



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

Digital Entrepreneurship and Innovation Eco-System Development Project (DEIEDP)
Bangladesh Hi-Tech Park Authority (BHTPA)
Information & Communication Technology Division
Ministry of Post, Telecommunication, and Information Technology

**Standard Request for Application (SRFA) of
Selection of Individual Consultant (National)
for
Innovation and Commercialization Specialist
[Package No: DEIEDP-BHTPA-S-14-3]**

(Time based Contract)

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Digital Entrepreneurship and Innovation Eco-System Development Project (DEIEDP)
Bangladesh Hi-Tech Park Authority (BHTPA)
Information & Communication Technology Division
Ministry of Post, Telecommunication, and Information Technology
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Guidance Notes on the use of the Standard Request for Application (SRFA) for Selection of Individual Consultants (National)

These guidance notes have been prepared by the BPPA to assist a Procuring Entity (The Client) in the preparation, using the Standard Request for Application (SRFA), for procurement of Individual Consultants (National). The Client should also refer to the Public Procurement Act 2006 (Act No 24 of 2006), and the Public Procurement Rules 2025, issued to supplement the Act available on BPPA's website: www.bppa.gov.bd/. All concerned are advised to refer to the aforementioned Act and Rules while participating in any selection process of Consultants.

Individual Consultants shall be employed in accordance with Section 38 of the Public Procurement Act 2006 and Rule 133 of the Public Procurement Rules 2025 for assignments for which the qualifications and experience of the individual are the overriding requirements and no team of staff and no additional professional support are required.

This document shall be used when a Procuring Entity (the Client) wishes to select an Individual Consultant (National) for assignments for which the qualifications and experience of the individual are the overriding requirement, for which remuneration is being determined on the basis of the time actually spent by the Consultant in carrying out the services.

Time-based Contracts are recommended when the Scope of the Services cannot be established with sufficient precision, or the duration and quantity of Services depends on variables that are beyond the control of the Consultant, or the output required of the consultants is difficult to assess.

Consultant's remuneration is based on (i) agreed unit rates for the Consultant multiplied by the actual time spent by him/her in executing the assignment, and (ii) reimbursable expenses using actual expenses and/or agreed unit prices. This type of Contract requires the Client to closely supervise consultants and to be involved in the daily execution of the assignment.

SRFA (PS4) has been designed to suit the particular needs of procurement within Bangladesh, and has four (4) Sections, of which **Section 1: Information to the Applicants and the Contract Agreement in Section 4 must not be altered or modified under any circumstances.**

The Client addresses its specific needs through the **Section 2: Terms of Reference (TOR)**. The way in which an Applicant expresses his/her interest is by completion and submission of the Application Forms in **Section 3**.

Guidance notes in brackets and italics are provided for both the Client and the Applicants and as such the Client should carefully decide what notes need to remain and what other guidance notes might be required to assist the Applicant in preparing its Application submission; so as to minimize the inept Selection process.

SRFA (PS4), when properly completed will provide all the information that an Individual Consultant (National) needs in order to prepare and submit an Application. This should provide a sound basis on which the Client can fairly, transparently and accurately carry out an evaluation process on the application submitted by the Individual Consultant.

SRFA(PS4) duly tailored may also be used for the purpose of Single Source Selection Method. The following briefly describes the Section of SRFA (PS4) and how a Client should use these when preparing a particular request for Applications.



Section 1: Information to the Applicants

This Section provides relevant information to help Consultants prepare their Applications. Information is also provided for submission, opening, and evaluation of Applications and on the award of Contract.

This Section also contains the criteria for selection of suitable Applicant.
The text of the clauses in this section shall not be modified.

Section 2. Terms of Reference

This section defines clearly the Objectives, Goals, and Scope of the assignment, and provides background information (including a list of existing relevant studies and basic data) to enable the Individual Consultant to clearly understand the assignment. This section lists the Services and surveys that may be necessary to carry out the assignment and the expected outputs (for example, reports, data, maps, surveys); it also clearly defines the Client's and Consultants' respective responsibilities.

Section 3. Application Forms

This section provides the standard format that permits the requested information to be presented in a clear, precise and readily available manner and allows the Client to readily understand and evaluate Applications in accordance with the pre-disclosed criteria. The completed forms will indicate details of the Applicant's qualifications and experience best suited to the specific assignment.

