

Government of the People's Republic of Bangladesh

Ministry of Cultural Affairs

Bangladesh Secretariat

Dhaka-1000

www.moca.gov.bd

Memo No: 43.00.0000.000.111.07.0001.25/113

Date: 21/05/2025

Request for Expressions of Interest (REOI)
for Individual Consultant: Cultural Affairs Consultant to the Adviser

General Information		
1.	Ministry/ Division	Ministry of Cultural Affairs
2.	Agency	Ministry of Cultural Affairs
3.	Name of Procuring Entity	Secretary, Ministry of Cultural Affairs
4.	Procuring Entity District	Dhaka
5.	Expression of Interest for	Cultural Affairs Consultant to the Adviser (CAC)
6.	EOI Ref No.	43.00.0000.000.111.07.0001.25/113
7.	Date	21/05/2025
8.	EOI Closing Date and Time	04/06/2025 4:00 PM
9.	Publication Date	19/05/2025
10.	Opening Date	04/06/2025, 4.30PM
Key Information		
11.	Procurement Method	Individual Consultant Selection (ICS) Method (Time Based)
12.	Budget and Source of Funds	Revenue Budget (GoB)
Information for Applicants		
13.	Brief Description of the Assignment	Cultural Affairs Consultant (CAC): CAC will be responsible for providing advisory service to the ministry and organizations within its jurisdiction in the form of plans & programmes, laws and rules, reports, catalogues, brochures, statistics, survey report on issues and matters as indicated in the ToR and organize seminar, workshops, fares etc., under the advice of the Hon'ble Adviser of the Ministry of Cultural Affairs and represent MoCA as and when necessary.
14.	Qualification, Experience & Skills Required	Cultural Affairs Consultant: (a) The Consultant's must have Bachelor's and Master's degrees in History / Museology / Archaeology / Public Administration / Economics from one or more reputed universities; (b) Minimum 10 (Ten) Years experiences of working with government agencies; (c) Minimum 3(three) years working experience in running a cultural, literary or heritage organization; (d) Minimum 5(five) years working experience in organizing expo, exhibitions, national and international fares, and such other showcase events; (e) The candidate must have thorough knowledge of the Public Procurement Rule of GoB; (f) Research capability as documented by books or journal articles; (g) The candidate must have experience of international communication; (h) Proven Report writing capability both in Bengali and English; (i) Working knowledge of documentation, archiving, curating, copyright laws, printing and publication; (j) Experience of drafting laws, rules and regulations; (k) Proven record of translating from Bengali into English and <i>vice versa</i> ; (l) Hands-on experience of ICT, web-technology, smart tools, smart office system and new media; (m) Minimum 5(five) years' experience of project implementation;
15.	Other necessary conditions	(a) A copy of the terms of reference (TOR) and necessary forms for submitting application for the assignment may be obtained from the website at www.moca.gov.bd ; (b) EOI shall be submitted by 4.00 pm on or before 04/06/2025, in sealed envelope to be delivered to the undersigned and be clearly marked "Request for Expressions of Interest for Selection of Cultural Affairs Consultant to the Adviser ; in addition to

		that e-mail submission of EOI is also acceptable to the below e-mail address as1@moca.gov.bd. (c) A comprehensive CV showing educational qualifications, national and international experience & skills shall have to be submitted, together with the expression of interest; (d) Necessary documents, articles, books and reports may also be submitted; (e) The evaluation of candidates will be carried out on the basis of criteria as laid down in this notice and will include an interview and (f) Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.		
16.	Phasing of Services	Location	Indicative Start Date	Indicative Completion Date (Month/Year)
	Single Phase: 1 (One Year) with provision for extension.	Dhaka	01 July, 2025	30 June 2026 (Renewal: Duration of the contract may be extended depending on satisfactory performance of the incumbent and availability of budget)
Procuring Entity Details				
17.	Name & Designation of the Official Inviting EOI		Muhammad Moazzem Hossain, Assistant Secretary (admin 01),	
18.	Address of the Official Inviting EOI		Ministry of Cultural Affairs Admin 01, Room#1008, Floor#10, Building#06 Bangladesh Secretariat Dhaka-1000	
19.	Contact Details of the Official Inviting EOI		Tel: 55100190	e-mail:as1@moca.gov.bd
20.	The Procuring Entity reserves the right to accept or reject any/all EoI's without assigning any reason whatsoever.			


 21.05.2025
 (Muhammad Moazzem Hossain)
 Assistant Secretary (admin 01)
 Ministry of Cultural Affairs
 Tel: 55100190