

Government of the People's Republic of Bangladesh
Host and Rohingya Enhancement of Lives Project (HELP)
Department of Public Health Engineering (DPHE)
Terms of Reference (TOR)
Position: Financial Management Consultant
Package no. SD-1

Background

The Government of the People's Republic of Bangladesh (GoB) has received a grant and credit from the International Development Association (IDA) to finance the Host and Rohingya Enhancement of Lives Project (HELP). The project is being implemented by the Department of Public Health Engineering (DPHE) under the Ministry of Local Government, Rural Development, and Cooperatives (MLGRD&C). The Project Management Unit (PMU) is tasked with overseeing the project to ensure that funds are utilized efficiently, exclusively for their intended purposes, and in full compliance with the Borrower's obligations. To support effective financial management, DPHE intends to allocate a portion of the grant and credit to engage a Financial Management Consultant, in accordance with the World Bank Procurement Regulations.

Objective

The objective of this assignment is to lead and coordinate, as a core member of the project Management Unit (PMU) at HELP, DPHE, all aspects relevant to the financial management of the project, in accordance with the provisions of the legal agreements prevailing and relevant government financial rules and regulations.

Scope of Consultant's Assignment

The FMC shall work under the supervision of Project Director and with close association with other members of PMU. The FM guidebook issued by the World Bank will be the key guiding rule for project financial management. The FM guidebook provides details procedures to be followed by the project on the financial management arrangements such as: (i) Budgeting; (ii) Fund flows; (iii) Accounting; (iv) Internal controls; (v) Financial reporting (quarterly IFRs); and; (vi) External audit based on statement of audit needs agreed with Controller and Auditor General (C&AG) of Bangladesh.

The overall responsibility of the Consultant is to maintain register, books and other records, facilitate classification and analysis of financial information, check and verify bills and cheques, prepare document for timely replenishment of donor's fund, prepare annual budget, revised budget and financial plan and annual and quarterly disbursement forecast, liaise with Chief Accounts Office of concerned Ministry and both external and internal auditors for facilitating smooth implementation of the project activities.

The specific tasks/responsibility for the Consultant:

Ensuring the Flow of Funds: to process withdrawal applications for IDA funds to the Government Consolidated Fund and/or Designated Account; and to ensure adequate internal control for proper utilization, management and accounting of funds:

- Maintain the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds;
- Adhering to Financial and Accounting Policies: to ensure that simple, clear and transparent accounting and reporting policies are in place; to ensure policies and procedures for fund transfers and accounting for expenditures (including payment of advances, recovery of amounts, etc.) are adhered to; and to ensure classification of expenditures under appropriate headings in the Chart of Accounts; etc.

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- Complying with Financial and Accounting Procedures: to ensure that a satisfactory system of internal controls operates; to ensure appropriate use of financial powers, delegated or otherwise; to ensure separation of duties and policy for authorization of transactions; to ensure an adequate internal check and control system to safeguard physical assets; and to ensure timely periodic and regular reconciliation
- Prepare quarterly financial reports [expenditure and revenue] for the GOB and quarterly Interim Unaudited Financial Reports for the World Bank;
- Review and verify accuracy of information on payment vouchers for signing of checks;
- Manage project expenditures, ensuring full compliance with project rules and procedures;
- Prepare monthly/quarterly/annual reports as needed for both GOB, donor and agencies;
- Review, verify and certify monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements;
- Ability to prepare DPP, RDPP, restructuring of Financing Agreement and Project Completion Report (PCR);
- Develop chart of accounts to capture financial data appropriately;
- Prepare computerized accounting system for the project for accurate and timely management of financial resources;
- Prepare disbursement forecast on a monthly/quarterly/yearly basis for the project;
- Ensure that the computerized fixed assets records are maintained in the PMU identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records;
- Attend entry and exit meetings with FAPAD auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of PMU in meeting audit objections;
- Provide necessary cooperation to the Project Audit Committee (PAC);
- Advise and maintain all concerned in complying with the latest income tax and VAT deduction rules and tax certification;
- Supervise Accounts Assistant(s) and other accounting staff of the project and will provide hands on training to the accounting staff on various aspects of financial management tasks under a structured training plan; and
- Any other duties assigned by the PD/DPD.