Section 4. Contract Agreement Forms

The Form of Contract Agreement which, once completed and signed by the Client and the Consultant clearly defines the Client's and Consultants' respective responsibilities. The Annexes to the formal Contract include a Description of the Services, the Reporting Schedule and Cost estimates of Services.



Table of Contents

Section 1. Information to the Applicants	5
A. General.....	5
1. Scope of assignment.....	5
2. Qualifications of the Applicant	5
3. Eligible Applicants.....	5
4. Corrupt, Fraudulent, Collusive, Coercive or Obstructive Practices.....	6
5. Conflict of Interest	6
B. Preparation, Submission & Modification or Substitution of Applications	6
6. Preparation of Application	6
7. Submission of Application	7
C. Evaluation of Applications.....	7
8. Evaluation of applications	7
9. Application Negotiations.....	8
D. Award of Contract.....	9
10. Award of Contract	9
11. Debriefing	9
12. Commencement of Services	9
Section 2. Terms of Reference.....	10
Section 3. Application Forms.....	15
Form 3A. Application Submission	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, Coercive or Obstructive 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	23
9. Contractual Ethics	23
Payments to the Consultant.....	23
10. Ceiling Amount or Contract Price	23
11. Remuneration	23
12. Reimbursables	24
13. Payment Conditions	24
Obligations of the Consultant.....	24
14. Medical Arrangements	24
15. Performance Standard	24
16. Contract Administration	25
17. Confidentiality.....	25



18. Consultant's Liabilities.....	25
19. Consultant not to be Engaged in Certain Activities.....	25
Obligations of the Client.....	25
20. Services, Facilities and Property	25
Termination and Settlement of Disputes.....	25
21. Termination.....	25
22. Dispute Resolution.....	26
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(Name of the Project....) 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 133 (9) of the Public Procurement Rules, 2025.
 - 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, coercive or obstructive 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, Coercive or Obstructive 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, coercive or obstructive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4.**
- 4.3 Should any corrupt, fraudulent, collusive, coercive or obstructive 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, coercive or obstructive 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) interests 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 71 of the Public Procurement Rules 2025, 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 Form:

(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-135(5) of the Public Procurement Rules 2025, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement. The application can be submitted through electronic mails as well.
- 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 *[insert date]* up to *[insert time]* 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 allocate the Points for specific cases]

Criteria	Points
• Educational Qualification	<i>[15 - 20 points]</i>
• Relevant past work experiences and their adequacy for the proposed assignment	<i>[50 - 60 points]</i>



• Relevant Professional Accreditation	[0 - 10 points]
• Suitability considering other skills (such as training, computer skills, proficiency in English and Bengali languages and others).	[10 - 20 points]
Total points:	100 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] 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 136 of the Public Procurement Rules 2025, 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.
- 9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 144 of the Public Procurement Rules, 2025 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

9. Application Negotiations



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 May 2026 at Dhaka. The duration of the contract shall be 21 months (approximately) from the date of commencement.



Section 2. Terms of Reference

Project Background:

The World Bank Board has approved USD 500.00 million for Government of The People's Republic of Bangladesh in a project titled 'Private Investment and Digital Entrepreneurship (PRIDE)' to be implemented during January, 2021 to December, 2025. The execution of the project is vested upon two Project Implementing Entities (PIEs)—Bangladesh Economic Zones Authority (BEZA) and Bangladesh Hi-Tech Park Authority (BIITPA). Economic Relations Division (ERD) has been given the responsibilities to play coordinating role to ensure smooth operation of the project. Among others, Central Coordination Unit (CCU) of ERD will act as the single point delivery mechanism of progress reports, results framework reports and other fiduciary requirements to World Bank, as well as monitoring fund flows and utilization, DLIs verification and project activity monitoring for quality control support. Hence, a project titled 'Central Coordination Unit of PRIDE (CCU-PRIDE)' has been undertaken at ERD, Ministry of Finance (MOF) financed fully by Project Aid.

