

Government of the People's Republic of Bangladesh
Statistics and Informatics Division
Bangladesh Bureau of Statistics
National Household Database (NHD) Project
Parishankhyan Bhaban (9th Floor, Block-1)
E-27/A, Agargaon, Dhaka-1207

Memo No. 52.031.011.100.01.448.2020-03

Date: 27/02/2022

Request for Expression of Interest (Re-REOI) for Individual Consultant

1	Ministry/Division	Statistics and Informatics Division
2	Agency	Bangladesh Bureau of Statistics
3	Name of Procuring Entity	Project Director, National Household Database (NHD) Project
4	Title of Service	Selection of Database Management Specialist (DMS) (National)
5	Procuring Entity District	Dhaka
6	Expression of Interest for Selection of	Individual Consultant (Time Based)
7	EOI Ref No	52.031.011.106.02.478.2021-1386
8	Date	27-02-2022
KEY INFORMATION		
9	Procurement Sub-Method	Selection of Individual Consultants (SIC)
FUNDING INFORMATION		
10	Budget and Source of Funds	Development, Aid Grant/Credit
11	Development Partners (if applicable)	IDA
PARTICULAR INFORMATION		
12	Project / Programme Code (if applicable)	1631-5013 (Credit No. 5281-BD & 6137-BD)
13	Project / Programme Name (if applicable)	National Household Database (NHD) Project
14	EOI Closing Date & Time	Date: 15 March 2022. Re-EOI shall be submitted in sealed envelope marked with "Expressipon of Interest for Database Management Specialist". Time: 03: 00 PM
INFORMATION FOR APPLICANT		
15	Brief Description of the Assignment	The DMS will be responsible for the overall database development and management activities of the project, develop and document an MIS development plan based on the project objectives, develop a concrete action plan to roll out the system taking into consideration of data entry strategy, data collection and training, plan the data migration mechanism from BBS to Department of Disaster Management (DDM) and other organizations, ministries, etc., closely work as a member of joint technical pool (BBS and DDM) to supervise and monitor the overall MIS development activities and progress, support storage and analysis of data collected during surveys using automated tools like Computer Assisted Personal Interviewing (CAPI) and Computer Assisted Telephone Interviewing (CAPI) techniques, identify training and capacity building needs for BBS staffs and relevant users at central and local levels to ensure long-term system sustainability.
16	Qualification and Experience	• Should have at least Bachelor degree in ICT/CSE/CST/EEE/ECE or related discipline (Master degree in relevant field preferred). • Advanced academic/professional qualifications in relevant field from recognized institutes will be added advantage. • Minimum 05 (five) years work experience in the related field in any government/semi-government/autonomous organization/reputed private sector enterprise. • Skills in programming in PHP, HTML and RDBMS as backend. • Sound understanding on data management, analysis and migration using MS Access, Oracle, VB, net framework, SPSS, Stata, open sources like MySql and other related software. • Experience in the area of design and implementation of MIS. • Strong communication skills in presenting, discussing and resolving difficult issues. • Excellent spoken and written skills in Bangla and English.
17	Other Details	Duration of the consultancy is initially for 9 (nine) months. Interested applicants may obtain the Terms of Reference (ToR) downloading from the website: www.sid.gov.bd or www.bbs.gov.bd .
18	Special Instructions	Applicants must submit their supporting documents in favor of relevant experience as mentioned as CV.
19	Name of the the Official Inviting EOI	Kazi Tofail Hossain
20	Designation of the Official Inviting EOI	Project Director (Additional Charge)
21	Address of the Official Inviting EOI	National Household Database (NHD) Project, Bangladesh Bureau of Statistics Parishankshyan Bhaban (9 th Floor, Block-1), E-27/A, Agargaon, Dhaka-1207
22	Contact details of the Official Inviting REOI	Phone: 02-55007001 E-mail: pd_bpd@yahoo.com
23	The Client reserves the right to accept or reject any/all Expression of Interests	

27.02.2022,
Kazi Tofail Hossain
Project Director (Additional Charge)

Government of the People's Republic of Bangladesh
National Household Database (NHD) Project
Bangladesh Bureau of Statistics (BBS)
Statistics and Informatics Division
Ministry of Planning
Parishankhyan Bhaban, E-27/A, Agargaon, Dhaka-1207, Bangladesh

**Terms of Reference
for
Individual Consultant: Database Management Specialist**

1. Introduction and Background

The National Household Database (NHD) Project has been being implemented by the Bangladesh Bureau of Statistics (BBS) since July 2013 through a collaborative arrangement of Government of the People's Republic of Bangladesh (GoB) and the World Bank (WB). Both technical and financial assistance are received from the World Bank in implementing the project. The NHD project has a provision for engagement of a Database Management Specialist (DMS) in the capacity of an Individual Consultant. The consultant would work closely with BBS and Department of Disaster Management (DDM) to provide MIS/IT related technical guidance and support to facilitate smooth implementation of MIS/IT aspects under NHD project. The project will end in December 2022.