Key Qualifications:

Academic Qualifications and Professional Experience of the Consultant:

a) Educational Qualification

- Master of Commerce in Accounting/Finance or MBA with major in Accounting/Finance. Candidate having fully or partly professional accountancy degree will get preference.

b) Experience

- At least 07 (seven) years of experience in financial management in any government/semi government/donor organizations being actively involved and fully conversant with the large contract payments, GoB budget, fund release and reporting formalities, knowledge of rules and regulations for budgeting, accounting, financial reporting and auditing.
- Should have minimum 5 years of working experience in World Bank/ WB fund operating project/ Development partner assisted Project as Financial Management Consultant being actively and fully conversant with World Bank's fund operating conditions and reporting requirements

- Fully conversant with and have experience in Microsoft or similar computerized accounting system with ability to assist in implementation and customization; skills and have ability to run smoothly the financial software of iBAS++, AMS, AMMS.02, e-PMIS& TALLY will be added advantages;
- Proven track record of ability to develop a chart of accounts befitting the relevant computerized accounting system and the reporting;
- Strong organizational and planning skills with the ability to work independently as a team player and under pressure.
- Strong interpersonal communicative skills, experience in team leadership and participatory management.
- Ability to train the project staff on financial management system.

Duration of the Assignment

The Consultant shall provide services for a duration of 42 months or until the grant/project closing date, whichever occurs first. However, the continuation in this position will be contingent upon the consultant's performance.

Institutional Arrangement

The Consultants will work at PMU, Dhaka under direct control of the Project Director. S/he will report directly to the Project Director with close collaboration with other officials of the project. The consultant shall be accountable to the Project Director for his day-to-day activities. The Consultant might have extensive field visit in Project field office. The PIU will provide necessary assistance (like office accommodation, computer, logistic services, consumables and other things or related services) to the Consultant in carrying out his/her scheduled activities under the project. The PIU will also provide necessary assistance to carry field trips - when necessary.

Expected Outputs and deliverables of the Assignment

The Consultant will need to produce the following:

No	Description	Reporting Time
1	Updated Books of Accounts and Records	Continues
2	Statement of Expenditure (SOE) to the World bank, Chennai office and its follow-up	As required
3	Prepare all report of IMED and relevant Ministries	Monthly and quarterly
4	Unaudited Interim Financial Reports	Quarterly
5	Relevant reports, statements , schedules to Auditors and reviewers	As required
6	Annual work plan and Budget and fund forecast	As required
7	L/C opening and management	As required
8	Reconciliation of Bank accounts	Monthly
9	Revenues to govt. exchequer	Monthly
10	Follow-up all bills in Central bank and other offices	As required
11	All contract payments and amendments	As required
12	All other works assigned by PMU	As required
13	Update on External Audit observations	Quarterly

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Source of Funding:

The project is jointly financed by the Government of Bangladesh (GoB) and the International Development Association (IDA).

Mode of Payment:

Payments will be made on a monthly basis, subject to the submission of a valid invoice by the consultant.

Selection Method:

The consultant will be selected and contracted in accordance with the "Individual Consultant (IC) – Open" selection method outlined in the World Bank Procurement Regulations for IPF Borrowers, as updated in September 2023.

Dalila
28.01.2025

(Dalila Afroze)

Executive Engineer, Arsenic Management Division &
Member, ToR Committee, DPHE.

(Signature)
28/1/25

(Md. Shafikul Alam)

Executive Engineer, Ground Water Division &
Member, ToR Committee, DPHE.

(Signature)
28/01/2025

(Sharmistha Debnath)

Executive Engineer, Design Division &
Member, ToR Committee, DPHE.

(Signature)
28/01/2025

(Shishir Kumar Biswas)

Executive Engineer, SIR Division &
Member Secretary, ToR Committee, DPHE.

