



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

**Request for Application (RFA)**

**Selection of Individual Consultant (National)**

**Training Consultant**

**(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 the 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 depend on variables that are beyond the control of the Consultant, or the output required of the Consultant 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 **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 the 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 the 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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# 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 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 adequately addressed 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 1 April 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	20 points

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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 a maximum of 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 a maximum of 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 the 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.
- 11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who requests 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 June 2026 at the location in Dhaka. The duration of the contract shall be six months from the date of commencement.

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## Section 2. Terms of Reference (ToR)

### Position Information:

Job Title	Training Consultant (Position 1)
Project Name	Adaptation Initiative for Climate Vulnerable Offshore Small Islands and Riverine Charland in Bangladesh
Duty Station	Dhaka, Bangladesh
Appointment	Local Hire
Job Posted	5 March 2026
Closing Date	1 April 2026
Language Requirements	Bangla [Essential]; English [Essential]
Computer Literacy	MS Word, MS Excel, MS PowerPoint
Appointment Type	Duration 70 Days over six-months, starting from 1 June 2026 to 30 November 2026.

### 1. Project Background

With a total gross domestic product (GDP) of over USD 430 billion, Bangladesh is the second-largest economy in South Asia. Between 2000 and 2019, Bangladesh's economy registered high GDP growth, averaging around 6% per annum. During this period, several notable improvements across socioeconomic indicators put the country on track for formal graduation from the group of least developed countries (LDCs) in 2026. Bangladesh's score on the human development index (HDI) increased from 0.49 in 2000 to 0.68, placing it among countries categorized as medium human development. The national poverty rate fell from over 48% in 2000 to less than 19% in 2022.

Despite the progress, Bangladesh faces several development challenges, and with the current trend, the country is unlikely to meet several Sustainable Development Goals (SDGs). Even before the political crisis in 2024, Bangladesh was grappling with double-digit inflation. According to the latest estimate, GDP is expected to grow by 3.7% in 2025, much slower than the GDP growth in the past. Without an uptick in private investment, the economy cannot diversify, a necessary condition for creating decent jobs. With low social spending and weak capacities, the government is constrained from providing quality services to the people. Bangladesh is also one of the most vulnerable countries to climate change and is prone to natural hazards, including climate-induced disasters.

Bangladesh has a low-lying topography extremely exposed to sea-level rise, cyclones, tidal surges, salinity intrusion, erratic rainfall, drought, and floods, causing it to be one of the world's most vulnerable countries to climate change. The vulnerable communities who live on chars - small alluvial islands in rivers and the Bay of Bengal are particularly at risk from climate change. These communities have already experienced several climate change impacts, including frequent tidal surges, increasingly intense cyclones, and saltwater intrusion into freshwater and soil. Furthermore, climate change is projected to have an adverse impact on agriculture and other local livelihoods; fragile houses, access to drinking water, and rural infrastructure, which includes existing cyclone protection embankments. The impacts of climate change also disproportionately affect the poor and are especially severe for women and children, who are forced to spend a greater portion of their time on livelihood and domestic activities.

In this context, the Project "Adaptation Initiative for Climate Vulnerable Offshore Small Islands and Riverine Char land in Bangladesh" is being implemented by the Ministry of Environment,

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Forest and Climate Change (MoEFCC), Government of the People's Republic of Bangladesh, following the UNDP's National Implementation Modality. It's a five-year project that started in January 2023 and is financed by the Adaptation Fund (AF). The main objective of the project is to enhance the climate resilience of vulnerable communities who live on coastal islands and riverine chars in Bangladesh. This objective will be achieved through the following four project outcomes:

- i. Community infrastructure improved, and adaptive capacity increased for the vulnerable small island and riverine char communities to manage and plan for climate change impacts.
- ii. Resilience of vulnerable small coastal island communities enhanced against climate-induced disasters through improved infrastructure, management practices, and community-based emergency responses.
- iii. Adaptive capacity of vulnerable communities improved through the dissemination of climate-resilient agricultural practices and the development of diversified livelihoods; and
- iv. Increased awareness and availability of information on climate change impacts and adaptation options for vulnerable communities, local-level government, and policymakers.

