

This Document is the Preliminary working Draft. Procuring Entity can use this draft for their RFA preparation. During preparation of RFA Document, if any problem/confusion arises, PE's are requested to contact with BPPA for further clarifications.



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Standard Request for Application (SRFA) Procurement of Services for Support Staff

(Time based Contract)

**Department of Environment
Ministry of Environment, Forest and Climate Change**

November 2025

PS4

Guidance Notes on the use of the Standard Request for Application (SRFA) for Selection of Support Staff

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

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

This document shall be used when a Procuring Entity (the Client) wishes to select an Individual Support Staff for assignments for which the qualifications and experience of the individual are the overriding requirement, for which remuneration is being determined on the basis of the time actually spent by the Support Staff 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 Support Staff, or the output required of the Support Staff is difficult to assess.

Support Staff's remuneration is based on (i) agreed unit rates for the Support Staff 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 Support Staff and to be involved in the daily execution of the assignment.

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

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

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

SRFA (PS4), when properly completed will provide all the information that an Support Staff 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 Support Staff.

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

Section 1: Information to the Applicants

This Section provides relevant information to help Support Staff 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 Support Staff 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 Support Staff's 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 Support Staff clearly defines the Client's and Support Staff's 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 “**GEF Support to the 2026 UNCCD National Reporting Process – Bangladesh**” and intends to select Support Staff for the specific assignment as specified in the Terms of Reference in Section 2.
2. Qualifications of the Applicant
 - 2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
 - 2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.

[Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2]
3. Eligible Applicants
 - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions
 - 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 133 (9) of the Public Procurement Rules, 2025.
 - 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc. must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Support Staff as part of his/her Applications
 - 3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post.
 - 3.5 The Applicant has the legal capacity to enter into the Contract.
 - 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.
 - 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices in accordance with Sub-Clause 4.2.

- 3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5
4. Corrupt, Fraudulent, Collusive, Coercive or Obstructive Practices
- 4.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
- 4.2 The Government defines corrupt, fraudulent, collusive, coercive or obstructive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4.**
- 4.3 Should any corrupt, fraudulent, collusive, coercive or obstructive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
- 4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a Contract under public funds., the Client shall:
- (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
 - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.
5. Conflict of Interest
- 5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 5.3 Pursuant to Rule 71 of the Public Procurement Rules 2025, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.
- 5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.

B. Preparation, Submission & Modification or Substitution of Applications

6. Preparation of Application
- 6.1 Applications shall be typed or written in indelible ink in **English language** and shall be signed by the Applicant. Applicants are required to complete the following Forms:
- (a) Form 3A: Application Submission Form;
 - (b) Form 3B: CV of the Applicant; and
 - (c) Form 3C: Remuneration and Reimbursable
- 6.2 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.
7. Submission of Application
- 7.1 Pursuant to Rule-135(5) of the Public Procurement Rules 2025, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement. The application can be submitted through electronic mails as well.
- 7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.
- 7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.
- 7.4 The closing date for submission of Application is **14th June 2026 up to 4 Pm** to **Reporting Officer, "GEF Support to the 2026 UNCCD National Reporting Process Bangladesh" Project, 8th floor (Room No-903), Department of Environment, Agargaon, Dhaka.** Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late, and returned unopened to the Applicant.
- 7.5 Applications may be modified or substituted before the deadline for submission of Applications.
- 7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.
- 7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

C. Evaluation of Applications

8. Evaluation of applications
- 8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, knowledge of local conditions as well as language.
- 8.2 The points to be given under each of the evaluation Criteria are:

[Client shall allocate the Points for specific cases]

Criteria	Points
• Educational Qualification	<i>20 points</i>
• Relevant past work experiences and their adequacy for the proposed assignment	<i>60 points</i>
• Suitability considering other skills (such as training, computer skills, proficiency in English and Bengali languages and others).	<i>10 points</i>
Total points:	90 points

- 8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points *60* shall be considered disqualified.
- 8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants.
- 8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the PEC and shall be rated **with ten (10) points**.
- 8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared.
- 8.7 In pursuant to Rule 136 of the Public Procurement Rules 2025, there shall be no public opening of Applications.
- 8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee(POC)
- 8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.
- 8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.