(Signature)
28/01/2025

(Mohammed Anwar Eusuf)

Superintending Engineer, Planning Circle &
Member, ToR Committee, DPHE.

(Signature)
28/1/25

(Noor Ahmed)

Project Director, DPHE
Host and Rohingya Enhancement of Lives
Project (HELP) &
Convener, ToR Committee, DPHE.

Approved

(Signature)
28/1/2025
Tusher Mohon Shadhu Khan
Chief Engineer
Department of Public Health Engineering
Govt of Bangladesh, Dhaka.

(Signature)
28/01/25

(Bidhan Chandra Dey)

Superintending Engineer, Ground Water
Circle, Project Director &
Convener, ToR Committee, DPHE.

Government of the People's Republic of Bangladesh
Host and Rohingya Enhancement of Lives Project (HELP)
Department of Public Health Engineering (DPHE)
Terms of Reference (TOR)
Position: Procurement Consultant
Package no. SD-2

Background:

The Government of the People's Republic of Bangladesh (GoB) has received a grant and credit from the International Development Association (IDA) to finance the Host and Rohingya Enhancement of Lives Project (HELP). Part of the project is being implemented by the Department of Public Health Engineering (DPHE) under the Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C).

The Project Management Unit (PMU) is tasked with overseeing the project to ensure that funds are utilized efficiently, exclusively for their intended purposes, and in full compliance with the Borrower's obligations. To support effective Procurement management, DPHE intends to allocate a portion of the grant and credit to engage a Procurement Consultant, in accordance with the World Bank Procurement Regulations.

Objective

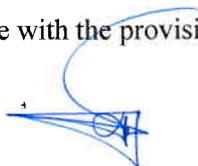
The Procurement Consultant will be engaged to assist the Project Management Unit (PMU) in carrying out various procurement-related activities under the project.

Scope of Services

The overall responsibility of the Procurement Consultant is to establish and operate the procurement management system, of the project. This will include preparing procurement plan, document and ensure the Government rules and World Bank Procurement Regulations in the procurement process. S/he will have to ensure financial safeguards through sound procurement procedure for facilitating smooth implementation of the project activities.

The Procurement Consultant will report to the Project Director. The specific tasks/responsibility for the Consultant:

- Assist the Project Director to prepare/ update the Project Procurement Strategy for Development (PPSD) in regards to collect necessary and relevant procurement data or information;
- Prepare and regularly update the Procurement Plan for all goods, services and works to be procured during the Project period;
- Update the procurement plan as and when needed through the Bank's Systematic Tracking of Exchanges in Procurement (STEP) system. Upload and update the procurement transaction using STEP;
- Prepare Procurement Processing Schedule for major components of procurement plan for the project;
- Prepare, Review and finalization of the procurement documents like Bidding documents, Request for Proposals (RFP), Bid/Proposal evaluation reports etc. for all contracts packages in accordance with the procurement procedure of the World Bank Procurement Regulations and the Public Procurement Act 2006 and Public Procurement Rules 2008 as applicable; Conduct procurement activities under the project using the national e-GP portal;
- Ensure that procurement is done in accordance with the provisions of the Financing Agreement;



- Prepare and submit quarterly procurement report as per agreed format of the World Bank and in accordance with the provision of the Bank;
- Organize/assist opening and evaluation of bids, contract awards in accordance with World Bank's Procurement Regulations/PPR and arrange for transmission of documentation to World Bank for NoL (if necessary);
- Supervise the implementation of contracts including transportation, delivery, acceptance and storage;
- Verify payments due under procurement contracts and help to prepare applications for payment;
- Provide on job training and organize, if necessary, seminars on procurement for concerned personnel.
- Assist Project Director/ PMU in contract management and other issues;

Key Qualifications:

Academic Qualifications and Professional Experience:

a) Educational Qualification:

Bachelor in in Engineering or Masters in Procurement/Economics/ Statistics/ Law or any other related discipline. CIPS/MPSM/PMP degree will be preferable.

