNEX B: Cost estimates of Services and Schedule of Rates	28
ANNEX C: Consultant's Reporting Obligations	29
Request for Expressions of Interest	30



Section 1. Information to the Applicants

A. General

1. Scope of assignment
 - 1.1 The Client has been allocated public fund for **Consultant (Finance)** 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



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 04th March 2025 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

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:



[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.
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.
- 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. |
| 12. Commencement of Services | 12.1 The applicant is expected to commence the assignment on <u>March/April 2025</u> at the location of Dhaka. The duration of the contract shall be 11 months (Subject to the validity of the project) from the date of commencement. |



Section 2. Terms of Reference

For Selection of Individual Consultant

Job #	N/A
Job Title	Consultant (Finance)
No of Positions	1
Location	Dhaka, Bangladesh
Appointment	Local Hire
Job Posted	TBA
Closing Date	TBA
Language	Bangla [Essential]; English [Essential]
Appointment Type	Time-Based. Duration: 11 months (Subject to the project duration and 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:

Aspire to Innovate (a2i) Programme supported by different donors including the Government of Bangladesh, UNDP, Gates Foundation and others. The funds received need to be managed and disbursed efficiently, effectively and in a timely manner to facilitate smooth implementation of the project. Budget analysis and planning also need to be performed to inform programmatic as well as organizational strategic resource allocation and decision making.

'Aspire to Innovate (a2i) Programme' is looking for a **Consultant (Finance)** who will ensure that the project's fund is managed and disbursed efficiently so that the project can deliver the targets and achieve its goals.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Ensure proper functioning of the organization's financial system
- Develop and submit annual budget plan and finance plan for the GoB fund.
- Effective and timely preparation and implementation of the year-end and monthly financial closure process.
- Oversees the preparation of key financial reconciliations, journal entries and implementing appropriate policies, systems, procedures and practices.
- Ensure effective and efficient utilization of financial resources



- Ensure smooth functioning of the data entry and database management of the accounting software
- Ensure compliance of financial processes and financial records with GoB and UNDP rules, regulations, policies and strategies
- Preparation and submission of all financial reports for respective stakeholders
- Provide necessary support in disbursement of GoB funds- Support to prepare annual work plan in line with TPP and Project Document.
- Provide active support to ensure goal setting and proper monitoring of the component activities by establishing KPIs.

Supervision and Performance Evaluation:

The **Consultant (Finance)** will be working with the Finance team of Aspire to Innovate Programme. A performance evaluation will be conducted by Project Authority, a2i. After the contract period and further continuation of the contract will depend upon the satisfactory performance and availability of funds.

Scope of work, Duties and Responsibilities:

- Develop and submit the annual budget and finance plan for the Government of Bangladesh (GoB) fund in coordination with stakeholders.
- Prepare, revise and update the Annual Work Plan (A WP) as needed, ensuring alignment with GoB and UNDP requirements.
- Oversee the effective and timely preparation of financial closure processes, including monthly and year-end closures.
- Prepare and submit quarterly, mid-year, and year-end financial reports, ensuring compliance with GoB, UNDP, and donor agency requirements.
- Ensure compliance with policies, systems, and procedures for financial operations, as well as the effective utilization of financial resources.
- Ensure proper disbursement and allocation of GoB funds, in line with the TPP (Technical Project Proposal) and Project Document.
- Provide necessary support in fund disbursement activities, including preparation of annual work plans and tracking of the Purchase Order (PO) process.
- Collaborate with the AG office for bill approvals related to the project, ensuring timely and accurate payments.
- Ensure smooth data entry and database management of the accounting software (IBASS++) according to approved ADP (Annual Development Programme).
- Receive and process PO entries in the accounting system and review payment requests.
- Prepare the Chart of Accounts for project funding and expenditure, and maintain compliance with government and UNDP policies.
- Provide accounting and administrative support to the project, ensuring the proper functioning of the financial delivery system.
- Ensure compliance of financial processes and records with GoB and UNDP regulations, policies, and strategies.
- Prepare and maintain financial records as per audit requirements and assist in preparing Statements of Expenditure (SoE) for audits.
- Represent a2i during audits and liaise with internal and external audit teams to ensure accurate reporting.
- Establish Key Performance Indicators (KPIs) for monitoring the financial performance of component activities and ensure effective goal setting for financial management.