To achieve these outcomes, the project activities are grouped into four components, which are as follows:

- Component 1. Enhanced climate resilience of households through climate-resilient housing, electrification and climate-proof water provisioning
- Component 2. Increased climate resilience of communities through infrastructure that is resilient to cyclones and floods, climate risk mapping, and inclusive cyclone preparedness.
- Component 3: Improved income and food security of communities by innovating and providing assistance to selected households for climate-resilient livelihood practices.
- Component 4. Enhanced knowledge and capacity of communities, government and policymakers to promote climate-resilient development on chars.

Spanning over five years, the project interventions will benefit an estimated ~341,000 people (~31,000 direct beneficiaries and 310,000 indirect beneficiaries) living on chars in the districts of Rangpur and Bhola. The project will contribute to achieving the Government of Bangladesh's national priorities outlined in the Bangladesh Climate Change Strategy and Action Plan (BCCSAP) and the Nationally Determined Contribution (NDC). This initiative is part of UNDP's continuous effort to achieve Sustainable Development Goals and eradicate poverty and inequality and tackle the dual threats of climate change and natural disasters.

The Training Consultant will be involved in planning, developing modules and training aids, delivering, and evaluating the Project's training initiatives. He/she works in close collaboration with the Project team and other officials of the Department of Environment (DoE) to achieve results effectively, anticipating and resolving complex project-related issues and delivering information. The incumbent is expected to exercise full compliance with Department of Environment (DoE) programming, financial, procurement, and administrative rules, regulations, policies, and strategies, as well as the implementation of effective internal control systems. The Training Consultant will work closely with the Project Manager for project-specific information gathering and feedback, developing training aids, modules, and reports.

## **2. Objectives of the Assignment**

The primary goal of this consultancy is to design two standardized training modules for local government representatives, government officials, and community-level stakeholders. These modules aim to enhance stakeholder knowledge and promote climate-resilient practices within char communities. The Consultant will conduct day-long training sessions based on these modules across 26 batches organized by the Project and will prepare two training reports.

### 3. Scope of Work

A training consultant plays a key role in helping organizations improve employee performance and achieve strategic goals through effective learning and development initiatives. The Consultant will undertake the following duties and responsibilities.

#### a. Inception Report:

- Review the available literature on relevant training material and different training modules.
- Write an inception report. The report will cover the understanding of the assignment, the methodology to be adopted, a review of the existing training modules on relevant issues, an outline of the training modules, and a detailed work plan.

#### b. Assessing Training Needs

- Conduct training needs assessment under the climate-adaptation thematic areas and prepare a report
- Evaluate the current skills, knowledge, and performance gaps of the trainees.
- Conduct interviews or performance reviews to identify areas where training is needed.

#### c. Designing Module and Training Programs

- Develop two training modules - one training module for local government and extension officers on ecosystem-based and community-based climate-adaptation measures. This will also cover community-based approaches to embankment management, climate-resilient agricultural techniques etc. Another training module for teachers and community leaders on climate change information, service, impacts, and adaptive strategies etc.
- Develop training modules tailored to the project's goals and the organization's workforce needs. Choose appropriate methods and materials.
- Develop gender-responsive and socially inclusive training content & Contextualization for women, persons with disabilities, under the Char-specific vulnerabilities. Use of participatory methods suitable for low-literacy participants.

#### d. Delivering Training

- Facilitate 10 batch training for local government and extension officers at Charfesson Upazila of Bhola, Gangachara Upazila of Rangpur and the Dhaka Level.
- Facilitate 16 batch training for teachers and community leaders at Charfesson Upazila of Bhola district and Gangachara Upazila of Rangpur district.
- Facilitate sessions in-person in 26 batches of the training program using the developed module. Use engaging techniques to ensure participants understand and retain the material.
- It is noted that the Project will arrange the training program, invite participants, and cover all associated training costs. The training consultant will be responsible for conducting the sessions in accordance with the training module. Additionally, trainers from relevant government departments may also join and co-facilitate the sessions alongside the consultant.

#### e. Evaluating Effectiveness

- Design a simple training M&E framework, including Pre- and post-test scoring, Participant satisfaction, Knowledge retention, or action planning, and analyze results in training reports
- Measure the impact of training through assessments, feedback, and performance metrics.