b) Experience:

- 10 (Ten) years of experience in carrying out Public Procurement with primary responsibilities and substantial content of higher position in practical application of internationally accepted procurement and contracting procedures and documents for works, goods and services of which 07 (Seven) years' experience in managing internationally competitive procurement of large scale and complex civil works under projects funded by multilateral organizations such as ADB/AIIB/IsDB and particularly World Bank.
- Proven expertise in the use of internationally accepted contract documents for works, goods, and services, with a strong understanding of national regulations and international procurement guidelines.
- Experience in preparing procurement plans, bidding documents, Requests for Proposals (RFPs), and evaluation reports in accordance with donor agencies' guidelines is highly desirable.
- In-depth knowledge of the technical, commercial, and legal aspects of procurement in government and World Bank-financed or development projects is preferred.
- Proficiency in e-Government Procurement (e-GP) is essential.
- Demonstrated experience in procurement following World Bank or other donor agencies' procurement guidelines is required.
- Familiarity with the World Bank's STEP system is an added advantage.
- Experience in managing large works and service packages under donor funding project will be considered an asset.
- Excellent communication skills in English, both written and spoken, are essential.
- Strong computer skills with the ability to work independently.

Duration of the Assignment

The Consultant shall provide services for a duration of 42 months. However, the contract duration may be extended based on the consultant's performance and project need.

Institutional Arrangement

The Consultant will work at PMU, Dhaka under direct control of the Project Director. S/he will report directly to the Project Director with close collaboration with other officials of the project. The consultant shall be accountable to the Project Director for his day-to-day activities. The Consultant might have extensive field visit in Project regional offices. The PIU will provide necessary assistance (office accommodation, computer, logistic services, consumables and other things or related services) to the Consultant in carrying out his/her scheduled activities under the project. The PIU will also provide necessary assistance to carry field trips - when necessary.

Reporting Obligations

- Assignment completion report.
- Any other reports as required by PMU.

Source of Funding:

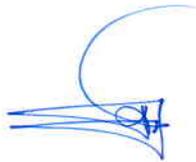
The project is jointly financed by the Government of Bangladesh (GoB) and the International Development Association (IDA).

Mode of Payment:

Payments shall be processed monthly upon receipt of a valid invoice submitted by the consultant.

Selection Method:

The consultant will be selected and contracted in accordance with the "Individual Consultant (IC) – Open" selection method outlined in the World Bank Procurement Regulations for IPF Borrowers, as updated in September 2023.



Government of the People's Republic of Bangladesh
Host and Rohingya Enhancement of Lives Project (HELP)
Department of Public Health Engineering (DPHE)

Terms of Reference (TOR)
Position: Hydrogeological Consultant
Package no. SD-4

Background

The Government of the People's Republic of Bangladesh (GoB) has received a grant and credit from the International Development Association (IDA) to finance the Host and Rohingya Enhancement of Lives Project (HELP). The project is being implemented by the Department of Public Health Engineering (DPHE) under the Ministry of Local Government, Rural Development, and Cooperatives (MLGRD&C).

The Project Management Unit (PMU) is tasked with overseeing the project to ensure that funds are utilized efficiently, exclusively for their intended purposes, and in full compliance with the Borrower's obligations. To support effective hydrogeological issue, DPHE intends to allocate a portion of the grant and credit to engage a Hydrogeological Consultant, in accordance with the World Bank Procurement Regulations.

Objective

The main objective to hire the Hydrogeological Consultant is to perform:

- Geological and geophysical investigations/ assessment of ground water resources in the project area.
- Data processing, interpretation and site selection
- Marking of borehole site in the field and specify GPS co-ordinates
- Compile data report, with graphical format of geophysical data and Locality map (depicting traverses, target structures and drilling sites)
- Capture and process collected monitoring data to software such as QGIS, MODFLOW, Python.
- Assess data and compile ground water resources status report or ground water report
- Provide training to the Project official and Contractor on maintain groundwater management plan

Key tasks/responsibility

- Groundwater source development for community water supply, resource assessment and management and the minimum standards and guidelines by the appropriate authority.
- Design and conduct hydrogeological investigations to ensure that accurate and appropriate information is collected.
- Conduct an analysis of groundwater data collected to produce groundwater flow regime using GIS Tools/Software.
- Characterize the geological and hydrogeologic conditions at the sites including subsurface soil types, the presence or absence of confining layers, and the direction and rate of groundwater flow.
- Characterize the groundwater/surface water interaction including a determination of the surface water flow regime.