9. Application Negotiations
- 9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 144 of the Public Procurement Rules, 2025 at the address of the client.
 - 9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded
 - 9.3 During negotiations, the Client and the Applicant shall finalize the “Terms of Reference”, work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services.
 - 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 negotiated 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 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 [June, 2026] at the location [Department of Environment]. The duration of the contract shall be [Six Months] from the date of commencement.

Section 2. Terms of Reference

A. Background

UNCCD is the sole organization linking environment and development to sustainable land management and set its goals "to forge a global partnership to reverse and prevent desertification/land degradation and to mitigate the effects of drought in affected areas in order to support poverty reduction and environmental sustainability". Bangladesh signed UNCCD in 1994 and ratified it in 1996 and thus, became a party to it since then. As part of partial fulfillment of obligations, Bangladesh has to submit biennial report on activities performed to combat land degradation and drought. Accordingly, the Department of Environment (DoE) as the technical arm of the Ministry of Environment, Forest and Climate Change (MoEFCC) prepares a progress report on the implementation of the UNCCD's decisions. "GEF Support to the 2026 UNCCD National Reporting Process – Bangladesh" reporting has been started by using PRAIS portal. DoE like to deploy a "Support Staff" to prepare the UNCCD National Report (2026) through stocktaking from stakeholders' consultation meeting; validation workshop, baseline survey etc. and will submit to the UNCCD Secretariat.

B. Strategic Objectives

Land is a prime natural resource and the basis for development activities of humankind. Life and livelihood of humankind greatly depend on land quality. Besides natural cause, unsustainable use, over exploitation of land etc. lead to slow but irreversible damage to land. As a result, environmental degradation, land productivity decline all those affect food security and human welfare.

The "Support Staff" will be recruited under GEF fund and placed with Reporting Office at DoE

C. Our Values:

1. Focusing on results on the ground;
2. Building country capacity and knowledge;
3. Forging partnerships with the public and private sectors;
4. Being collaborative and innovative;
5. Respecting differences and encouraging diversity of thinking;
6. Being at the frontier of knowledge in our areas of expertise.

D. Our Structure:

The Support Staff will report to the Reporting Officer. She/he will work closely with other members of formed committee members UNCCD 2026.

E. Scope of work and Responsibilities

The Support Staff will:

1. Assisting Reporting Team in preparing UNCCD books and report print (Report 2026) for submitting to PRAIS Portal.
2. Providing support for arranging meetings/workshops, etc. on UNCCD National Report (2026);
3. Assist in the preparation of presentations, work plans and budgets;
4. Provide support for collecting Data and Information relating to UNCCD National Report (2026) as well as campaigns through media and other public forums;
5. Providing day-to-day support for letters/documents' typing to the UNCCD National Reporting (2026) team;

6. Drafting the meetings/workshops' agenda including preparation of proceedings/minutes as per instruction of Reporting Officer and Assisting Reporting Officer,
7. Assisting all activities related to travel e.g. preparation of Travel Authorizations (TAs), and make travel arrangements for the UNCCD National Reporting (2026) team;
8. Assist in managing vehicle servicing activities and records under the UNCCD National Report (2026).
9. Assist in developing and maintaining proper filing for east tracking;
10. Maintaining office registers and updating hard and soft files;
11. Assisting in budget preparation, procurement and finance issues;
12. Perform additional duties as assigned by the Reporting Officer.
13. The Support Staff will work in the UNCCD National Report (2026) office under the guidance of concerned Officers/Specialists to perform the assigned tasks and will report to Reporting Officer.

F. Qualifications and Experiences

Educational Qualifications: At least HSC Pass from authorized education boards.

Skill: Knowledge on Computer skills (MS-word, MS-Excel, power point, internet etc.) is required.

