



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

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

**Civil Engineer**

(Time-Based)

Department of Environment  
Paribesh Bhaban, Agargaon, Sher-e-Bangla Nagor, Dhaka-1207  
Ministry of Environment, Forests & Climate Change

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**February 2026**

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## **Guidance Notes on the Use of the Standard Request for Application for Selection of Individual Consultants (National)**

These guidance notes have been prepared by the CPTU to assist a 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 CPTU's website: [www.cptu.gov.bd/](http://www.cptu.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 112 & Rule 104(d) of the Public Procurement Rule 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 requirements**, 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.

RFA 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.

RFA, 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.

RFA duly tailored may also be used for the purpose of Single Source Selection Method.

The following briefly describes the Section of RFA and how a Client should use these when preparing a particular request for Applications.

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## **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.

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# Table of Contents

<b>Section 1. Information to the Applicants</b> .....	<b>5</b>
<b>A. General</b> .....	<b>5</b>
1. Scope of assignment .....	5
2. Qualifications of the Applicant .....	5
3. Eligible Applicants.....	5
4. Corrupt, Fraudulent, Collusive or Coercive Practices.....	6
5. Conflict of Interest.....	6
<b>B. Preparation, Submission &amp; Modification or Substitution of Applications</b> .....	<b>7</b>
6. Preparation of Application.....	7
7. Submission of Application.....	7
<b>C. Evaluation of Applications</b> .....	<b>7</b>
8. Evaluation of applications .....	7
9. Application Negotiations .....	8
<b>D. Award of Contract</b> .....	<b>9</b>
10. Award of Contract .....	9
11. Debriefing.....	9
12. Commencement of Services.....	9
<b>Section 2. Terms of Reference</b> .....	<b>10</b>
<b>Section 3. Application Forms</b> .....	<b>15</b>
Form 3A. Application Submission .....	16
Form 3B. Curriculum Vitae (CV) of the Applicant.....	17
Form 3C. Indicative Remuneration & Expenses .....	19
<b>Section 4. Contract Forms</b> .....	<b>20</b>
<b>4.1 Contract Agreement (Time-based)</b> .....	<b>21</b>
<b>General</b> .....	<b>21</b>
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
<b>Payments to the Consultant</b> .....	<b>23</b>
10. Ceiling Amount.....	23
11. Remuneration .....	23
12. Reimbursables .....	23
13. Payment Conditions.....	23
<b>Obligations of the Consultant</b> .....	<b>24</b>
14. Medical Arrangements.....	24
15. Working Hours and Leave .....	24
16. Performance Standard.....	24
17. Contract Administration.....	24
18. Confidentiality .....	24
19. Consultant's Liabilities .....	24
20. Consultant not to be Engaged in Certain Activities .....	24
<b>Obligations of the Client</b> .....	<b>25</b>

MH

21. Services, Facilities and Property .....	25
<b>Termination and Settlement of Disputes .....</b>	<b>25</b>
22. Termination .....	25
23. Dispute Resolution .....	25
<b>ANNEX A: Description of the Services .....</b>	<b>27</b>
<b>ANNEX B: Cost Estimates of Services and Schedule of Rates.....</b>	<b>28</b>
<b>ANNEX C: Consultant's Reporting Obligations .....</b>	<b>29</b>
<b>Request for Expressions of Interest .....</b>	<b>30</b>

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# Section 1. Information to the Applicants

## A. General

1. Scope of assignment
  - 1.1 The Client has been allocated Public Fund for "Adaptation Initiative for Climate Vulnerable Offshore Small Islands and Riverine Charland in Bangladesh" 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 112 (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 or coercive practices in accordance with Sub-Clause 4.2.
  - 3.8 The Applicant shall not have a conflict of interest pursuant to the Clause 5

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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) 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 55 of the Public Procurement Rule 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.