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- Examine the records of existing operational production tube wells (PTW) and test tube wells (TTW), especially bore logs, aquifer properties, water qualities to get an insight into the aquifer conditions and related data/info along with Technical Support Unit (TSU) Consultants.
- Prepare guidelines for installation of TTWs and PTWs in different field condition accordingly provide training to the concerned field-level supervisors and drillers.
- Monitor and supervise the installation of TTWs and PTWs
- When necessary and required by PD, Hydrogeological Consultant shall provide technical support to PD include coordination with other government organizations, development partners, UN agencies and INGOs working at Rohingya camps, strategies to address major safeguard issues and complaints, handling grievances and enhancement of safeguard capacity of PMU.

Key Qualifications

Educational Qualifications and Professional Experience of the Consultant

a) Educational Qualification

Postgraduate in Hydrology or Hydrogeology/ Earth Sciences or relevant fields.

b) Experience

- Minimum 15 years of professional experience in any government/ semi government/ autonomous sector or in any development projects on hydrogeological issues of water sector and water resources management
- At least 10 years of relevant experience in development project especially on surface and ground water resources development for water supply and hydrogeological investigation.
- Minimum 5 years of working experience in development project funded by the World Bank, ADB or other development partners is preferred.
- Should have strong computer skills, including software related to groundwater resources development, Microsoft Word, and Excel.
- Preference will be given to candidates with experience working on projects or funds related to Forcibly Displaced Myanmar Nationals (FDMN).
- Excellent verbal and written communication skills and report writing capacity in both Bangla and English.

Place of Work:

The position is full-time, based in Cox's Bazar, with periodic extensive visits to Noakhali district and Bhasan Char. The role includes providing support to the Regional Project Management Unit (RPMU). The Consultant will work under the direct supervision of the Deputy Project Director and will report to them while closely collaborating with other project officials. The Consultant will be accountable to the Deputy Project Director for daily activities.

Duration of the Assignment:

The consultant shall provide services for a period of 42 months or until the project closing date, whichever occurs earlier. The duration of the assignment may be extended based on the consultant's performance, budget availability, and project requirements.

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Counter facilities:

The project will provide office space and other logistic support as per project provision. An available document, papers and information relevant to the assignment will be provided or made accessible to the Specialist.

Reporting Obligations:

- Necessary Report according to the Scope of Works;
- Monthly Activity Report
- Assignment completion report
- Any other reporting as required by the PD/PMU.

Source of Fund

The project is jointly financed by the Government of Bangladesh (GoB) and the International Development Association (IDA).

Mode of Payment

Payments shall be processed monthly upon receipt of a valid invoice submitted by the consultant.

Selection Method:

The consultant will be selected and contracted in accordance with the "Individual Consultant (IC) – Open" selection method outlined in the World Bank Procurement Regulations for IPF Borrowers, as updated in September 2023.

Dalila
28/01/2025

(Dalila Afroze)

Executive Engineer, Arsenic Management Division &
Member, ToR Committee, DPHE.

Shafikul Alam
28/1/25

(Md. Shafikul Alam)

Executive Engineer, Ground Water Division &
Member, ToR Committee, DPHE.

Sharmistha Debnath
28/01/2025

(Sharmistha Debnath)

Executive Engineer, Design Division &
Member, ToR Committee, DPHE.

Shishir Kumar Biswas
28/01/2025

(Shishir Kumar Biswas)

Executive Engineer, SIR Division &
Member Secretary, ToR Committee, DPHE.

