

Request for Expression of Interest (EoI) for Selection of Individual Consultant

1	Ministry	Ministry of Environment, Forest and Climate Change (MoEFCC)
2	Agency	Department of Environment (DoE)
3	Procuring Entity Name	Director (Administration), Department of Environment
4	Procuring Entity District	Dhaka
5	Expression of Interest for Selection of	Junior Consultant (IT), 01(One) person
6	EoI Ref. No.	22.02.0000.008.56.0009.26.224
7	Date	26.04.2026

KEY INFORMATION AND FUNDING INFORMATION

8	Procurement Sub-Method	Selection of Individual Consultant (SIC)
9	Budget and Source of Funds	GoB (Operating budget/Revenue Budget)
10	Development Partners	Not applicable

PARTICULAR INFORMATION

11	Project/Programme Name	Not applicable
12	EoI Closing Date and Time	4.00 PM on 11.05.2026
13	Publication Date	27.04.2026

INFORMATION FOR APPLICANT

14	Brief Description of Assignment:	Department of Environment is seeking experienced professional on information technology (IT) to assist its management and operational work. The assignment is to deal with some hardware and software related activities such as LAN-Wi-Fi management, network maintenance, troubleshooting of computer-based systems; installation, management and upgradation of different computer software, website updating and management related tasks. The positions are initially fixed for one year and could be renewed if needed and warranted by the candidate's performance. Please visit www.doe.gov.bd for details description and Terms of Reference (ToR).
15	Experience, Resources and Deliver Capacity Required	The incumbent should have minimum Bachelor Degree in Computer Science and Engineering (CSE) and should have at least 5 years working experience in any government organization/Reputed Non-Government organization as Junior Consultant (IT) / IT Officer. Practical Experience and training on Server Base workstation management and maintenance, Windows/Linux/Mikrotik server administration system with relevant certifications is required. Experience and other qualifications must be as per the Terms of Reference (ToR).
16	Other Details (if applicable)	<ul style="list-style-type: none"> Interested Applicants are requested to submit their Expression of Interest (EoI) along with application forms and complete CV with other details in accordance with the Request for Application (RFA) which may be collected during regular office hours. Expression of Interest Application shall be submitted in sealed envelope delivered to Director (Administration), Department of Environment and be clearly marked with 'Request for Expression of Interest for Selection of Junior Consultant for DoE, IT Section'. Consultant will be selected using the selection of individual consultant sub-method in accordance with Public Procurement Rules2025. A copy of the ToR, Request for Application (RFA) and necessary forms may be obtained from the office of the undersigned during the office hours till 11.05.2026 or website of DoE (www.doe.gov.bd).
17	Association with foreign firm	Not applicable

PROCURING ENTITY DETAILS

18	Name of the official inviting EoI	Parvez Chawdhury
19	Designation of official Inviting EoI	Director (Administration)
20	Address of official Inviting EoI	Department of Environment, Head Office, Paribesh Bhaban, E/16, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207.
21	Contact details of official inviting EoI	Phone: 02223375050 and Email: diradmin@doe.gov.bd

The Procuring Entity reserves the right to accept or reject any/all Expression of Interest (EoI's) at any stage of the Process. If the tender/EoI submission deadline falls on a government holiday, the deadline shall be the same time on the next working day.

(Parvez Chawdhury)

Director (Administration)

Phone: 02223375050

Email: diradmin@doe.gov.bd