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## 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
- 6.2 The Remuneration is **purely indicative** and is subject to negotiations and agreement with the Client prior to the 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 the Application is 02 March 2026, up to 02:00 PM. 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:

Criteria	Points
• Educational Qualification	<i>20 points</i>

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• 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
<b>Total points:</b>	<b>90 points</b>

- 8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points 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 114 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. 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, 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 finalise the "Terms of Reference", work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services"

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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.<br><br>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 1 April 2026 at the <b>location Charfesson Upazila in Bhola district</b> . The duration of the contract shall be 18 months from the date of commencement.  |

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## Section 2. Terms of Reference

### Position Information:

Job Title	Civil Engineer (Position 1)
Project Name	Adaptation Initiative for Climate Vulnerable Offshore Small Islands and Riverine Charland in Bangladesh
Duty Station	Charfesson Upazila of Bhola District
Appointment	Local Hire
Job Posted	5 February 2026
Closing Date	2 March 2026
Language Requirements	Bangla [Essential]; English [Essential]
Appointment Type	Duration 18 months, starting from 1 April 2026 to 30 September 2027.

### 1. Project Background

"Adaptation Initiative for Climate Vulnerable Offshore Small Islands and Riverine Charland in Bangladesh" is a project implemented by the Department of Environment (DoE) under the Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh. It's a five-year project that started in January 2023 and is financed by the Adaptation Fund. The project's main objective is to enhance the climate resilience of vulnerable communities who live on coastal islands and riverine chars in Bangladesh.

Small islands and Charlands (riverine island) communities face a particularly high level of exposure to natural disasters due to higher levels of poverty, remoteness, and limited access to the mainland, limited access to basic services such as water, sanitation and health, limited transportation services, and reliance on agriculture for livelihoods, migration, and climate-induced displacement, inadequate social safety net, etc. The impacts disproportionately affect the poor and are especially severe for women and children. In response to the challenges, the project will enhance the resilience of small island communities by constructing around 300 climate-resilient houses, 10 Cluster houses (four small houses under each Cluster, and the Cluster house will also be used as a mini-shelter during any disaster), 2 Adaptation Learning Centers and repair and strengthening 24 Kilometer of river embankment. All this infrastructure will be established in the Mujibnagar Union under Charfesson Upazila of Bhola District and the Lakkhitari Union under Gangachara Upazila of Rangpur District. The Local Government Engineering Department (LGED) will implement all building construction work and the Bangladesh Water Development Board (BWDB) will implement the embankment repair and strengthening work in the field. Hence, the project wants to onboard a Civil Engineer as a National Consultant to supervise and monitor the quality of construction work and train local construction workers on cyclone- and flood-resilient construction techniques.

### 2. Objectives of the Assignment

The broader objective of the consultancy is to support and control the quality of all civil construction works of the project e.g., construction of climate-resilient houses, cluster houses and adaptation learning centers, repair and strengthening river embankments, etc. Specific objectives of this consultancy are to supervise ongoing civil construction works of the Project to ensure the quality of works and develop training modules to train local construction workers on cyclone- and flood-resilient construction techniques.

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### 3. Scope of Work

To enhance the climate resilience of households and communities through housing and infrastructure that is resilient to cyclones and floods, the project will build 300 climate-resilient houses for the poor communities, construct 10 Cluster houses and 2 Adaptation Learning Centers, repair and strengthen 24 km of embankment in the Mujibnagar Union under Charfesson Upazila of Bhola District and Lakkhitari Union under Gangachara Upazila of Rangpur District. The project wants to hire a Civil Engineer as a "National Consultant" to supervise the mentioned ongoing construction works of the Project to ensure the quality of work and develop a training module for local construction workers on cyclone- and flood-resilient construction techniques. The Consultant will provide technical support and inputs to operationalize the initiatives for extremely poor households and report to the Project Manager on the progress. The Consultant (Civil Engineer) should follow the scope of work mentioned below:

- The designated duty station for the Civil Engineer will be Charfesson Upazila in Bhola District. However, the Civil Engineer will also be responsible for supervising ongoing house construction and embankment repair activities in Gangachara Upazila of Rangpur District and is expected to conduct a five-day field mission at Gangachara Upazila each month.
- Maintain close coordination with the Project Management Unit (PMU), DoE, LGED, BWDB, Construction firms and local-level stakeholders.
- Discuss with local government entities to select locations and build cluster houses and climate-resilient houses for the poor communities.
- Ensure all environmental parameters to make the infrastructure climate-resilient and environment-friendly using the local resources as much as possible.
- Consider women's and disabled people's priorities and insights and their climate adaptation issues.
- Assess locations for Cluster houses and Adaptation Learning Centers, assess the feasibility, and hear from communities. Assess the suitability of potential sites based on basic technical and environmental factors, e.g., the possibility of river erosion, vulnerability to cyclone, flood, wind, and storm surge level, etc., for cluster houses and the Learning Center.
- Intensively supervise the construction work of 300 climate-resilient houses, 10 Cluster houses, and 2 Adaptation Learning Centers, repair and strengthening works of 24 km embankment and monitor the quality of these civil construction works.
- Overseeing building work, quality control of construction materials, performing or overseeing surveying operations to establish building locations, site layouts, reference points, grades, and elevations to guide construction. Provide technical oversight into the design and quality assurance of housing construction for the poor.
- Checking technical designs and drawings to ensure that they are followed correctly.
- Manage the housing construction process through coordinating the partnerships and leading the implementation process with LGED and relevant parties, including the PMU.
- Supervising contracted firms, monitoring and inspecting work undertaken by contractors.
- Ensuring project packages meet agreed specifications, budgets and/or timescales.
- Providing technical advice and solving problems on-site as per the guidance of the Project Manager and Project Director. Preparing site reports and filling in other paperwork.
- Ensuring that health and safety and sustainability policies and legislation are adhered to. Address key risks, assumptions, and mitigation measures in the climate change negotiation process.
- Develop module and facilitate 15 batch training sessions for local construction workers on cyclone- and flood-resilient construction techniques.
- Support other tasks, as agreed with the project management. Work under the supervision and guidance of the Project Manager.
- Provides high-quality technical inputs through guidelines, recommendations and well-designed steps for implementing civil infrastructure and cross-cutting activities.

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#### 4. Deliverables

The Civil Engineer will deliver:

Deliverable	Timeline
Report on different perspectives assessment of the sites selected to construct 10 Cluster houses and 2 Adaptation Learning Centers.	After primary site selection for construction
Prepare site reports and complete other paperwork under the regular supervision of ongoing construction works of climate-resilient houses, Cluster houses and Adaptation Learning Center, and repair and strengthening of the embankment.  Technical oversight into the design and quality assurance of housing construction for the poor in both Charfesson and Gangachara Upazila should be covered in monthly reports (The report should be prepared and submitted monthly).	Each month
Conduct meetings with LGED, BWDB, and Construction firms and take appropriate measures proactively to ensure the quality of all construction works and completion of work within the timeline.  Prepare Advisory notes and activity reports for both Charfesson and Gangachara Upazila for documentation.	Each month
Develop one training module on cyclone- and flood-resilient construction techniques for local construction workers at the local level and facilitate 15-batch training.	Within the first three months

The Civil Engineer should perform any additional task assigned by the Project Manager on an ad-hoc basis related to the construction works of this Project. The consultant will submit the deliverables and reports to the Project Manager. Payments shall be made every month based on submitted deliverables and upon acceptance by the Project Manager and Project Director.

#### 5. Supervision and Performance Evaluation

The National Consultant will work closely with the Project Manager of Small Islands. His/her performance will be evaluated by the Project Manager. S/he will also work closely with other project staff, UNDP, DoE, LGED, BWDB as Implementing Partners, Research organizations, and other stakeholders at different levels, including local communities and relevant government agencies.

#### 6. Inputs

The Consultant will use his/her own personal computer or laptop and mobile phone. The cost of communication should be included in the financial proposal.

#### 7. Duty Station

The duty station for the Civil Engineer will be Charfesson Upazila in Bhola District. However, the Civil Engineer will also be responsible for supervising ongoing activities in Gangachara Upazila of Rangpur District, and it is mandatory to conduct a five-day field mission at Gangachara each month. The consultant/Civil Engineer needs an intensive field visit, and this cost (economic class) on an actual basis will be provided by the Project. The Project will provide office space at the field level but will not provide any other logistic support (e.g. Laptop) to the Civil Engineer.