Mohammed Anwar Eusuf
28/01/2025

(Mohammed Anwar Eusuf)

Superintending Engineer, Planning Circle &
Member, ToR Committee, DPHE.

Noor Ahmed
28/1/25

(Noor Ahmed)

Project Director, DPHE
Host and Rohingya Enhancement of Lives
Project (HELP) &
Convener, ToR Committee, DPHE.

Approved

Tuohar Mohon Shadhu Khan
28/1/2025
Tuohar Mohon Shadhu Khan
Chief Engineer
Department of Public Health Engineering
Govt of Bangladesh, Dhaka.

Bidhan Chandra Dey
28/01/25

(Bidhan Chandra Dey)

Superintending Engineer, Ground Water
Circle, Project Director &
Convener, ToR Committee, DPHE.

Government of the People's Republic of Bangladesh
Host and Rohingya Enhancement of Lives Project (HELP)
Department of Public Health Engineering (DPHE)
Terms of Reference (TOR)
Position: Jr. Procurement Consultant
Package No: SD-11

Background

The Government of the People's Republic of Bangladesh (GoB) has received a grant and credit from the International Development Association (IDA) to finance the Host and Rohingya Enhancement of Lives Project (HELP). Part of the project is being implemented by the Department of Public Health Engineering (DPHE) under the Ministry of Local Government, Rural Development, and Cooperatives (MLGRD&C).

The Project Management Unit (PMU) is tasked with overseeing the project to ensure that funds are utilized efficiently, exclusively for their intended purposes, and in full compliance with the Borrower's obligations. To support Regional Project Management Unit (RPMU) for effective Procurement and support, DPHE intends to allocate a portion of the grant and credit to engage a Jr. Procurement Consultant, in accordance with the World Bank Procurement Regulations.

Objective

To provide support the Regional Project Management Unit (RPMU)

- Carrying out all procurement process starting from bidding document preparation to award the contract and
- Closely monitor the contract management process of the signed contracts of DPHE on behalf Project Director for proper integration of the project.

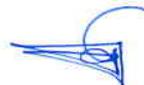
Key tasks/responsibility

The specific tasks/responsibility for the consultant will include, but not limited to:

- Assist in developing the procurement plan for Works, Goods and Services under the project, and updating the Plan as and when needed (at least semi-annually) through the Bank's Systematic Tracking of Exchanges in Procurement (STEP) system. Also assist in uploading and updating the procurement transactions using STEP;
- Assist in preparation of procurement documents such as Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Bidding Document, Request for Proposals (RFP) and Pre-Bid Meeting Minutes as per World Bank Procurement Regulations and the Public Procurement Act 2006 and Public Procurement Rules 2008 as applicable;
- Assist in preparing TORs and associated documents for other consultants, as appropriate;
- Assist in preparation of report on procurement status as and when requested by the Project Director;
- Assist in preparing report of any possibility of contract variation;
- Any other task assigned by the Project Director as and when required.

Education and Experience

- Bachelor's degree in engineering or Master degree in Procurement or in any other discipline;
- 7 years of working experience in public procurement in government/ semi government/autonomous body or in any other donor agencies funded development projects;
- Experience of working in World Bank/Development Partner assisted project as consultant of public procurement will be preferred.



- Must have sound understanding of public procurement Act and Rules and international agencies procurement guidelines/ regulations.
- Experience in preparation of procurement plans, bidding documents, RFPs and evaluation reports following donor agencies guidelines shall be an added advantage;
- Relevant training/ degree in procurement related field will be given preference;

Duration of the Assignment

The Consultant shall provide services for a duration of 42 months. However, the contract duration may be extended based on the consultant's performance and project need.

Institutional Arrangement

The Consultants will work at PMU, Dhaka under direct control of the Project Director. S/he will report directly to the Project Director with close collaboration with other officials of the project. The consultant shall be accountable to the Project Director for his day-to-day activities. The Consultant might have extensive field visit in Project field offices. The PIU will provide necessary assistance (like office accommodation, computer, logistic services, consumables and other things or related services) to the Consultant in carrying out his/her scheduled activities under the project. The PIU will also provide necessary assistance to carry field trips - when necessary.