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- Recommend improvements or follow-up sessions if needed.
- Preparing two training reports for 26 batches.

**Provide administrative and logistical support as necessary.**

- Support the preparation and organization of meetings and workshops.
- Review visibility materials/messages and guide to implementing partners in line with UNDP and DoE Branding, Communications, and Visibility Guidelines
- The KM and Comms Specialist will also perform any other jobs as requested and required by the NPD, Project Manager, PMU, or other project authority from time to time as and when required.

**4. Deliverables**

The National Consultant will deliver:

SI No.	Deliverable	Timeline	% of Payment
1	<b>Training Need Assessment Report.</b>		
2	<p><b>Develop two training modules:</b> one for local government and extension officers on ecosystem-based and community-based climate adaptation measures. This will also cover community-based approaches to embankment management, climate-resilient agricultural techniques, etc. Another training module for teachers and community leaders on climate change information, service, impacts, and adaptive strategies etc.</p> <p>The training modules will include</p> <ul style="list-style-type: none"> <li>- Main training manual</li> <li>- Participants workbook</li> <li>- Trainers' handbook</li> <li>- PowerPoint presentation</li> <li>- Sample pre-test and post-test questions</li> <li>- Evaluation sheet</li> <li>- Games, case studies, etc.</li> </ul>	15 July 2026	20%
3	<p><b>Facilitate a total of 26 batches of training</b> following the modules:</p> <ul style="list-style-type: none"> <li>- Facilitate 10 batch training for local government and extension officers at Charfesson Upazila of Bhola, Gangachara Upazila of Rangpur and the Dhaka Level.</li> <li>- Facilitate 16 batch training for teachers and community leaders at Charfesson Upazila of Bhola district and Gangachara Upazila of Rangpur district.</li> </ul>	15 November 2026	60%
4	<p><b>Prepare two training reports</b> for 26 batches of training. (Batch-wise breakdown, Participant profile, sex-disaggregated, Key learning outcomes, challenges &amp; lessons learned &amp; recommendations for scale-up or replication etc. could be added)</p>	25 November 2026	20%
<b>Total</b>			<b>100%</b>

All deliverables should be submitted with workable e-copies in Bangla (Modules) and English (Reports). The consultant will submit the deliverables to the Project Manager. Payments shall be made on a delivery basis based on submitted deliverables and upon acceptance by the Project Manager and Project Director.

The Training Consultant should perform any additional tasks assigned by the Project Manager on an ad-hoc basis related to the training of this Project (if required). The Consultant should

submit the deliverables and reports to the Project Manager. Payments shall be made based on submitted deliverables and upon acceptance by the Project Manager and Project Director.

#### **5. Supervision and Performance Evaluation**

The Training 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, DAE, IDCOL as Implementing Partners, Research organizations, and other stakeholders at different levels, including local communities and relevant government agencies.

#### **6. Inputs**

The Specialist 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 Training Consultant will be in Dhaka. The Specialist 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 Project Office at DoE, Agargaon, Dhaka, but will not provide any other logistic support (e.g., Laptop) to the Training Consultant.

#### **8. Timeframe and Schedule of Payments**

The duration of the assignment is 70 Days over 6 months, starting from 1 June 2026 to 30 November 2026. The Project Director will sign off on payments as per the acceptance of deliverables 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 hold a master's degree in Environmental Science, Development Studies, or relevant fields from any reputed university.

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

- At least 8 years of relevant technical work experience in climate change and climate action.
- Sound knowledge and experience in climate change adaptation, building climate resilience, and community-based climate change adaptation.
- Previous experience in developing training modules on climate change issues, adaptation measures, and strategies to improve resilience.
- Ability to facilitate training sessions for the government officials and local elites
- Ability to produce concise, readable, and analytical reports.

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

- Well-versed in project management and development.
- Ability to work under pressure and against tight deadlines.