The project PRIDE is built upon the foundation laid by Private Sector Development Support Project (PSDSP) that will strengthen capacity to start delivering by BEZA and BIITPA on their mandates and help generate positive outcomes. The Project Development Objectives (PDOs) of PRIDE are to promote private investment, job creation and environmental sustainability in participating economic zones and software technology parks in Bangladesh. The PRIDE project has four components:

- Creating an Enabling Environment for Private Investment and Sustainability
- Developing a Greener and Climate Resilient National Special Economic Zone (NSEZ)
- Creating a Dynamic Private Market for Serviced Industrial Land
- Strengthening the Digital Entrepreneurship and Innovation Ecosystem

The PRIDE project will use a new lending instrument of the World Bank and the project/fund will be disbursed against the achievement of the five Disbursement Linked Indicators (DLIs). The CCU-PRIDE, ERD is responsible for overall coordination and ensures timely reporting to the World Bank on project Financial Management issues, Results Framework and DLIs. A third party independent verification firm (International) will be engaged by CCU-PRIDE to verify the activities of the PIEs on the basis of DLIs and the terms and conditions of the contract and the firm will report to PIEs, CCU-PRIDE, ERD for onward submission of reports to World Bank.

Component Background

The information technology services (ITS) and information technology-enabled services (ITeS) sector has grown rapidly in Bangladesh. The demand for the digital delivery of services—from telemedicine to e-payments—which has been accelerated by the pandemic offer new business opportunities. Nearly 300,000 Bangladeshi professionals code software, design software applications and serve clients at home and abroad through peer-to-peer digital marketplaces compared to less than 10,000 five years ago. There is an increasing demand for facilities offering connectivity, funding, market access, and physical and virtual



workspaces for digital entrepreneurs. Estimates suggest that four out of five ITS and ITeS businesses operate from non-commercial or residential areas. The sector has the potential to create a lot of jobs for educated women. The share of female employees varies across STPs with an average of 33 percent. STPs provide a unique opportunity to promote female employment and entrepreneurship in the ITS and ITeS sector, which is generally lower than in some other sectors.

The BIITPA, under the Strengthening the Digital Entrepreneurship and Innovation Ecosystem' component is planning to establish incubation centers within the network of Software Technology Parks (STPs) and select technical universities to strengthen the entrepreneurship ecosystem and encourage digital entrepreneurship. It will create the country's largest agglomeration of ITS and ITeS SMEs in Dhaka's Vision-2021 Tower STP; and promote digital entrepreneurship more broadly among young professionals and women. Digital entrepreneurship will be supported at three levels. First, it will establish modern and professional start-up and scale-up facilities and services in STPs licensed by the BIITPA. Second, it will pilot entrepreneurship and innovation hubs in some leading universities. This will also offer accredited and rapid training programs to budding entrepreneurs and managers in the ITS and ITeS field. Third, it will offer a media-based challenge program with prizes to help change attitudes and attract more youth, women and young professionals to consider becoming entrepreneurs. The goals are to create entrepreneurship hubs, to increase market entry and growth rates of digital startups and SMEs, and to create a gender-inclusive culture.

The scope of Services:

The implementing agency, Bangladesh Hi-Tech Park Authority intends to apply part of the proceeds to hire a qualified Individual Consultant to provide Consultancy Support as an Innovation & Commercialization Specialist and work under the overall guidance of the BIITPA.

The Major responsibilities for the Innovation & Commercialization Specialist (ICS) (National) include but are not limited to:

- Design and Draft the strategy and key initiatives targeted to promote innovation culture nationally and support global linkages through the Digital Entrepreneurship and Innovation Ecosystem Development Project.
- Supervise and prepare Strategic Planning of the Innovation Challenge program and monitor the implementation program according to the directions by the Project Authorities.
- Compile/Prepare curriculums and methodologies for the relevant Facilitation/ Training/ Mentoring Programs taken by, under or through Digital Entrepreneurship and Innovation Ecosystem Development Project alongside with monitoring and evaluation of the activities carried out by stakeholders such as partner universities and the Implementing Firms who are supporting the project.