#### 8. Timeframe and Schedule of Payments

The duration of the assignment is 18 months, starting from 1 April 2026 to 30 September 2027. The consultant is entitled to enjoy weekends and government-declared holidays. The Project or the Consultant can discontinue the contract at any time for any reason and the notice period will be one month for both parties. The Project Director will sign off on payments every month as per

the acceptance of deliverables and timesheets, and confirmation on days worked (with a "day" calculated as 8 hours of work) and satisfactory delivery of outputs. The following terms and conditions will apply:

- The payment will be made through account payee cheque/ wire transfer (account name, number, type, bank name, and branch name are required for wire transfer);
- As per the Government of Bangladesh VAT and tax regulations will be applied; and the Project Management will deduct all relevant VAT and Tax at source as per GoB rule;

### **9. Proprietary Rights**

Any document, information, or data entrusted to or produced by the consultant in connection with this assignment shall be strictly confidential and cannot be used by the contract employee/ consultant for any other purpose without the written consent of the Project Management Unit. This provision shall remain valid even after the completion of this assignment. The Project reserves the right to terminate the contract/agreement at any time with the consultation of the contracted individual.

### **10. Requirements**

#### **i. Educational Qualifications:**

- The incumbent should at least hold a bachelor's degree in civil engineering from any Public University or top-ranked Private University.

#### **ii. Professional Experience:**

- Minimum eight (8) years of hands-on experience in implementing civil works.
- Must have experience related to construction and infrastructure, preferably from a community-based approach, with a focus on rural infrastructure and services and climate change-resilient rural development.
- Working experience in structural and non-structural measures of climate change resilience and disaster management.
- Well conversant with designing and drawings of civil work.
- Experience in environmental assessment for different infrastructure development.
- Excellent presentation skills with written and oral communication are desired.
- Literacy in basic computer software like MS Office, AutoCAD and relevant architectural software.
- Ability to produce concise, readable, and analytical reports.

#### **iii. Skills:**

- Well-versed with project management and development.
- Ability to work under pressure and against tight deadlines.
- A proactive, participatory and result-oriented approach to work.
- Sensitivity to and responsiveness to all partners, respectful and helpful in maintaining positivity.
- Ability to work independently and participate in a team-based environment.
- Proven networking skills and ability to interact with staff at all levels, including senior management.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change and ability to manage complexities.

#### **iv. Competencies**

- Demonstrates integrity by modeling the values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- In-depth knowledge of development issues with a special focus on climate-adapting housing
- Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advise management on tackling challenging scenarios.

- Excellent interpersonal skills, including the ability to establish solid cooperative relationships with government officials, civil society, and other stakeholders.

**11. Selection Method:** An individual will be selected in accordance with the process stipulated in Section V of "Selection and Employment of Consultants" under PPR 2025.

**All the documents that have to be submitted by the applicant:**

- This is an online REoI, where only e-REoI will be accepted in e-GP portal and no offline/hard copies will be accepted. To submit e-REoI, please register on e-GP system portal (<https://www.eprocure.gov.bd/>). Applications shall be submitted by 2 March 2026, by 2:00 PM. The Consultant will be selected using the Selection of Individual Consultant sub-method in accordance with Public Procurement Rules 2025.
- The Procuring Entity reserves the right to accept or reject any/all Expression of Interests.
- Details of Terms of Reference (ToR) are available on the website: [www.doe.gov.bd](http://www.doe.gov.bd)
- A cover letter explaining why the applicant is suitable for the position of consultant, a detailed CV mentioning all academic and professional attainments, all academic attainments should be supported with board/university-offered certificates, professional experience should be supported with certificates, indicative remuneration & expenses etc., needs to be submitted as applicable in e-GP systems.

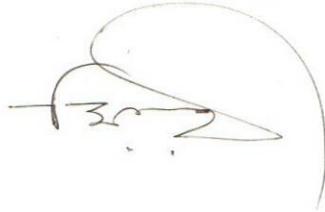
**Approval**

This ToR is approved by:

**Mirza Shawkat Ali**

Director (Climate Change & International Convention), and  
Project Director, Adaptation Initiative for Small Islands Project  
Department of Environment (DoE)  
Paribesh Bhaban, E/16, Agargaon, Sher-E Bangla Nagar, Dhaka-1207  
Tel: 222218404, E-mail: mirzasa1@yahoo.com

Signature:



Date of Signing: 02 . 02 . 2026

## **Section 3. Application Forms**

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration

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# Form 3A. Application Submission

[Location: dd/mm/yy]