Reporting Obligations

- Assignment completion report.
- Any other reports as required by PIU

Source of Funding

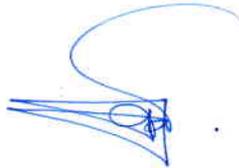
The project is jointly financed by the Government of Bangladesh (GoB) and the International Development Association (IDA).

Mode of Payment

Payments will be made on a monthly basis, subject to the submission of a valid invoice by the consultant.

Selection Method

The consultant will be selected and contracted in accordance with the "Individual Consultant (IC) – Open" selection method outlined in the World Bank Procurement Regulations for IPF Borrowers, as updated in September 2023.



Government of the People's Republic of Bangladesh
Host and Rohingya Enhancement of Lives Project (HELP)
Department of Public Health Engineering (DPHE)

Terms of Reference (TOR)
Position: Communication Consultant
Package no. SD-13

Background

The Government of the People's Republic of Bangladesh (GoB) has received a grant and credit from the International Development Association (IDA) to finance the Host and Rohingya Enhancement of Lives Project (HELP). The project is being implemented by the Department of Public Health Engineering (DPHE) under the Ministry of Local Government, Rural Development, and Cooperatives (MLGRD&C).

The Project Management Unit (PMU) is responsible for overseeing the project to ensure that funds are utilized efficiently, solely for their intended purposes, and in full compliance with the Borrower's obligations. To enhance effective communication, the Department of Public Health Engineering (DPHE) intends to allocate a portion of the grant and credit to engage a Communication Consultant in accordance with the World Bank Procurement Regulations.

Objective of the Assignment

The primary objective of this assignment is to develop a comprehensive communication plan and implement tailored communication tools to support the achievement of the Project Development Objective (PDO). Additionally, the assignment aims to foster broad-based support for the activities proposed under the project.

Scope of Work:

The Consultant will work under the Project Management Unit (PMU) to:

1. Design and develop a communication implementation plan.
2. Conduct awareness-generation and behavior-change communication campaigns.
3. Utilize appropriate media channels and tools to effectively reach target audiences.

The communication strategy will incorporate a mix of media and materials, including but not limited to:

- Local cable TV networks.
- Posters and point-of-display materials.
- Booklets and informational brochures.
- Traditional media platforms.

These materials will also be designed for continued local use by municipalities to ensure sustainability and long-term impact.

Responsibilities of the Consultant

The Consultant will prepare a comprehensive communication plan under the guidance of the Project Management Unit (PMU) and in close consultation with the Social Development & Hygiene Promotion Consultant and the Social Awareness Firm of the PMU. The Consultant will also support the implementation of the communication plan, which includes the following responsibilities:

- a) Development of IEC/BCC Materials:
Conceptualize, draft, and oversee the production of Information, Education, and Communication (IEC) and Behavior Change Communication (BCC) materials to raise awareness about the health benefits of water and sanitation services.

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- b) Awareness Messaging:
Develop and design awareness messages for display on billboards strategically placed across the project area.
- c) Broadcast Communication:
Create communication messages for broadcasting through local cable TV networks to effectively reach the target audience.
- d) Incorporating Feedback:
Gather information from the Technical Support Unit (TSU) related to communication and awareness activities (e.g., focus group discussions, Town-Level Coordination Committee meetings). Summarize and integrate relevant feedback into the implementation plan as needed.
- e) Publication of Annual Newsletter:
Prepare an annual newsletter highlighting the project's objectives, vision, mission, activities, and achievements, as required.

The above communication tools will be implemented by a separately procured consultancy firm under the supervision and guidance of the communication expert.

