

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়  
স্থানীয় সরকার বিভাগ  
ইমপ্রভমেন্ট অব আরবান পাবলিক হেলথ প্রিভেন্টিভ সার্ভিসেস প্রজেক্ট  
ডিপিএইচই ভবন (লেভেল-৯)  
১৪, শহীদ ক্যাপ্টেন মনসুর আলী সরনী, কাকরাইল, ঢাকা-১০০০

স্মারক নং: ৪৬.০০.০০০০.৩০৩.০০১.০৭.০২৬.২৬-১৯৮

তারিখঃ ২২-০৬-২০২৬ খ্রিঃ

বিষয়ঃ স্থানীয় সরকার বিভাগ কর্তৃক বাস্তবায়নাত্মক **Improvement of Urban Public Health Preventive Services** প্রকল্পের আওতায় **Expression of Interest (EOI)** প্রচার সংক্রান্ত।

উপর্যুক্ত বিষয় ও সূত্রের প্রেক্ষিতে জানানো যাচ্ছে যে, "Improvement of Urban Public Health Preventive Services" শীর্ষক প্রকল্পের স্থানীয় সরকার বিভাগ কর্তৃক বাস্তবায়নাত্মক ১জন পরামর্শক নিয়োগ সংক্রান্ত বিজ্ঞপ্তি (৯ ইঞ্চি ৩ কলাম) আগামী ২৩-০৬-২০২৬ তারিখ ০১(এক) দিনের জন্য তাঁর পত্রিকায় সকল সংস্করণে প্রচার করার জন্য অনুরোধ করা হলো।

২। প্রচারিত বিজ্ঞপ্তিরসহ পত্রিকার ৫(পাঁচ) কপি এবং বিল এ কার্যালয়ে প্রেরণের জন্য অনুরোধ করা হলো।

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যুগ্ম সচিব, স্থানীয় সরকার বিভাগ

ও

প্রকল্প পরিচালক

ইমপ্রভমেন্ট অব আরবান পাবলিক হেলথ প্রিভেন্টিভ সার্ভিসেস প্রজেক্ট

ফোনঃ ২২৩৩৫৫৫৬১

ই-মেইলঃ pd.uhnpp.2024.lgd@gmail.com

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
Ministry of Local Government, Rural Development and Cooperatives  
Local Government Division  
IMPROVEMENT OF URBAN PUBLIC HEALTH PREVENTIVE SERVICES PROJECT (IUPHPSP)  
DPHE BHABAN (LEVEL-8)  
14, SHAHEED CAPTAIN MANSUR ALI SARANI, KAKRAIL, DHAKA-1000

Memo No.46.00.0000.303.001.07.026.26-198

Date:22-06-2026

**REQUEST FOR EXPRESSIONS OF INTEREST**

**For**

**Selection of MIS Specialist (National Individual Consultant)**

**Country:** Bangladesh

**Name of the Project:** Improvement of Urban Public Health Preventive Services Project (IUPHPSP)

**Credit No.:** 7402-BD

**Assignment Title:** Selection of MIS Specialist (National Individual Consultant)

**Reference No.:** SIC-12A

The People's Republic of Bangladesh has received financing from the World Bank towards the cost for the Urban Health, Nutrition and Population Project ("UHNPP") and intends to apply a part of the proceeds to cover eligible payments under the contract for providing consulting service by hiring **MIS Specialist**: The main objective of this consultancy assignment is to assist the Client in managing and monitoring the digital platform to be established under LGD for vector management and outhouse medical waste management system. **Details are provided in the Terms of References (TORs) of the respective assignment.**

**The qualifications and experiences required for the assignments are:**

Sl. No.	Title of the Assignment & Duration	No. of Post	Qualification	Experience
01	MIS Specialist (Contract Package No. SIC-12A) Duration: 23 (Twenty Three) ) Man-Months, (Tentatively)	1 (one)	At least Master's degree or equivalent in Computer Science, Statistics, Engineering, MIS, IT or any other related discipline	At least fifteen (15) years of general work experience of which seven (7) years in the role of managing large scale MIS and database management of web-based application in national/international organizations

The Local Government Division (LGD) now invites eligible Applicants to indicate their interest in providing the services. Applicants are invited to provide information indicating that they are qualified to perform the services.