To:

-----  
[Name]  
-----

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[Address of Client]  
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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:

Phone Number:

Email Address:

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>
		<i>e.g. English</i>	<i>Fluent</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 <b>every employment held and state the start and end dates of each employment</b>]</i>	<i>[The Applicant should clearly indicate the Position held and <b>give a brief description of the duties</b> 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:	

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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	
13 PHONE NUMBER, EMAIL AND MAILING ADDRESS	

**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**

### Remuneration

Rate (per month in Tk)	Staff Time (No. month)	Total (Tk)
	18 months	

### **Note:**

As per the Government of Bangladesh VAT and Tax regulations will be applied, and the Project Management will deduct all relevant VAT and Tax at source as per the GoB rule. The remuneration mentioned here should exclude the cost of local travel and per diem, but include the cost of Tax and VAT.

The designated duty station for the Civil Engineer will be **Charfesson Upazila in Bhola District**. However, the Civil Engineer will also be responsible for supervising ongoing activities in Gangachara Upazila of Rangpur District, and it is mandatory to conduct a five-day field mission at Gangachara each month. The consultant needs an intensive field visit, and this cost (economic class) will be reimbursed by the Project on an actual basis.

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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.

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## 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 perform 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.

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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.<br><br>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.   |

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## 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.
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 daily basis.
- 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.
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 expense.
- 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.<br><br>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 <b>Client's Representative</b><br>The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.<br><br>17.2 <b>Timesheets</b><br>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.<br><br>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 | 20.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing  |

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in Certain Activities

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

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## **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.*

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

### Remuneration

Name of Consultant	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
		18 Month	
Remuneration is made on a monthly rate		Sub-Total (A)	

### Note:

As per the Government of Bangladesh VAT and Tax regulations will be applied, and the Project Management will deduct all relevant VAT and Tax at source as per the GoB rule. The remuneration mentioned here should exclude the cost of local travel and per diem, but include the cost of Tax and VAT

The designated duty station for the Civil Engineer will be **Charfesson Upazila in Bhola District**. However, the Civil Engineer will also be responsible for supervising ongoing activities in Gangachara Upazila of Rangpur District and it is mandatory to conduct a five-day field mission at Gangachara each month. The consultant needs an intensive field visit, and this cost (economic class) will be reimbursed by the Project on an actual basis.

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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	Report on different perspectives assessment of the sites selected to construct 10 Cluster houses and 2 Adaptation Learning Centers.	Follow standard reporting template with necessary photos, tables etc.	Project Director or Project Manager	After primary site selection for construction
2	Prepare site reports and complete other paperwork on the regular supervision of ongoing construction works of 300 climate-resilient houses, 10 Cluster houses and 02 Adaptation Learning Center, and repair and strengthening of the 24 KM embankment. Technical oversight into the design and quality assurance of housing construction for the poor should be covered in monthly reports (The report should be prepared and submitted monthly).	Follow standard reporting template with necessary photos, tables etc.	Project Director or Project Manager	Each month
3	Conduct meetings with LGED, BWDB, and Construction firms and take appropriate measures proactively to ensure the quality of all construction works and completion of work within the timeline. Prepare Advisory notes and activity reports for both Upazilas for documentation.	Follow standard reporting template with necessary photos, tables etc.	Project Director or Project Manager	Each month
4	Develop one training module on cyclone- and flood-resilient construction techniques for local construction workers at the local level and facilitate 15-batch training.	Follow standard module template with necessary handouts, notes etc.	Project Director or Project Manager	Within the first three months

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**Request for Expressions of Interest**  
Government of the People's Republic of Bangladesh  
Department of Environment  
Paribesh Bhaban, E-16, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

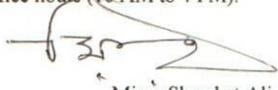
**REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CIVIL ENGINEER & CONSTRUCTION WORK SUPERVISOR**

