

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
পরিবেশ অধিদপ্তর
পরিবেশ ভবন, ই-১৬, আগারগাঁও
শের-ই-বাংলানগর, ঢাকা-১২০৭
www.doc.gov.bd



বিষয়: পরিবেশ অধিদপ্তরের “The Project for the Improvement of Equipment for Air Pollution Monitoring” সংক্রান্ত কার্যক্রম সম্পাদনের লক্ষ্যে বুদ্ধিবৃত্তিক ও পেশাগত সেবা ক্রয়ের জন্য প্যাকেজ নং CAMS-S-2 এর আওতায় জুনিয়র পরামর্শক (Junior Consultant)-এর বিনির্দেশ ও প্রাক্কলন কমিটির কর্মপরিধি (Terms of Reference-ToR) প্রণয়ন সংক্রান্ত প্রতিবেদন।

পরিবেশ অধিদপ্তরের “The Project for the Improvement of Equipment for Air Pollution Monitoring” সংক্রান্ত গবেষণা কার্যক্রম সম্পাদনের লক্ষ্যে প্যাকেজ নং CAMS-S-2 এর আওতায় জুনিয়র পরামর্শক (Junior Consultant)-এর বুদ্ধিবৃত্তিক ও পেশাগত সেবা ক্রয়ের নিমিত্ত কর্মপরিধি (Terms of Reference-ToR) প্রণয়নের জন্য “বিনির্দেশ ও প্রাক্কলন কমিটি”-এর সভা ১৮ জানুয়ারী ২০২৬ তারিখে পরিবেশ অধিদপ্তরের ৪০৫ নং কক্ষে ২:০০ টায় অনুষ্ঠিত হয়।

২। সভায় কমিটির সদস্যগণ কর্মপরিধি Terms of Reference-ToR) প্রণয়নের জন্য পাবলিক প্রকিউরমেন্ট বিধিমালা ২০২৫ এর বিধি ১৩৮ অনুযায়ী (ক) “The Project for the Improvement of Equipment for Air Pollution Monitoring” সংক্রান্ত কার্যক্রমের পটভূমি; (খ) পরামর্শক সেবার উদ্দেশ্য ও ব্যাপ্তি; (গ) কাজসম্পাদনের মেয়াদ; (ঘ) কাজ সম্পাদনের জন্য আবশ্যিক সেবা ও Activities এবং প্রত্যাশিত ফলাফল (Output); (ঙ) কাজটি সম্পাদনের জন্য অভিজ্ঞতা, এবং যোগ্যতা; প্রভৃতি বিষয় নিয়ে বিস্তারিত আলোচনা করেন। বিস্তারিত আলোচনা শেষে কমিটির সকল সদস্য কর্মপরিধি প্রণয়ন করেন।

৩। সুপারিশ: পরিবেশ অধিদপ্তরের “The Project for the Improvement of Equipment for Air Pollution Monitoring” সংক্রান্ত কার্যক্রম সম্পাদনের লক্ষ্যে প্যাকেজ নং CAMS-S-2 এর আওতায় জুনিয়র পরামর্শক (Junior Consultant)-এর বুদ্ধিবৃত্তিক ও পেশাগত সেবা ক্রয়ের নিমিত্ত “বিনির্দেশ ও প্রাক্কলন কমিটি” সর্বসম্মতিক্রমে কর্মপরিধি (Terms of Reference-ToR) প্রণয়ন করে যা এই প্রতিবেদনের অংশ হিসেবে গণ্য হবে (পরিশিষ্ট-ক)।

মোছাম্মৎ সাফিয়া আক্তার
২৮/০২/২০২৬

(মোছাম্মৎ সাফিয়া আক্তার)
সিনিয়র কমিস্ট (বায়ুমান ব্যবস্থাপনা)
পরিবেশ অধিদপ্তর, সদর দপ্তর, ঢাকা
ও
সদস্য-সচিব

“The Project for the Improvement of
Equipment for Air Pollution
Monitoring” এর বিনির্দেশ ও প্রাক্কলন কমিটি