- Ensure sufficient coordination among stakeholders responsible for Mentoring, Networking and other Facilitation support to the Startups under the Digital Entrepreneurship and Innovation Ecosystem Development Project.
- Ensure efficient communication and networking among key stakeholders in order to strengthen connectivity of and collaboration with the National and International Innovation Ecosystem and all of its existing or potential players.
- Design, Develop and Implement Various types of Research Works, Survey, Interview, Data Collection, Information analysis, etc. required for detailed mapping of the National Innovation Ecosystem and ensure the activation through the Digital Entrepreneurship and Innovation Ecosystem Development Project.
- Maintain Collaborative Support alongside Facilitating the Operational Model and Activities of the “Digital Entrepreneurship and Innovation IHub” established by the project throughout the country in all the activities relevant to the Initiatives taken by, under or through the Digital Entrepreneurship and Innovation Ecosystem Development Project or the Universities.
- Prepare a framework for the Entrepreneurial Supply chain including Idea Validation, Startup Evaluation and Selection Process for various facilitation initiatives taken by, under or through the Digital Entrepreneurship and Innovation Ecosystem Development Project.
- Prepare the designs and strategic framework for the overall facilitation system of University Students in order to create and mobilize more new startups into the National Innovation Ecosystem.
- Provide inputs support various Project Promotional and Branding activities, including inspiring and engaging youth entrepreneurs to opportunities provided by the Digital Entrepreneurship and Innovation Ecosystem Development Project.
- Generate Innovation features to increase the productivity and efficiency of the overall Innovation Ecosystem as well as increase organizational capacity development and effectiveness of all the Initiatives taken by, under or through the Digital Entrepreneurship and Innovation Ecosystem Development Project.
- Ensure all activities have dedicated programs to support women to increase the share and improve the success rate of women-owned digital enterprises in Bangladesh.
- Undertake any other duties as may be reasonably assigned by the Project Authority.



Qualifications & Experience:

A. Academic:

- A Minimum Master's degree in related discipline.

B. Experience:

- Candidates must have minimum 5 years of working experience with direct involvement of working for or under the Government, Industry and Academia, including strategy, consulting and/or program management roles.
- Candidates must have significant experience of founding/cofounding/leading/working in a lead role in digital entrepreneurship ventures (c.g., startups) or ecosystem support intermediaries (c.g., start-up incubators or accelerators) .
- Candidates must have experience of innovation or start-up programs that involve global or international platforms.
- Candidates must have experience of Training, Mentoring, Facilitating, Evaluation or any other guidance type support provided to University Students, Youth, Entrepreneurs, Startups, etc. in nationally renowned platforms.
- Candidates must have strong networking capability among the National Innovation Ecosystem especially University Students and Teachers with previous stakeholder experience with multiple existing players of the Current Ecosystem.
- Candidates must have good theoretical and practical competency over following,
 - Disruptive & Sustainable Innovation
 - Startup Ecosystems and Entrepreneurial Supply Chain
 - Early stage capital (angel investing, VC, etc.)
 - Critical Thinking & Problem Solving
 - Startup Methodologies (Lean, CDM, Sprint, Bootstrapping, Sandboxing, etc.)
 - Analytical Skills (Both Cognitive and In cognitive)
 - NPD Frameworks for Commercialization
 - Digital Entrepreneurship, including commercialization and IP protection
 - Leadership and Organizational Management
 - Coordination and Collaboration
 - Public Speaking
 - Research and Reports



- Candidates with relevant entrepreneurship research in a leading and reputable institution (globally or regionally) is preferred. For example, research papers published with in journals recognized by ISSN based on Innovation Ecosystem, Digital Entrepreneurship, Startup Incubation or other relevant fields.
- Working experience in similar position/Sector with GOB fund/Foreign funded projects would be beneficial.
- Fluency in both written and spoken English and Bangla.
- Excellent ICT & computer skills.
- Strong administrative and analytical skills.

Duration of employment and Place of Work:

- For the duration: 21 months (extendable based on performance or the duration of the project.)
- Head office located at BHTPA, Dhaka and periodical on-site visits to Ili-Tech Parks and Software Technology Parks located across Bangladesh.

Reporting Arrangements

The consultant will report (Soft Copy and Hard Copy with signed) directly to the CCU and the ICTD/BHTPA as well as being available to coordinate closely with the WB team.