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- 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 change and adaptation techniques.
- 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 April 1, 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:

02/03/2026

## **Section 3. Application Forms**

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration

MJ

# Form 3A. Application Submission

[Location: dd/mm/yy]

To:

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

-----  
[Address of Client]  
-----

Dear Sirs:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

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

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

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

I remain,

Yours sincerely,

Signature

Print name

Address:

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> <u>Writing</u>
		<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i> <i>Excellent</i>
9	COUNTRIES OF WORK EXPERIENCE			
10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order <b>every employment held and state the start and end dates of each employment]</b></i>	<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>[The Applicant should clearly indicate the Position held and give a <b>brief description of the duties</b> 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:	

*MJ*

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			

*MJ*

## 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 day in Tk)	Staff Time (No. of Days)	Total (Tk)
	70 Days	

### **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 Training Consultant is Dhaka. However, 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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## Contract Agreement (Lump-sum)

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.

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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 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. |

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- 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 or contract price not to exceed Tk *[insert amount]*, which includes remuneration and reimbursable expenses as set forth in Clause 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 or contract price are detailed in **Annex B**
11. Lump-Sum Payment 12.1 The Total payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs (**Remuneration & Reimbursable**) required to carry out the services described in **Annex A**
12. Payment Conditions 13.1 **Currency:** Payments shall be made in Bangladesh Taka.
- 13.2 **Payments:** Payments in respect of the Services shall be made in line with outputs according to the Consultant's Reporting Obligations & Payment schedule as specified in **Annex C**
- 13.3 The Consultant shall submit an Invoice at the periods specified in **Annex C** after fulfilling the reporting obligations and payments shall be made by the Client within fourteen (14) working 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.

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## Obligations of the Consultant

- |  |  |
|--|--|
| 13. 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.  |
| 14. Performance Standard                               | 16.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.  |
| 15. Contract Administration                            | 17.1 <b>Client's Representative:</b> 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>Reports:</b> During the course of the assignment, the Consultant shall submit to the Procuring Entity reports as listed in <b>Annex C</b> , which shall be type-written or computer composed, and will constitute the basis for the payments to be made under Clause 12. |
| 16. 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.  |
| 17. 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.   |
| 18. Consultant not to be Engaged in Certain Activities | 20.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.   |

## Obligations of the Client

- |                                       |  |
|---------------------------------------|--|
| 19. 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. |
|---------------------------------------|--|

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## Termination and Settlement of Disputes

20. 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 perform any payment related obligations towards the Consultant pursuant to the Contract.
21. 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: Form 3C. Indicative Remuneration & Expenses under e-Application Forms in Proposal Document

(1) Remuneration

(2) Reimbursable (as applicable)

Annex C: Consultant's reporting Obligations & Payment Schedule under e-Application Forms in Proposal Document



## **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.*

*MJ*

## 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)
		70 days	
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 Training Consultant is Dhaka. However, 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)

This will be finalized after joining the Training Consultant.

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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

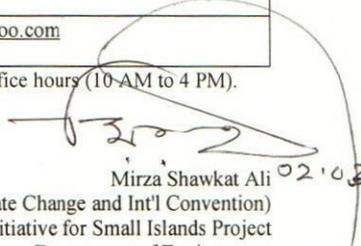
**REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR TRAINING CONSULTANT**

No-22.02.0000.065.14.020.24-

Date: 5 March 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): Training Consultant (1 Position)
8.	EOI Ref.no and Date	No - 22.02.0000.065.14.020. ; Date:
<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>1 April 2026, 2.00 PM (BST)</b>
<b>INFORMATION FOR APPLICANT</b>		
14.	Brief description of the assignment	The primary goal of this consultancy is to design two standardized training modules for local government representatives, government officials, and community-level stakeholders. These modules aim to enhance stakeholder knowledge and promote climate-resilient practices within char communities. Additionally, the Consultant will conduct training sessions based on these modules across 26 batches organized by the Project and prepare two training reports.
15.	Experiences, resources & delivery capacity required	Any candidate responding to this Expression of Interest (EOI) should be/have: <ul style="list-style-type: none"> <li>• Master's degree in Environmental Science, Development Studies, or an associated field.</li> <li>• Ability to develop training modules on climate change issues, adaptation measures, and strategies to improve resilience</li> <li>• Ability to produce concise, readable, and analytical reports.</li> <li>• Ability to facilitate training sessions for government officials and local elites.</li> <li>• Computer literate, with proficiency in office software packages.</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>April 1, 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 02.03.26  
 Director (Climate Change and Int'l Convention)  
 Project Director, Adaptation Initiative for Small Islands Project  
 Department of Environment