Sarjany
২৮/০২/২৬

(ফারজানা রহমান)
সিনিয়র কমিস্ট (ঢাকা গবেষণাগার)
পরিবেশ অধিদপ্তর, ঢাকা গবেষণাগার, ঢাকা
ও
সদস্য

“The Project for the Improvement of
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Shahamaj
২৮/০২/২৬

(শাহানা জ রহমান)
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পরিবেশ অধিদপ্তর, সদর দপ্তর, ঢাকা
ও
আহবায়ক

“The Project for the Improvement of
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Terms of Reference (ToR)
for
Junior Consultant (Finance/ Procurement)

A. Background and General Description

The Department of Environment (DoE) is implementing a project titled “The Project for the Improvement of Equipment for Air Pollution Monitoring”. The overall objective of the project is aims to monitor roadside air quality and evaluate the impact of road and transport-related pollution. By identifying key sources of emissions from transport activities, it provides critical data to design effective mitigation strategies. These efforts support the development of targeted policies and actions to address air pollution comprehensively. The outcome of the project also seeks to reduce the adverse health effects caused by poor air quality, including respiratory and cardiovascular diseases, while minimizing the socio-economic challenges associated with pollution. Overall, it contributes to creating a healthier and more sustainable urban environment through improved air quality management and evidence-based decision-making.

The Government of Bangladesh's collaboration with international partners is pivotal for addressing these challenges. One notable initiative is the proposed grant aid project from the Japan International Cooperation Agency (JICA). This project aims to establish specialized 7 (seven) Roadside CAMSs to monitor and analyze the impact of vehicle emissions, a significant source of urban pollution. Vehicle emissions are a critical concern as they contribute to both PM_{2.5} levels and other pollutants that impact public health. The "Project for the Improvement of Equipment of Air Pollution Monitoring" focuses on equipping the country with the tools needed to measure and address vehicle-derived air pollution, ultimately enhancing overall air quality management. The air quality measurement instruments to be provided for this project are designed to measure seven air pollutants, six for which, environmental standards for air quality have been established in the country, namely: NO₂, SO₂, PM_{2.5}, PM₁₀, O₃, and CO, plus NO, which are particularly affected by automobiles. In addition, the measurement equipment used for meteorological observation is five elements: wind direction and speed, temperature, humidity, and precipitation.

The Government of Bangladesh requested to JICA for a grant aid project, where CAMSs will be installed on the roadsides (hereinafter referred to as “Roadside CAMSs”) to monitor the ambient air quality and understand the level of impacts of vehicle emissions. Therefore, “the Project for the Improvement of Equipment of Air Pollution Monitoring” (hereinafter referred to as “the project”) is intended to address the development agenda mentioned above by contributing to the enhancement of the capacity in measuring and analyzing air pollutants derived from vehicle emissions. Ultimately, it will contribute to the enhancement of air pollution control capacity, through the development of the Roadside CAMSs for understanding the effects of vehicle emissions.

B. Purpose

To carry out accounts and procurement related activities in the implementation of “The Project for the Improvement of Equipment for Air Pollution Monitoring”.

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C. Scope of work and Responsibilities

1. Preparation of periodic accounting records, financial requests and expenditure statements;
2. Oversee all day to day administrative, budgetary and financial management of the project;
3. Maintain complete set of books of account according to the principle of accounting and update it on daily basis;
4. Provide support to prepare annual and quarterly work plans and budgets in consultation with Project Manager/Project Director;
5. Assess the budget heads and ensure its expenditure is as per the approved annual/quarterly work plans; Maintain expenditure statement and support in budget processes;
6. Provide assistance to prepare periodic accounting records, maintain delivery records, make program transactions in GOB, prepare draft budget revisions, shadow budgets, cost sharing and other financial and accounting reports;
7. Prepare financial advance requests to be submitted to concern authority on montly basis and maintain bank reconciliation, financial transaction and certification of expenditure reports;
8. Support in project related procurement and processes;
9. Follow up on the activities and monitor advance balances of resource disbursed, verify availability of funds for project activities and recommend for changes in budget line if needed. Draft budget for budget revision;
10. Review financial statements, expenditure as stated in the financial reports of partner organization;
11. Monitor fund disbursement and adjustment of partner organization;
12. Works on iBAS++, AMS and prepare monthly report for IMED, ADP etc.
13. Assist in setting up internal control system and financial data as per GoB and JICA guidelines;
14. Undertake project financial closure formalities including submission of terminal reports, transfer and disposal of equipment, processing of semi-final and final revisions, and support professional staff in preparing the terminal assessment reports;
15. Management of cash receipts and petty cash;
16. Assist Project Management in day to day administrative support for smooth operation of the project;
17. Maintain inventory of program assets and provide logistic support to workshop/seminar and other program activities;
18. Ensure the proper maintenance of the record keeping and filing system related to administration, logistics, equipment and vehicles of the project;
19. Ensure that proper inventory of all components of vehicles are maintained and checked frequently;
20. Assist Project Management in contract management;
21. Oversee the management of various contracts with implementing partners—government entities, NGOs, JICA agencies, etc.