G. Contract Duration

To assist the project a “Support Staff” will be engaged for 6 months. However, Support Staff will give support until final (all strategic objectives) submission of report which means till March 2027

H. Reporting Obligations

The support staff will report to the Reporting Officer.

I. Place of Work

DoE HQ will be the main workplace.

J. Logistic Support

The project will provide office space, logistics and institutional support to the support staff in carrying out the assignment.

K. Selection Method

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

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 SRFA along with the financial proposal should be submitted to this address-Reporting Officer, GEF Support to the 2026 UNCCD National Reporting Process – Bangladesh, 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.

Section 3. Application Forms

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable

Form 3A. Application Submission

[Location: dd/mm/yy]

To:

Dear Sirs:

I am hereby submitting my Application to provide the Services for Support Staff in strict accordance with your Request for Application dated [dd/mm/yy].

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

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

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

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

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

Attachment:

Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Support Staff 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 Support Staff].</i>								
8	LANGUAGES & DEGREE OF PROFICIENCY	<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Language</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Speaking</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Reading</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Writing</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;"><i>e.g. English</i></td> <td style="padding-left: 20px;"><i>Fluent</i></td> <td style="padding-left: 20px;"><i>Excellent</i></td> <td style="padding-left: 20px;"><i>Excellent</i></td> </tr> </tbody> </table>	<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>
<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 every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Support Staff” of the firm].</i> <i>[The Applicant should clearly indicate the Position held and give a brief description of the duties 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:								

11	<p>WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT</p> <p><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></p>
12	COMPUTER SKILL

CERTIFICATION

[Do not amend this Certification].

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

Signature			
Print name			
Date of Signing dd / mm / yyyy			

Form 3C. Indicative Remuneration & Expenses

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

(1) Remuneration

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

Note: A month consists of 30 calendar days.

(2) Reimbursable (as applicable)

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

CONTRACT CEILING (1) + (2)	
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Section 4. Contract Forms

The *Contract Agreement*, which once completed and signed by the Client and the Support Staff, clearly defines the Client's and Support Staff' respective responsibilities.

4.1 Contract Agreement (Time based)

THIS CONTRACT (“the Contract”) is entered into this day of [dd/mm/yy], by and between Ms. Farhana Mustari, Reporting Officer, “GEF Support to the 2026 UNCCD National Reporting Process – Bangladesh” having its principal place of business at Department of Environment, E/16, Agargoan, Dhaka-1207.

WHEREAS, the Client wishes to have the Support performing the Services hereinafter referred to, and

WHEREAS, the Support Staff is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

General

1. Services
 - 1.1 The Support Staff 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 Support Staff 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 Support Staff, 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 Support Staff 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 Support Staff 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 Support Staff from performance of the Contract revoking the award of contract; and
 - (b) declare the Support Staff ineligible for a stated period of time, from participation in procurement proceedings under public funds.

3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

“Corrupt practice” means offering or promising to offer, directly or indirectly, any bribe, employment, valuable item or service, or financial benefit to any officer or employee of the Procuring Entity or of any other public or private authority, with the intent to influence any act, decision, or procedure of the Procuring Entity in the course of the procurement process or contract execution, or the acceptance or solicitation of such by any officer or employee of the Procuring Entity. It shall also include any involvement of the Procuring Entity or any of its employees in corrupt, fraudulent, collusive, coercive, or obstructive practices as mentioned in these Rules;

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

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

“Coercive practice” means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders.

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

- | | | | |
|----|--------------------------|-----|--|
| 4. | Applicable Law | 4.1 | The Contract shall be governed by and interpreted in accordance with the laws of the People’s Republic of Bangladesh. |
| 5. | Governing Language | 5.1 | The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used. |
| 6. | Modification of Contract | 6.1 | The Contract shall only be modified by agreement in writing between the Client and the Support Staff. |
| 7. | Ownership of Material | 7.1 | Any studies, reports or other material, graphic, software or otherwise, prepared by the Support Staff for the Client under the Contract shall belong to and remain the property of the Client. |

7.2 The Support Staff 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 Support Staff between the Client and the Support Staff.