The Consultant will be selected using the Selection of Individual Consultants method in accordance with "The World Bank's Procurement Regulations for IPF Borrowers, July 2016 (Revised November 2020)". It is expected that the services will be commenced on 1st August, 2026 and shall be completed on 30<sup>th</sup> June, 2028 for each of the above-mentioned package at the office of the undersigned.

Interested Applicants may obtain the Terms of Reference (TOR) upon request from the address provided below either by e-mail or in person during the office hours. The TOR is also available at the LGD website ([www.lgd.gov.bd](http://www.lgd.gov.bd)).

Expressions of Interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) on or before **16<sup>th</sup> July, 2024** within **3:00 PM** (Bangladesh Standard Time). Expression of interest must include a forwarding letter, complete Curriculum Vitae (CV) and a financial proposal along with copies of certificates and supporting documents. The sealed envelope of EOI must address the package number, position of the specialist and the project name. In the case of e-mail, the subject line must address the package number and position of the specialist.

The Procuring Entity reserves the right to accept or reject any or all EOI(s) without assigning any reason whatsoever.

(Abul Khair Mohammad Hafizullah Khan)  
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and  
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SIC-12A

## Section 2. Terms of Reference

### For Management Information System (MIS) Specialist (National)

#### 1.0 Background

The Government of the People's Republic of Bangladesh ("GoB") has received a credit from the International Development Association ("IDA") for implementation of the "Urban Health, Nutrition and Population Project", implemented by the Ministry of Health and Family Welfare ("MoHFW") and the Ministry of Local Government, Rural Development & Cooperatives ("MOLGRD&C"). The Project has two components – the Second Component is being implemented by the Local Government Division ("LGD") under the Project Name – "Improvement of Urban Public Health Preventive Services Project (UPHSP)". The main goal of the Project (Component 2) is to develop systems and capacities of LGD, City Corporations and Municipalities (i.e., called "Pourashava") for delivering public health preventive services such as BCC (mosquito) control, outhouse medical waste management, mitigating air and sound pollution and climate change effects on public health, behavior change communications to promote healthy lifestyles and creating awareness as well as community-driven interventions for addressing non-communicable diseases ("NCD"). The geographical areas of the project are Dhaka North City Corporation ("DNCC"), Dhaka South City Corporation ("DSCC"), Chattogram City Corporation ("CCC"), Savar Municipal Corporation ("SMC") and Tarabo Municipal Corporation ("TMC") areas.

UPHSP (i.e., Component 2) will support delivery of environmental health and preventive services primarily in the above mentioned locations through: (a) development and implementation of a comprehensive strategy for integrated BCC surveillance and management, including capacity building and institutional strengthening of local bodies; (b) support for behavior change communication and outreach interventions in the citizens of the urban areas, including for air and noise pollution effects among the stakeholders; (c) tree planting for climate change; (d) revision and/or development and implementation of strategy, arrangements, practices, guidelines, policies, and standards for outhouse medical waste management, ("MWM"); and (e) support for day-to-day administration, management, monitoring, and coordination of the project, including financial management, procurement, monitoring, and evaluation ("M&E"), citizen engagement, and environmental and social ("E&S") management.

LGD is the lead implementing agency of the Project (Component 2). The LGD is establishing a Project Management Unit ("PMU") headed by a Project Director. He will be assisted by one Deputy Project Director ("DPD"), other Project staff and outsourced staff including a team of twelve (12) individual consultants. The PMU will be responsible for core project management functions and the coordination of Project activities implemented by three city corporations and two municipalities. The team of consultants will assist the PMU and report to the Project Director.

The LGD intends to apply a part of the proceeds of this credit to hire an MIS Specialist for the project as an individual national consultant.



## 2.0 Objective of the Assignment

The main objective of this consultancy assignment is to assist the PMU in managing and monitoring the digital platform to be established under LGD for vector management and outhouse medical waste management system.

## 3.0 Scope of Services

The MIS Specialist will closely work with the PMU staff, consultants, outsourced staff, and stakeholders to help implement the project successfully together. The Specialist will review the Development Project Proforma ("DPP"), the Financing Agreement, the Project Appraisal Document and other Project documents and determine his/her duties, roles, responsibilities and scope of services under the Project. the scope of work of the MIS Specialist will include, but are not limited to, the following tasks.

**Task 1:** The MIS Specialist will undertake to perform the services with the highest standards of professional and ethical competence and integrity and try his/her best efforts to achieve the desired goal and objectives of the project.

