



**GOVERNMENT OF THE PEOPLE'S REPUBLIC
OF BANGLADESH**

**Standard Request for Application (SRFA)
Selection of Individual Consultant (National)**

(Time Based)



Sadharan Bima Corporation
33 Dilkusha C/A, Dhaka-1000.
Website: www.sbc.gov.bd
E-mail: hrd.ho@sb.gov.bd

Terms of Reference

[The Client should explain in clear terms what is required of the Applicant if he/she is to be hired.]

Background:

The Government of Bangladesh (GOB) has undertaken the Bangladesh Insurance Sector Development Project (BISDP) to modernize and automate business processes of Sadharan Bima Corporation and other institutions to implement information and Communication Technologies to improve their overall efficiency and business practices including enterprise risk management, underwriting and risk transfer mechanism; strengthen policy and reinsurance mechanism and help develop and improve distribution channels to reach the untapped population thereby increasing the insurance coverage.

The SBC will hire individual IT Consultant to assist SBV to take over and take care of ICT-related procurement activities and for smooth implementation of complex application software and IT hardware infrastructure delivering by the on-boarded IT vendor through BISD project

Job Description

Job Title	IT Consultant (Network & Security)
Job Family	IT professional
Location	Dhaka, Bangladesh
Appointment	Local Hire, may be recruited before 31 May,2024
No of Post	1 (One)
Remuneration	Negotiable
Language proficiency	Bangla & English [Essential]
Computer literacy	Network & Security System
Appointment Type	Time based (Duration: 06 months), the duration of the assignment may be increased or decreased according to the performance of the Specialists, project needs and budget.

Objectives

The IT Consultant (Network & Security) will be part of the SBC team and will work closely with other PIU team members, project consultants and beneficiary organizations in finalizing the IT Systems to be procured for improvement of the SBC's business processes. He/she will provide support to the SBC in coordinating with the BISDP, On-boarded IT vendors consulting firm in review, and accepting IT hardware and application supplied by the on-boarded IT vendor according to the package acceptance criteria defined in the bidding document and contract document. The technical specifications of IT systems especially insurance regulatory and supervisory related applications to facilitate implementation of a broad automation plan for overall organizational effectiveness. The individual will continue to play a key coordination and support role during IT packages implementation, including and not limited to UATs, change management etc.

1.	Ministry/Division	Ministry of Finance/Financial Institutional Division
2.	Procuring Agency	Sadharan Bima Corporation (SBC)
3.	Procuring Entity Name	Managing Director, SBC
4.	Procuring Entity Code	Not used
5.	Procuring Entity District	Dhaka
6.	Application for Selection of	Individual Time-Based IT Consultant (Network & Security)
7.	Invitation Ref No	53.07.0000.201.11.04.23/810
8.	Date	01.05.2024
KEY INFORMATION		
9.	Procurement method	Selection of Individual Consultant (SIC)
FUNDING INFORMATION		
10.	Budget and Source of Funds	Own fund
PARTICULAR INFORMATION		
11.	Project/Programme Name	To receive packages of Bangladesh Insurance Sector Development Project (BISDP)
12.	Application Closing Date & Time	15.05.2024 (2:00 PM)
13.	Brief Description of Assignment	As mentioned in ToR published in website
14.	Remuneration	Negotiable
<p>Service Name: IT Consultant (Network & Security): Number of the post: 1 (One) Duties and responsibilities of IT Consultant (Network & Security): The duties and responsibilities of the IT Consultant (Network & Security) along with the key requirements for the position are defined below:</p> <ul style="list-style-type: none"> • Receive packages of Bangladesh Insurance Sector Development Project (BISDP) funded by World Bank i.e. G2-2: IT & Supporting Network Infrastructure Systems, Server & Storage (Active); G-33: IT and supporting power infrastructure DR (Active & Passive); G-4: ERP, HRMIS, Intranet and Enterprise E-mail System, Grievance & Complaint Redressal System; G-9: Document Management System (DMS); G-10: Core Insurance System, BI, Call Center & CRM as per Contract. • Assist for state-of-art technology implementation of IT packages under BISDP. • Manage training program for implementation of IT packages under BISDP. • Analyze, review and provide feedback on network & security related issues to implement IT packages, DC, DR and NOC of BISDP. • Assist in implementing and administering IT network & setting up an Information Security function and organization in line with industry-standards. • Monitoring network, managing network, maintaining network performance, configuring network hardware & Troubleshooting network problems for overall network of SBC (Head Office with Zone & Branch Offices). • Review existing IT Security policy of the SBC, determines security violations and inefficiencies by conducting periodic audits, Develops and delivers IT risk & security awareness and compliance training programs. • Conduct knowledge transfer training sessions to security operations team upon technology implementation. Ensure proper IT security implementation in SBC while IT vendor implementing the System. • Implement network infrastructure (LAN/WAN/DC/DR) with proper securities for the SBC. • Ensuring network security, user authentication and authorization protocol including Single-Sign-On, enhancing data protection and privacy and simplifying compliance and governance; • Play a key role in interactions with the stakeholders and selected vendors/suppliers & prepare Service Level Agreement (SLA) with the suppliers and ensure value for money, audit and check for system vulnerabilities & take appropriate mitigation measures. • Any other ICT related job assigned by the authority of SBC. 		