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 Support Staff

10. Ceiling Amount or Contract Price 10.1 The Client shall pay the Support Staff for the Services rendered pursuant to 'Description of Services' 'a ceiling amount not to exceed Tk 2.43 BDT (two lakh forty three thousands only), 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 Support Staff's costs as well as any tax obligation that may be imposed on the Support Staff.

10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B.

11. Remuneration 11.1 The Client shall pay the Support Staff for Services rendered with the rates agreed and specified in **ANNEX B** "Cost estimates for Services and Schedule of Rates". Remuneration rates shall be on monthly/daily/hourly [delete those inappropriate]

11.2 **Monthly Rate:** The time spent in performing the Services shall include travel time, weekends and public holidays, and to the extent specified in Clause 15.2 shall also include periods of casual leave and sick leave. In cases where only part of a month is worked then remuneration shall be computed by dividing the monthly rate by 30 and multiplying by the number of days worked i.e. time spent (as described above) during that month;

or

Daily rate: The time spent in performing the Services shall be determined solely on the basis of the number of days actually worked by the Support Staff, and shall include travel time, but not weekends, public holidays, casual or sick leave;

or

Hourly rate: The time spent in performing the Services shall be determined solely on the basis of the number of hours actually worked by the Support Staff, and shall include travel time, but not weekends, public holidays, casual or sick leave.

12. Reimbursables
- 12.1 **Per Diem Allowance:** The Support Staff 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 Support Staff 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 Support Staff shall, when performing the Services, be entitled to reimbursement of any other expenses as detailed in **Annex B**.
- 12.4 For other reasonable reimbursable expenses not falling within the above three categories, but which may arise during performance of the Services, such expenses will only be reimbursed by the Client as it may at its sole discretion approve, subject to available of budget.
13. Payment Conditions
- 13.1 **Currency:** Payments shall be made in Bangladesh Taka.
- 13.2 **Monthly Payments:** The Support Staff shall submit an Invoice for Remuneration and Reimbursable at the end of every month and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.
- 13.3 **Final Payment:** The final payment shall be made only after the final report shall have been submitted by the Support Staff and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Support Staff shall promptly make any necessary corrections, to the satisfaction of the Client.
- 13.4 **Suspension:** The Client may, by written notice of suspension to the Support Staff, suspend all payments to the Support Staff hereunder if the Support Staff fails to perform his/her obligations under this Contract.
- 13.5 **Refund of Excess Payment:** Any amount if paid to the Support Staff in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Support Staff 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 Support Staff

14. Medical Arrangements
- 13.1 The Support Staff shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Support Staff is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.

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|---|------|---|
| 15. Performance Standard | 14.1 | The Support Staff undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. |
| 16. Contract Administration | 15.1 | Client’s Representative: The Client’s representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract. |
| | 15.2 | Reports: During the course of the assignment, the Support Staff shall submit to the Procuring Entity reports as listed in Annex C , which shall be type-written or computer composed, and will constitute the basis for the payments to be made under Clause 12. |
| 17. Confidentiality | 16.1 | The Support Staff shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client’s business operations without the prior written consent of the Client. |
| 18. Support Services’s Liabilities | 17.1 | The Support Staff 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 Support Staff. |
| | 17.2 | The Support Staff shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services. |
| 19. Support Staff not to be Engaged in Certain Activities | 18.1 | The Support Staff agrees that, during the term of the Contract and after its termination, the Support Staff 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

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|---------------------------------------|------|--|
| 20. Services, Facilities and Property | 19.1 | The Client shall, free of any charge to the Support Staff, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A. |
|---------------------------------------|------|--|

Termination and Settlement of Disputes

21. Termination
- 20.1 **By the Client**
- The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Support Staff, Such notice to be given after the occurrence of any event necessitating such termination.
- 20.2 **By the Support Staff**
- The Support Staff 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 Support Staff pursuant to the Contract.
22. Dispute Resolution
- 21.1 **Amicable Settlement**
- The Client and the Support Staff shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 21.2 **Arbitration**
- If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE SUPPORT STAFF

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: Support Staff's Reporting Obligations

ANNEX A: Description of the Services

[Give detailed descriptions of the Services including its (a) Background, (b) Objectives, (c) Detailed negotiated TOR providing a description of Services to be provided , (d) Work plan with dates for completion of various tasks, (e) Place of performance of different tasks, (f) Specific tasks to be approved by the Client; etc.).