**Task 2:** The MIS Specialist will be responsible for managing and monitoring the digital platform to be established under the LGD and will the MIS team for its operation and management.

**Task 3:** The MIS Specialist will, with the help of other PMU specialists (especially M&E Specialist), contribute to the design of an MIS for the project to monitor the project activities and progress and ensure the system is continuously updated and data used for project implementation, monitoring and evaluation purposes.

**Task 4:** The MIS Specialist will prepare the terms of reference of a consultant firm that will develop the MIS for the project and integrates this with the existing MIS of the LGD (as required by the PMU).

**Task 5:** The MIS Specialist will assist the PMU in developing and ensuring proper institutional procedures for timely entry of accurate data by City Corporations and Municipalities.

**Task 6:** The MIS Specialist will maintain the operational aspects of web applications, integrity of records in the database, ensure its availability to the end users and arrange training of the users through the MIS firm. The MIS Specialist will ensure adequate data storage, back-up and data privacy systems are in place.

**Task 7:** The MIS Specialist will, with the help of other PMU specialists (especially the Procurement Specialist) in preparing necessary technical documents, evaluation and contract management of services and goods related to MIS, as deemed necessary by the Project Director/DPD.

**Task 8:** The MIS Specialist along with other specialists/experts will provide training on Development MIS, M&E & GIS Systems (i.e., Module 8 as suggested as part of the core training in the DPP) to the staff of City Corporations, Municipalities and project staff and other stakeholders.

**Task 9:** The MIS Specialist will assist the PMU in preparing reports, documents, factsheets or similar instruments for discussion and decision in the Project Implementation Committee and the Project Steering Committee meetings and the World Bank Supervision Mission meetings.



**Task 10:** The MIS Specialist will contribute to the preparation of the project completion report ("PCR") from his/her respective areas.

**Task 11:** The MIS Specialist will carry out any other task relating to the Project, City Corporations and Municipalities (as cited in the Project) as and when required or assigned by the PMU.

#### **4.0 Reporting and Deliverables**

The MIS Specialist will prepare and submit the following reports/documents on a one time and/or recurrent basis to the Project Director and the PMU for his/her duties and responsibilities.

- (a) Inception report within one (1) month of the effectiveness of his/her contract.
- (b) Reports and/or Documents as mentioned in Paragraph 3.0 as and when required.
- (c) Any other reports relating to MIS management issues.

#### **5.0 Duration of the Assignment**

The duration of the assignment for the MIS Specialist will be [48] calendar months. The Project duration is estimated up to 30 June 2028. The duration of the assignment may be increased or decreased depending upon the performance of the MIS Specialist, the needs and budget allocated for the Project and the duration of the Project. The PMU will carry out performance assessments of the incumbent on an annual basis. Continuation of the contract will depend on satisfactory performance of the MIS Specialist.

#### **6.0 Academic Qualifications and Experiences**

The MIS Specialist must have at least Master's Degree or equivalent in Computer Science, Statistics, Engineering, MIS, IT or any other related discipline. The MIS Specialist should have at least fifteen (15) years of general work experience, of which seven (7) years in the role of managing large-scale MIS and database management of web-based application in national/international organizations. The incumbent should have practical knowledge of standard operating systems, database design, etc. The incumbent having additional professional certification on database administration and MIS would be given preference. The incumbent should have high level of proficiency in written and spoken Bangla and English, report writing, analytical skills and computer literacy. The incumbent should be a team player.

#### **7.0 Institutional Arrangement**

The MIS Specialist will carry out his/her responsibilities and duties under the general supervision and guidance of the Project Director. He/she will report to the Project Director in close collaboration with other officials/consultants of the Project. The duty station will be at the PMU established in Dhaka city.

#### **8.0 Facilities and Services to be provided by the PMU**

The PMU will provide the necessary office space, office equipment and furniture, stationery, data, information, documents in connection with the Project and other logistic services. The PMU will provide transportation facilities for field trips, as required.



## 9.0 Selection Method

The MIS Specialist will be selected following the Selection of Individual Consultants as set forth in accordance with the World Bank Procurement Regulations for IPF Borrowers, Fourth Edition, November 2020 (the "Procurement Regulations"), the Public Procurement Act, 2006 and the Public Procurement Rules, 2008 (together the "National Procurement Laws").