No-22.02.0000.065.14.020.24-

Date: 5 February 2026

1.	Ministry/Division/ Office	Ministry of Environment, Forest and Climate Change (MoEFCC)
2.	Agency	Department of Environment (DoE)
3.	Procuring Entity Name	Project Director, Adaptation Initiative for Climate Vulnerable Offshore Small Islands and Riverine Char land in Bangladesh Project
4.	Procuring Entity Code	Not applicable
5.	Procuring Entity District	Dhaka
6.	Expressions of Interest for the Selection of	Individual Consultant (National) (Time-Based)
7.	Title Of Service	Selection of Individual Consultant (National): a. Civil Engineer (1 Position) ; b. Construction Work Supervisor (4 Position)
8.	EOI Ref.no and Date	No - 22.02.0000.065.14.020.24- ; Date: 05/2/2026
<b>KEY INFORMATION</b>		
9.	Procurement sub-method	Selection of Individual Consultants (SIC)
<b>FUNDING INFORMATION</b>		
10.	Budget and Source of Funds	Development Budget (Grants), Adaptation Fund
11.	Development Partner	United Nations Development Programme (UNDP)
<b>PARTICULAR INFORMATION</b>		
12.	Programme Name	Adaptation Initiative for Climate Vulnerable Offshore Small Islands and Riverine Char land in Bangladesh
13.	EOI Closing Date and Time	<b>2 March 2026, 2.00 PM (BST)</b>
<b>INFORMATION FOR APPLICANT</b>		
14.	Brief description of the assignment	The broader objective of the consultancy is to support and control the quality of all civil construction works of the project e.g., construction of climate-resilient houses, cluster houses and adaptation learning centers, repair and strengthening river embankments, etc. Specific objectives of this consultancy are to supervise ongoing civil construction works of the Project to ensure the quality of works and train local construction workers on cyclone- and flood-resilient construction techniques.
15.	Experiences, resources & delivery capacity required	Any candidate responding to this Expression of Interest (EOI) should be/have: <b>a. Civil Engineer (1 Position):</b> At least hold a bachelor's degree in civil engineering from any Public University or top-ranked Private University. Minimum eight (8) years of hands-on experience in implementing civil works. <b>b. Construction Work Supervisor (4 Position):</b> At least hold a Diploma in Civil Engineering. Minimum five (5) years of hands-on experience in implementing civil works. For both above positions, the candidate should have: <ul style="list-style-type: none"> <li>• Working experience related to construction and infrastructure, preferably from a community-based approach, with a focus on rural infrastructure and services and climate change-resilient rural development.</li> <li>• Working experience in structural and non-structural measures of climate change resilience and disaster management.</li> <li>• Well conversant with designing and drawings of civil work and the ability to produce concise, readable, and analytical reports.</li> </ul>
16.	Other Details (if applicable):	<ul style="list-style-type: none"> <li>• This is an online REoI, where only e-REoI will be accepted in e-GP portal and no offline/hard copies will be accepted. To submit e-REoI, please register on e-GP system portal (<a href="https://www.eprocure.gov.bd/">https://www.eprocure.gov.bd/</a>). Applications shall be submitted by <b>March 2, 2026, by 2:00 PM</b>. The Consultant will be selected using the Selection of Individual Consultant sub-method in accordance with Public Procurement Rules 2025.</li> <li>• The Procuring Entity reserves the right to accept or reject any/all Expression of Interests.</li> <li>• Details of Terms of Reference (ToR) are available on the website: <a href="http://www.doe.gov.bd">www.doe.gov.bd</a></li> </ul>
<b>PROCURING ENTITY DETAILS</b>		
17.	Name of Official Inviting EOI	Mirza Shawkat Ali
18.	Designation of Official Inviting EOI	Director (Climate Change and Int'l Convention), Department of Environment and Project Director, Adaptation Initiative for Small Islands Project
19.	Address of Official Inviting EOI	Department of Environment (DoE), Paribesh Bhaban (9 <sup>th</sup> Floor), E/16 Agargaon, Sher-E Bangla Nagar, Dhaka-1207, Bangladesh
20.	Contact Details of Official Inviting EOI	Phone: +88-02-222218404, +88-02-222218222; e-mail: <a href="mailto:mirzasal@yahoo.com">mirzasal@yahoo.com</a>

For further information and clarification, the intending applicant may contact the address given below during office hours (10 AM to 4 PM).

  
 Mirza Shawkat Ali  
 Director (Climate Change and Int'l Convention)  
 Project Director, Adaptation Initiative for Small Islands Project  
 Department of Environment