Educational Qualifications and Experiences

The required academic qualifications and professional experience of the Consultant:

a) Educational Qualification

Master degree in Mass communication and Journalism/ Public Relations/ Business Administration/ Marketing/ Political Science or other relevant discipline or subject.

b) Experience

- At least 10 years of professional experience in any government/ semi government/ autonomous sector or in any development projects on development activities including extensive experience in stakeholder consultation, communication, mobilization, engagement, policy and advocacy etc.:
- A minimum of 5 years of professional experience as a consultant in World Bank-funded or other development partner-funded projects, specifically in communication and related activities;
- Experience in organizing various types of programs, training, workshop, seminar, fair, conference etc.
- Skills in developing communications literature/materials for electronic and print media for dissemination among public;
- Good understanding of and knowledge and experience in socio-political, cultural, and current issues in FDMN living area.
- Experience on capacity building, knowledge sharing through participatory approaches of engagement and working in the communities with low literacy levels and others.
- Familiarity with latest communication trends and understanding for publishing of IEC, BCC and Audio-Video materials etc.
- Report writing skills and ability to deliver them within a timeline;
- Excellent computer skills on MS Word, Excel, power point, internet, web browsing, Photoshop etc.
- Preference will be given to candidates with experience working on projects or funds related to Forcibly Displaced Myanmar Nationals (FDMN).
- Ability to work under strict deadlines;
- Willingness to visit the stakeholders/ fields frequently.

Duration of the Assignment

The duration of the assignment is 42 months from the contract signing/joining date. However, the duration may be increased or decreased based on performance of the individual, availability of budget and project needs.

Institutional Arrangement

The Consultant will report directly to the Project Director (PD) for his day-to-day activities and will be responsible for all communication-related reporting. The Consultant will be attached to the Project Management Unit (PMU), s/he will also collaborate with the Regional Project Management Units (RPMUs) in Cox's Bazar and Noakhali as needed to ensure alignment and effective coordination.

Reporting Obligations

- I. Necessary Reports as mentioned in Scope of Works
- II. Monthly Activity Report
- III. An appropriate communication plan within 3 months.
- IV. Assignment completion report.
- V. Any other reports as required by PMU.

Source of Fund

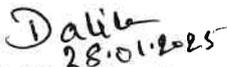
The project is jointly financed by the Government of Bangladesh (GoB) and the International Development Association (IDA).

Mode of Payment

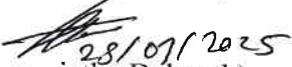
Payments will be made on a monthly basis, subject to the submission of a valid invoice by the consultant.

Procurement/ Hiring method

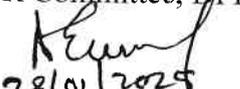
The Consultant will be hired and contracted as per the "Individual Consultant (IC)-Open" Selection method of World Bank Procurement Regulation (PR), 2016, updated in September 2023.


28.01.2025
(Dalila Afroze)

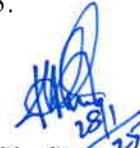
Executive Engineer, Arsenic Management
Division &
Member, ToR Committee, DPHE.


28/01/2025
(Sharmistha Debnath)

Executive Engineer, Design Division &
Member, ToR Committee, DPHE.


28/01/2025
(Mohammed Anwar Eusuf)

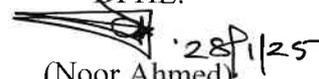
Superintending Engineer, Planning Circle &
Member, ToR Committee, DPHE.


28/1/25

(Md. Shafikul Alam)
Executive Engineer, Ground Water
Division &
Member, ToR Committee, DPHE.


28/01/2025
(Shishir Kumar Biswas)

Executive Engineer, SIR Division &
Member Secretary, ToR Committee,
DPHE.


28/1/25
(Noor Ahmed)

Project Director, DPHE
Host and Rohingya Enhancement of Lives
Project (HELP) &
Convener, ToR Committee, DPHE.

Approved


27/01/2025
Tushar Mohon Shadhu Khan
Chief Engineer
Department of Public Health Engineering
Govt of Bangladesh, Dhaka.


28/01/25
(Bidhan Chandra Dey)

Superintending Engineer, Ground Water
Circle, Project Director &
Convener, ToR Committee, DPHE.