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 do not have any conflicts of interest connecting to the proposed assignment in accordance with Clause 5 of Section 1 of the RFA.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive, coercive or obstructive practices in accordance with Clause 4 of Section 1 of the RFA.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1 of Section 1 of the RFA.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

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	<p><i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i></p> <p><i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i></p> <p><i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i></p>			
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>		
	EMPLOYER 2	FROM:	TO:		
	EMPLOYER 3	FROM:	TO:		



EMPLOYER 4 (etc)	FROM:	TO:
11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>	
12 COMPUTER SKILL		

CERTIFICATION
[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			



Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1**.

(1) Remuneration

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

Note: A month consists of 30 calendar days.

(2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (<i>to be listed</i>)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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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, Coercive or Obstructive Practices
 - 3.1 The Government requires that Client, as well as the Consultant, 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, coercive or obstructive practices, for the purposes of this provision, in the **Sub-Clause 3.5**
 - 3.3 Should any corrupt, fraudulent, collusive, coercive or obstructive practices of any kind come to the knowledge of the Client, it shall, in the first place, allow the Consultant 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 Consultant had been or has been, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a Contract under public funds., the Client shall:
 - (a) exclude the Consultant from performance of the Contract revoking the award of contract; and
 - (b) declare the Consultant ineligible 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 or promising to offer, directly or indirectly, any bribe, employment, valuable item or service, or financial benefit to any officer or employee of the Procuring Entity or of any other public or private authority, with the intent to influence any act, decision, or procedure of the Procuring Entity in the course of the procurement process or contract execution, or the acceptance or solicitation of such by any officer or employee of the Procuring Entity. It shall also include any involvement of the Procuring Entity or any of its employees in corrupt, fraudulent, collusive, coercive, or obstructive practices as mentioned in these Rules;

“Fraudulent practice” means any act of providing false statements, dishonestly concealing information, or omitting or misrepresenting or distorting facts by any person to influence a decision in the procurement process or contract execution;

“Collusive practice” means a scheme or arrangement between two (2) or more Persons, knowingly or unknowingly involving the Procuring Entity or any of its employees, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying the Procuring Entity the benefits of competitive price arising from genuine and open competition;

“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.

“Obstructive practice” means deliberately destroying, falsifying, altering, or concealing evidence related to a procurement-related investigation, or providing false statements to an investigator so as to impede the investigation of allegations of corrupt, fraudulent, collusive, coercive, or obstructive practices; or intimidating, harassing, or threatening an investigator so as to discourage the disclosure of information or prevent the investigator from carrying out their duties, or directly or indirectly obstructing any action undertaken by the Bangladesh Public Procurement Authority (BPPA) in discharging its responsibilities assigned under the *Bangladesh Public Procurement Authority Act, 2023*.

- | | |
|-----------------------------|---|
| 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 or Contract Price 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.
- 13.2 **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.
- 13.3 **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.
- 13.4 **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.
- 13.5 **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
- 13.1 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. Performance Standard
- 14.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.



16. Contract Administration

15.1 **Client's Representative:** The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.

15.2 **Reports:** During the course of the assignment, the Consultant shall submit to the Procuring Entity reports as listed in Annex C, which shall be type-written or computer composed, and will constitute the basis for the payments to be made under Clause 12.

17. Confidentiality

16.1 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.

18. Consultant's Liabilities

17.1 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.

17.2 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.

19. Consultant not to be Engaged in Certain Activities

18.1 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

20. Services, Facilities and Property

19.1 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

21. Termination

20.1 **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.

20.2 **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 perform any payment related obligations towards the Consultant pursuant to the Contract.



22. Dispute Resolution

21.1 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.

21.2 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 =
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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				
9	Method of Selection		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	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> </tr> <tr> <td>< select ></td> <td>< select ></td> </tr> </table>	Date	Time	< select >	< select >	V
Date	Time						
< select >	< 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							
19	Name of Official Inviting EOI	< type in name >					
20	Designation of Official Inviting EOI	< type in name >					
21	Address of Official Inviting EOI	< type in name >					
22	Contact details of Official Inviting EOI	, Tel. No. >	< Fax No. > < e-mail >				
23	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 selfgenerated from the webpage Advertisement

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**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 2025. It is expected that the services will be commenced on [*please mention probable date*] for a period of [*please mention days/months/years*].

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]".

[19]
[20]
[21]
]