2. Objective of the Assignment

The main objective of this assignment is to hire a qualified Database Management Specialist to closely work with NHD Project/BBS and provide necessary technical guidance and support in MIS/IT related aspects that will evolve during the MIS design, development and implementation phases.

3. Scope of Services

The DMS will work under the supervision of the Project Director and will be responsible for the overall database development and management activities of the project. Key responsibilities include, but are not limited to:

- Develop and document an MIS development plan based on the project objectives and taking consideration of existing IT system and infrastructure to address the MIS design issues and implementation challenges.
- Assist BBS in supervising and reviewing the tasks undertaken by the ICT service provider (such as MIS firm, data collection and processing firm, etc.) during crucial phases, that include system requirement phase, MIS design phase, implementation of the MIS, testing, training, data migration, operational acceptance testing to ensure that the system is well designed and in accordance with the original technical specification. The consultant shall coordinate with the MIS firm at every process of the MIS development life cycle to ensure that specific requirements are made.
- Take active participation in supervising and coordinating all related ICT service providers (MIS firm, hardware supplier, data collection and processing firm, etc.) to ensure that the tasks are being performed as expected, provide all technical inputs, comments and suggestions on all technical documentation submitted by the service providers (MIS firm, data collection and processing firm, etc.) and ensure that all deliverables are of highest quality and standard that meets the overall project objectives.
- Identify and document potential technical issues, challenges foreseen during the MIS development period with clear recommendation and time bound action plan to mitigate such potential challenges for the higher management to take an appropriate resolution measure. Take part as a member of the evaluation committees.

- Develop a concrete action plan to roll out the system taking into consideration of data entry strategy, data collection, training and take a lead in its implementation.
- Identify training and capacity building needs for BBS staffs and relevant users at central and local levels to ensure long-term system sustainability.
- Closely work as a member of joint technical pool (BBS and DDM) to supervise and monitor the overall MIS development activities and progress made and complement each other's expertise and skills as necessary.
- Actively participate in technical meetings/discussions with various line ministries, counterparts, donors including the World Bank review missions, coordinate and harmonize with concerned stakeholders (Election Commission, Ministry of Health) that are supporting the MIS development and enhancement.
- Work closely with BBS and DDM counterparts to perform the relevant tasks and duties as advised to facilitate the effective implementation of NHD project.
- Plan the data migration mechanism from BBS to DDM and other organizations, ministries, etc. as per requirement.
- Support storage and analysis of data collected during surveys using automated tools like Computer Assisted Personal Interviewing (CAPI) and Computer Assisted Telephone Interviewing (CATI) techniques.
- Plan and specify mechanisms as how the data from surveys can be amalgamated and synched with the poverty database to obtain effective analysis results.
- Any other task assigned by the Project Director.

4. Duration

Initially the duration of the consultancy services would be for 09 (Nine) months, which could be extended based on performance.

5. Institutional Arrangement

The Consultant will work under direct control of the Project Director. He will report directly to the Project Director with close collaboration with other officials and consultants of the project. He will be accountable to the Project Director for his day to day activities.

6. Reporting Obligations

The Consultant shall provide inputs for internal use as well as for other purpose and submit all kinds of reports related to his assignments as and when required by the Project Director and include the followings:

- Assignment related reports for internal use.
- Periodic (monthly, quarterly, annual & other) reports of Statistics & Informatics Division.
- Periodic (monthly, quarterly, annual & other) reports for Prime Minister's Office, Cabinet Division, ERD, IMED, Planning Commission, Planning Division, Finance Division and other Government Organizations as and when necessary.
- Relevant reports for the World Bank as and when necessary.
- Any other reports as and when necessary.

7. Qualifications and Experience

- The Database Management Specialist's qualification will be at least Bachelor degree in

- Advanced academic/professional qualifications in relevant field from recognized institutes will be added advantage.
- Minimum 05 (five) year's work experience in the related field in any government/semi-government/autonomous organization/reputed private sector enterprise.
- Skills in programming in PHP, HTML and RDBMS as backend.
- Sound understanding on data management, analysis and migration using MS Access, Oracle, VB, net framework, SPSS, Stata, open sources like MySql and other related software.
- Experience in the area of design and implementation of MIS.
- Strong communication skills in presenting, discussing and resolving difficult issues.
- Excellent spoken and written skills in Bangla and English.

8. Selection Method

Selection of the DMS will follow the procedures for selecting Individual Consultants described in the World Bank's Procurement Regulation for IPF Borrowers, July 2016.



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গণপ্রজাতন্ত্রী বাংলাদেশ সরকার



Kazi Tofail Hossain
(Deputy Secretary)
Project Director (Additional Charge)
National Household Database Project
Bangladesh Bureau of Statistics (BBS)
Ministry of Planning, Dhaka