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22. Ensure the compliance of all the provisions of guidelines regarding personnel management, sub contract and financial management;
23. Necessary coordination with IMED, ERD, Planning Commission, Ministry of Finance etc. for different types of project reporting needs on progress and allocation into the ADP and RADP;
24. Any other task given by PD related with the Project.

D. Qualifications and Experiences

Educational Qualifications: MBA/Master's degree in accounting/finance and technical expertise in financial management/accounting and Independent auditing skills.

Experiences: Minimum 5 years relevant experience in Project Accounts or Procurement in development projects. Experience of working with Government (GoB) projects and procurement knowledge will be considered an asset.

1. Understanding of budgeting, accounting and bookkeeping, particularly under GoB procedures through IBAS++, AMS, etc.
2. Clear understanding and knowledge on PPR/PPA for procurement of Goods, Services and Works items under the project
3. Experiences of using financial/accounting software programmes.
4. Knowledge on Tax & VAT deduction is desired.
5. Experience of Donar funded project will be preferable.
6. Experience with DoE/Govt. organization will be preferable.
7. Fluency in written and spoken English and

E. Contract Duration

To assist the project a "Junior Consultant (Finance/Procurement)" will be engaged for 24 months. However, the duration of the assignment may be increased or decreased according to the availability of the consultant, project needs and budget.

F. Reporting Obligations

The consultant will report to the project director.

G. Place of Work

DoE HQ will be the main workplace with the field visit of CAMS Station which is situated in Dhaka and Chittagong, if required.

H. Logistic Support

The project will provide office space, logistics and institutional support to the consultant in carrying out the assignment. In the event that official travel is required, the consultant shall be entitled to travel and other admissible allowances as per the applicable government rules and regulations. The allowance will be bear from project travel expenses budget.

I. Selection Method

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An individual will be selected in accordance with the process stipulated in the PPR 2008 and PPR 2025.

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All the documents that have to be submitted by the applicant

1. Three (3) copies of the Application in the prescribed format which is mentioned in RFA along with the financial proposal should be submitted to this address-Project Director, "The Project for the Improvement of Equipment for Air Pollution Monitoring", Department of Environment, E-16, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207.
2. Adequate information should be included for the evaluation and selection of proposals by the evaluation committee.
3. List of jobs performed by mentioning which organizations you have work experience with.
4. A detailed profile of the consultant should be submitted where their role in the relevant work will be mentioned.
5. A cover letter explaining why the applicant is suitable for the position of consultant.
6. A detail CV mentioning all academics and professional attainments.
7. All academic attainments should be supported with board/university offered certificates and to be submitted along with the application.
8. Professional experience should be supported with the certificates to be submitted along with certificate.

Evaluation Criteria:

Criteria	Points
• Educational Qualification	15
• Relevant past work experiences and their adequacy for the proposed assignment	55
• Relevant Professional Accreditation	10
• Suitability considering other skills (such as training, computer skills, proficiency in English and Bengali languages and others).	10
• Viva	10
Total points:	100 points

স্বাক্ষর

সাহানা সাকিয়া আক্তার
সিনিয়র কমিস্ট
পরিবেশ অধিদপ্তর, সদর দপ্তর, ঢাকা
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সিনিয়র কমিস্ট
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