[also ensure the following data is listed in this Annex in conformity with the Contract Agreement.

- 1. The name of the main location (Head Office, Department of Environment) 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 Support Staff 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 Support Staff 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 Support Staff.*

ANNEX B: Cost estimates of Services and Schedule of Rates

(A) Remuneration

Name of Support Staff	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [<i>state monthly, daily or hourly</i>] rate		Sub-Total (A)	

(B) Reimbursable

Items of reimbursable	Unit	Qty	Rate(Taka)	Total (Taka)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
<i>Supporting documents and vouchers must be attached with the invoice</i>		Sub-total (B) =		

CONTRACT CEILING (A) +(B)=	Total =
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ANNEX C: Support Staff's Reporting Obligations
(Sample Format)

Sl. No.	Reports	Contents of Reports	Persons to Receive them	Date of Submission
1	Inception Report			
2	Interim Progress Report (a) First Status Report (b) Second Status Report			
3	Draft Report			
4	Final Report			

Request for Expressions of Interest

*This is the website format and as used for published advertisement.
It is included in this document for information only]*

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH			
1	Ministry/Division	< select >	V
2	Agency	< select >	V
3	Client Name	< type in name >	
4	Client Code	Not used at present	
5	Client District	< select >	V
6	Expression of Interest for Selection of	< type in name >	
7	EOI Ref No	< type in name >	
8	Date	< select >	V
9	Method of Selection		
KEY INFORMATION			
FUNDING INFORMATION			
10	Source of Funds	< select >	V
11	Development Partners (if applicable)	< type in name >	
PARTICULAR INFORMATION			
12	Project / Programme Code (if applicable)	< use MOF code >	
13	Project / Programme Name (if applicable)	< use MOF name >	
14	EOI Closing Date and Time	Date < select >	Time < select >
		V	V
		< type in name >	
INFORMATION FOR APPLICANT			
16	Brief Description of Assignment	< type in details >	
17	Qualification and Experience	< type in details >	
18	Other Details (if applicable)	< type in details >	
CLIENT DETAILS			
19	Name of Official Inviting EOI	< type in name >	
20	Designation of Official Inviting EOI	< type in name >	
21	Address of Official Inviting EOI	< type in name >	
22	Contact details of Official Inviting EOI	, Tel. No. >	< Fax No. > < e-mail >
23	The Client reserves the right to reject all EOI's		

< select > : these fields are "pop-up" fields and the Client will only have to select the correct name, address or date in order to complete the form.

< type in name > : these fields are to be completed by typing in the relevant data.

This letter will be selfgenerated from the webpage Advertisement

1
2
3
5

***Request for Expression of Interest
For Selection of [6]***

EOI RefNo: [7]

Date: [8]

The [3] has been allocated public funds from the Government of the Peoples Republic of Bangladesh (GoB) toward the cost of the [13], and intends to apply part of the proceeds of these funds to payments under the contract for the provision of consultancy services for the project by an individual consultant (national).

The services include [16]

The qualification and experience required for the assignment is as follows: [17]

The [3] now invites eligible Applicants to apply for the positions. . Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with other details as required as per the Application Forms)

A Consultant will be selected using the selection of individual consultant sub-method in accordance with the Public Procurement Rules 2025. It is expected that the services will be commenced on [please mention probable date] for a period of [please mention days/months/years].

Interested consultants are required to submit their expressions of interest in accordance with the standard Application Forms which may be obtained by the office of the undersigned during normal office hours (or available in the website: www.....).

Expressions of Interest shall be submitted by [14(2)] on [14(1)], in sealed envelope delivered to [21], and be clearly marked "Request for Expressions of Interest for Selection of [6].

[19]

[20]

[21]