- Ensure proper functioning of various funds and cash management systems.
- Monitor and ensure efficient utilization of financial resources, supporting the cost-recovery system to optimize operational efficiency.
- Implement risk management strategies for financial operations, ensuring the identification and mitigation of financial risks.
- Continuously assess and improve financial policies, procedures, and practices to enhance the efficiency and effectiveness of financial management systems.

Required Competencies:

Technical Competencies

Financial Systems Management

- Expertise in managing and optimizing financial systems to ensure seamless operations.
- Proficiency in the use of accounting software and database management, ensuring accurate and efficient data entry and management.
- Ability to troubleshoot and improve financial systems for better performance and reliability.

Budgeting and Financial Planning

- Strong skills in developing and submitting annual budgets and financial plans, especially related to GoB funding.
- Ability to create detailed financial forecasts, aligning them with project goals and government requirements.
- Experience in monitoring budget execution and making necessary adjustments for alignment with goals and plans.

Financial Closure and Reconciliation

- Competency in overseeing year-end and monthly financial closure processes.
- Expertise in preparing reconciliations and journal entries to ensure accurate financial records.
- Thorough understanding of financial closure protocols and ensuring timely financial reporting.

Policy and Procedure Development

- Knowledge of financial policies, systems, and procedures, with the ability to develop and implement improvements.
- Ability to ensure compliance with both GoB and UNDP financial regulations, policies, and procedures.
- Experience in identifying areas for financial policy improvement and streamlining financial processes.

Resource Utilization and Efficiency

- Skills in optimizing the utilization of financial resources to enhance operational efficiency.
- Ability to implement financial practices that ensure cost-effectiveness without compromising quality or compliance.

Reporting and Compliance



- Competence in preparing and submitting accurate financial reports to stakeholders, including GoB and UNDP.
- Strong understanding of financial compliance requirements, both for GoB and international organizations like UNDP.
- Experience in ensuring that financial records and processes align with legal and regulatory frameworks.

Support for Government Funds Disbursement

- Expertise in supporting the disbursement of GoB funds in line with approved work plans and project documents.
- Ability to collaborate with government stakeholders to ensure smooth financial transactions and disbursements.

Key Performance Indicators (KPIs) and Monitoring

- Ability to define and implement KPIs to monitor financial and component activities.
- Experience in setting financial performance goals and regularly tracking progress to ensure alignment with objectives.

Functional Competencies

Analytical and Problem-Solving Skills

- Strong ability to analyze complex financial data, identify issues, and develop practical solutions.
- Capability to anticipate financial challenges and proactively mitigate risks through strategic planning.

Attention to Detail and Accuracy

- Meticulous attention to detail in financial reconciliations, reporting, and budgetary tasks.
- Ensures high levels of accuracy in all financial processes and documentation, reducing the risk of errors.

Communication and Collaboration

- Excellent communication skills to explain complex financial information clearly to non-financial stakeholders.
- Ability to collaborate with various teams (GoB, UNDP, etc.) to ensure financial goals are met and understood across departments.

Time Management and Organization

- Strong organizational skills, with the ability to manage multiple financial processes simultaneously (e.g., budget planning, financial closure, reporting).
- Time management skills to meet deadlines for financial reporting, reconciliation, and disbursement.

Leadership and Teamwork

- Ability to work both independently and within a team, providing guidance and support where necessary.
- Leadership skills to manage financial processes, drive improvements, and mentor junior staff or team members.



Ethical Conduct and Accountability

- Commitment to ethical financial practices, ensuring integrity in all financial dealings.
- Accountability for financial decisions and actions, ensuring transparency in resource management.

