

Government of the People's Republic of Bangladesh  
Office of the Project Director  
Host and Rohingya Enhancement of Lives Project (HELP)  
Department of Public Health Engineering  
DPHE Bhaban (8<sup>th</sup> Floor), 14 Shaheed Captain Monsur Ali Sarani,  
Kakrail, Dhaka-1000  
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Memo No: 46.03.2600.559.07.161.2026- 119

Date: 16/02/2026

**Notice of ToR Preparatory Meeting for Package No. HELP/SD-19**

This is to inform all concerned that a discussion and preparatory meeting will be held for the formulation of detailed requirements and preparation of the Terms of Reference (ToR) for the package titled "Review and Update of Existing ICT-Based Monitoring and Billing Software, O&M, and Related ICT Equipment" under Package No. HELP/SD-19 of the Host and Rohingya Enhancement of Lives Project (HELP). Additional Chief Engineer (Planning), DPHE, Dhaka will preside over the meeting.

The objective of the meeting is to hold an in-depth technical discussion on the design and development of an ICT-based dashboard, its linkage and interconnectivity with existing DPHE billing systems, and its integration with the DPHE central MIS and relevant DPHE websites, in order to ensure system compatibility, data integrity, and operational sustainability.

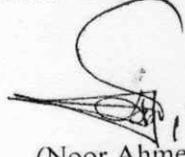
The meeting will be held as per the following schedule:

Date : 18 February 2026  
Time : 11:00 AM  
Venue : Office of the Additional Chief Engineer (Planning),  
Department of Public Health Engineering (DPHE), Dhaka

All concerned officials and relevant stakeholders are requested to attend the meeting on time and provide their technical inputs to facilitate effective discussion and timely finalization of the ToR.

Agenda of the Meeting:

1. Welcome and introduction
2. Brief overview of the Host and Rohingya Enhancement of Lives Project (HELP)
3. Context, scope, and objectives of the proposed ICT-based dashboard
4. Discussion on system architecture, linkage with DPHE billing systems, and integration with DPHE Central MIS
5. Identification of key requirements for preparation and finalization of the Terms of Reference (ToR) for Package HELP/SD-19
6. Miscellaneous.

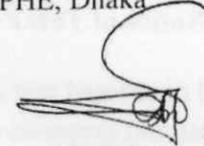
  
(Noor Ahmed)  
Project Director  
HELP, DPHE, Dhaka

Memo No: 46.03.2600.559.07.161.2026- 119 (5)

Date: 16/02/2025

Copy forwarded with a request to attend the meeting:

1. Mr. Ehet Shamul Russel Khan, Additional Chief Engineer (Planning), DPHE, Dhaka.
2. Mr. Mohammed Anwar Eusuf, Superintending Engineer (Current Charge), DPHE, Dhaka.
3. Mr. Mohammed Mahmud Khan, Deputy Project Director, RPMU, HELP, DPHE, Cox's Bazar
4. Mr. Md. Muktadir Harun, Social and Environmental Safeguard Officer, HELP, DPHE, Dhaka
- ✓ 5. Ms. Ismat Nur-A-Jahan, Programmer, MIS Unit, Planning Circle, DPHE, Dhaka

  
16/2/26  
(Noor Ahmed)  
Project Director  
HELP, DPHE, Dhaka