	<p>Required Skills & Experience:</p> <ul style="list-style-type: none"> • B.Sc. Engineering (Computer Science and Engineering/Electrical and Electronics Engineering/ Information Systems Security (ISS)/ Software Engineering or related subject) • 5 (Five) to 10 (Ten) years IT professional experience in Software & Network Security Sector along with Network Operation at reputed IT related organization. Having more experience will be given preference. • Proven experience as a network administrator, excellence in networking, routing, and switching. • Professional experience with LAN/WAN hardware deployment & management with Active Directory, email server, Secure VPN for smooth operations of multi branches large organizations; • Experience with security technologies including: Vulnerability Scanning, Firewalls & Log Analysis, Host-based detection tools, Security Event and Incident Management (SEIM)/SOAR, Antivirus, Ransomware, Network Packet Analyzers, malware analysis and forensics tools etc.; • Knowledge of information security technologies and issues such as security architecture, disaster recovery, encryption standards, industry standards for network security monitoring and intrusion response, nature and sources of network security threats and methodologies/technical requirements for devising solutions. • At least 03 (three) of the following Global Standard certifications on network & security relevant fields: CISA/CISSP, CEH/CND, CCNA/CCNP, CHFI/CPENT, CTIA/CISM, CCSP/PCNSA. • System Engineering certification (RHCE, MCSE), Virtualization Certification, CSST/CASST, CompTIA Security+, GSEC, and some certification of ISQTB are a plus. <p>N.B. Please see the Terms of Reference (ToR) for detailed description of assignment</p>
15.	<p>Other Details (if applicable)</p> <p>Duration: 06 (Six) months. However, the duration of the assignment may be increased based on satisfactory performance, SBC needs and budget.</p> <p>SBC now invites applications. from eligible applicants to express their interest in providing their services (complete CV with detail information about employment history with duties and responsibilities, current remuneration, expected remuneration, academic details, major publications (if any), one copy passport size photograph, contact address including telephone number & e-mail). The Specialist will be selected by using the Selection of Individual Consultant method in accordance with The PPA 2006 and PPR 2008. Only the eligible applicants will be contacted. It is expected that the service will be commenced in May, 2024 or nearer time.</p> <p>Application must be delivered along with all supporting documents in a sealed envelope and soft copy (CD/DVD/Pen drive) by the applicant on or before May 16, 2024 within 2:00 pm. to the undersigned or e-mail. Interested candidates may obtain the ToR and Application form upon request from the address provided below in person during the office hours. The ToR and Application form is also available at the SBC's website (www.sbc.gov.bd).</p>

PROCURING ENTITY DETAILS		
16.	Name of the Official Inviting Application	Md. Shahimul Islam Babul
17.	Designation of Official Inviting Application	Deputy General Manager, HRD
18.	Name and Address of the office Distribution & Receiving ToR & Application form	Sadharan Bima Corporation (SBC), HRD (7 th Floor), Head Office, 33, Dilkusha, C/A, Dhaka-1000. E-mail: shahimul.islam@sbc.gov.bd
19.	The procuring entity reserves the right to accept or reject any or all application without assigning any reason.	

Reporting and Team Co-ordination Arrangement:

- The consultant will work under the supervision of Managing Director, SBC. He/She will work closely with IT Consultant of BISD project and IT packages implementation Vendors of BISD project to in-time implementation of the IT packages. He/She will report to the Managing Director, SBC.

Working Conditions:

- The consultant will be stationed in the SBC at Dhaka, Bangladesh and be required to travel to various project sites throughout the country as and when needed.

Facilities to be provided by the Client:

- The SBC will provide appropriate office space and associated belongings (Desktop, data, information, furniture, stationeries, etc.) necessary to carry out the assignment.

Duration of the assignment: 06 months

Selection Method

The Consultant will be selected by using the Selection of Individual Consultant method in accordance with The PPA 2006 and PPR 2008.

Application Forms

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3A. Application Submission

[Location: dd/mm/yy]

To:
Managing Director
Sadharan Bima Corporation (SBC)
33, Dilkusha C/A, Dhaka-1000.

Dear Sir,

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and others document in accordance.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

Attachment:

Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>								
2	NAME OF PERSON :	<i>[state full name]</i>								
3	DATE OF BIRTH :	<i>[dd/mm/yy]</i>								
4	NATIONALITY :									
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>								
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>								
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>								
8	LANGUAGES & DEGREE OF PROFICIENCY	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Language</u></td> <td style="text-align: center;"><u>Speaking</u></td> <td style="text-align: center;"><u>Reading</u></td> <td style="text-align: center;"><u>Writing</u></td> </tr> <tr> <td style="text-align: center;"><i>e.g. English</i></td> <td style="text-align: center;"><i>Fluent</i></td> <td style="text-align: center;"><i>Excellent</i></td> <td style="text-align: center;"><i>Excellent</i></td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
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<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>							
9	COUNTRIES OF WORK EXPERIENCE									
10	EMPLOYMENT RECORD	<p><i>[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i></p> <p><i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i></p>								
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i> TO: <i>[e.g. December 2001]</i>								
	EMPLOYER 2	FROM: TO:								
	EMPLOYER 3	FROM: TO:								
	EMPLOYER 4 (etc)	FROM: TO:								

11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>
12 COMPUTER SKILL	

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			