Adaptability and Flexibility

- Capacity to adapt to changes in financial regulations or organizational requirements.
- Flexibility in responding to evolving project needs and adjusting financial plans accordingly

Deliverables and Timeframe:

The assignment will be for 11 months (Subject to the duration of the project). Completed task under each area and activity will be as follows:

Deliverables	Timeline
<ul style="list-style-type: none"> • Develop and submit the annual budget and finance plan for GoB funds, ensuring stakeholder coordination and submission before the start of the fiscal year. • Prepare the initial A WP in alignment with GoB and UNDP requirements and submit it within the designated timeline, with periodic updates as necessary. • Ensure the successful completion of monthly and year-end financial closure processes, including reconciliations and the preparation of financial statements, by set deadlines. • Prepare and submit comprehensive financial reports (quarterly, mid-year, and year-end) for GoB, UNDP, and donor agencies, meeting all regulatory and stakeholder requirements. • Oversee and manage the disbursement of GoB funds and ensure accurate tracking of Purchase Orders (POs) to guarantee timely financial delivery, in line with the TPP and Project Document. • Facilitate bill approval processes with the AG office and ensure that payments are processed accurately and within the required timelines. • Ensure smooth data entry and database management in the IBASS++ system, maintaining accuracy and adherence to the guidelines. • Prepare and maintain financial records and in compliance with audit requirements, and represent a2i during internal and external audits. • Develop and monitor KPIs for financial performance and resource utilization, ensuring proper tracking of financial activities and reporting of outcomes. • Implement a financial risk management plan and continuously assess and improve financial policies, procedures, and systems to enhance efficiency, mitigate risks, and ensure best practices. 	<p>11 Months (Subject to the duration of the project)</p>

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



Payment: The Consultant will be paid equal instalments on monthly basis upon completion of the above deliverables.

Requirements for Experience and Qualifications:

I. Academic Qualifications:

- Bachelor's degree or equivalent in Business Administration/Accounting/Finance/ Professional Accounting certificate.

II. Experience:

- At least 8 years of work experience in national/ international organizations with a Bachelor's degree.
- At least 6 years of experience working in public/ private sector with a Master's degree.
- At least 4 years of experience in dealing with Tax & VAT.
- Minimum 3 years' experience in financial reporting.
- Experience working in Government Integrated Financial Management Systems like IBAS++.



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:

[Name]

[Address of Client]

Dear Sirs:

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 [dd/mm/yy].

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:

Email:

Tel:

Attachment:



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</i> <i>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>[starting with present position list in reverse order every employment held and state the start and end dates of each employment]</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>		
	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 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 (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk) Including AIT & VAT

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 (<i>to be listed</i>)			
		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.
2. 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:
 - (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.



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 |
| 5. | 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;
- or
- 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
- or
- 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. Reimbursables
- 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**.
- 12.4 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 Arrangements
- 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 Administration
- 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. Confidentiality 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.*
2. *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) x (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)

Sl. 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 >	V	
6	Expression of Interest for Selection of	< type in name >		
7	EOI Ref No	< type in name >		
8	Date	< select >	V	
KEY INFORMATION				
FUNDING INFORMATION				
10	Source of Funds	< select >	V	
11	Development Partners (if applicable)	< type in name >		
PARTICULAR INFORMATION				
12	Project / Programme Code (if applicable)	< use MOF code >		
13	Project / Programme Name (if applicable)	< use MOF name >		
14	EOI Closing Date and Time	Date	Time	
		< select >	V	< select >
		< type in name >		V
INFORMATION FOR APPLICANT				
16	Brief Description of Assignment	< type in details >		
17	Qualification and Experience	< type in details >		
18	Other Details (if applicable)	< type in details >		
CLIENT DETAILS				
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			

< 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.

< 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
3
5

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

EOI Ref No: [7]

Date: [8]

The [3] has been allocated public funds from the Government of the Peoples Republic of Bangladesh (GoB) toward the cost of the [13], and intends to apply part of the proceeds of these funds to payments under the contract for the provision of consultancy services for the project by an individual consultant (national).

The services include [16]

The qualification and experience required for the assignment is as follows: [17]

The [3] now invites eligible Applicants to apply for the positions. . Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with other details as required as per the Application Forms)

A Consultant will be selected using the selection of individual consultant sub-method in accordance with the Public Procurement Rules 2007. It is expected that the services will be commenced on [20 (3)] at [20 (2)] and shall be completed on [20 (4)] at [21 (2)].

Interested consultants are required to submit their expressions of interest in accordance with the standard Application Forms which may be obtained by the office of the undersigned during normal office hours (or available in the website:www.....).

Expressions of Interest shall be submitted by [14(2)] on [14(1)], in sealed envelope delivered to [21], and be clearly marked "Request for Expressions of Interest for Selection of [6]".

[25]

[21]
[22]
[23]
[24]

