

Government of the People's Republic of Bangladesh

Ministry of Cultural Affairs

Section# admin 01

Floor# 10, Building# 06

Bangladesh Secretariat

Dhaka-1000

Terms of Reference (ToR)

Name of the Consulting Service: Cultural Affairs Consultant to the Adviser

Background of the Assignment:

The vision of the Ministry of Cultural Affairs is to create culture minded talented nation. For achieving this vision the ministry has the mission to enhance and enrich nation's intellect through preservation, research, development and promotion of native culture, history, and heritage, spirit of liberation war, Expansion of free thought and contemporary arts and literature. With this vision and mission the ministry is now intend to engage a consultant to assist Adviser in the matter of cultural affairs.

Scope of the Assignment:

- The Cultural Affairs Consultant (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 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.
- The scope of activities of the CAC will cover the entire gamut of allocation of business set out by the government and as desired by the Hon'ble Adviser of the Ministry of Cultural Affairs and also include tasks envisioned in Vision and Mission statements.
- The Cultural Affairs Consultant to the Adviser will be entitled to interact with all organizations under the jurisdiction of MoCA, collect necessary data and consult concerned officials under the advice of Hon'ble Adviser of the Ministry of Cultural Affairs.
- He may be required to travel around the country, as and when necessary.

Reporting of the Consultant:

The Cultural Affairs Consultant will directly report to the Hon'ble Adviser of the Ministry of Cultural Affairs.

Institutional Arrangement:

A full-fledged office with support staff and office equipment will be provided in the Secretariat and/or in one of the organizations under the Ministry.

Duration of the Assignment:

This will be a time based contract initially for 1(one) year. However, the contract may be extended depending upon satisfactory performance and availability of budget.


Muhammad Moazzem Hossain
Assistant Secretary
Ministry of Cultural Affairs
Secretariat, Dhaka