

**Terms of Reference (ToR)**  
**for**  
**Selection of Junior Consultant (Draftsman)**  
**(Package No: SD-3-4ECP)**

**1. Background**

There are four Engineering Colleges in Bangladesh under the Directorate of Technical Education (DTE), namely Sylhet Engineering College, Mymensingh Engineering College, Faridpur Engineering College, and Barisal Engineering College, located in four divisions. HSC (Science) students are eligible for admission to these four engineering colleges. The Government of Bangladesh has taken initiatives to establish another four additional engineering colleges in the remaining divisions of the country, including Khagrachari Engineering College, Naogaon Engineering College, Thakurgaon Engineering College and Narail Engineering College.

Diploma Engineers are eligible for admission to Khagrachari Engineering College, Naogaon Engineering College, and Thakurgaon Engineering College, while HSC (Vocational) students are eligible for admission to Narail Engineering College.

**2. Objective**

The Individual Consultants shall assist the Department of Architecture in preparing architectural drawings and related works under the direction of the concerned architects. The consultants shall work in consultation with the Project Director, and the Education Engineering Department shall implement the project in accordance with the approved drawings and designs.

**3. Scope of Services**

To assist Department of Architecture, Project office will engage two junior consultants. Procurement plan is approved by Director General of DTE. The finished architectural drawings, proposed building layouts, and other related structural design works shall be prepared in support of the Department of Architecture and in coordination with the Education Engineering Department and Project Office.

- Preparation of complete architectural working drawings including plans, sections, elevations, and finishing schedule drawings for execution and approval.
- Prepare detailed layout plans for proposed internal roads and drainage systems, including all related structures such as substations, utility chambers, and ancillary facilities.
- Finalization of the master plan.
- Preparation of preliminary drawings and conceptual designs.

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- Preparation of detailed utility drawings (sanitary, water supply, plumbing, drainage, sewerage, etc.) in coordination with the Engineering Education Department.
- Preparation of detailed drawings for doors, windows, railings, stairs, and other architectural components.
- Preparation of any other drawings as required for the project or as directed by the concerned authority.
- Visit the project site/field, **if required.**
- Submission of weekly and monthly progress reports to the Project Director.

#### 4. Qualification and Experiences

##### a. Academic

- Minimum 4 (four) years of Diploma in **Architecture.**

##### b. Experience

- Minimum 3 (three) years of experience in AutoCAD, including preparation of architectural drawings and designs.
- Experience in 3D modeling/3D visualization will be considered as an additional advantage
- Preference will be given to candidates who are registered members of a recognized professional institution.

#### 5. Reporting Arrangement

Junior Consultant (Draftsman) will be responsible to the concerned architect and Project Director.

#### 6. Drawing Preparation & Revision

- Under the guidance of the Architect / Senior Architect:
- Prepare architectural drawings (Site Plan, Floor Plan, Elevation, Section)
- Draft and update drawings using AutoCAD or other drafting software
- Revise and reissue drawings in accordance with design changes

#### 7. Detail & Working Drawings

- Prepare detailed drawings such as Door–Window Schedules, Stair Details, Toilet Details, etc.
- Assist in preparing working drawings and construction drawings
- Ensure correct drawing scales, dimensions, and annotations

#### 8. Drawing Management

- Proper use of drawing numbering, revision marks, and title blocks
- Maintain separate records of approved and revised drawings
- Maintain drawing registers and submission logs

## 9. Coordination

- Coordinate architectural drawings with structural and MEP drawings
- Inform the architect of any conflicts or clashes

## 10. Site Support

- Provide drawings as required by the site team
- Assist in revising shop drawings based on site instructions
- Assist in preparing as-built drawings

## 11. Compliance with Codes & Guidelines

- Prepare drawings in accordance with BNBC, Fire Safety, and Accessibility guidelines
- Follow PWD, RAJUK, and other relevant authority guidelines for government buildings/ Fire safety & Civil Defense etc.
- ইমারত নির্মাণ বিধিমালা ২০০৮ ও ২০২৫ ,DAP etc

## 12. Other Responsibilities

- Perform other drafting-related tasks as assigned by Project Office
- Complete drawings accurately and within the specified timeframes

## 13. Expected Outputs

The key deliverables of the Junior Consultant (Draftsman) will be:

- Preparation of architectural drawings using AutoCAD, including:
  - Floor plans
  - Elevations
  - Sections
  - Basic architectural details

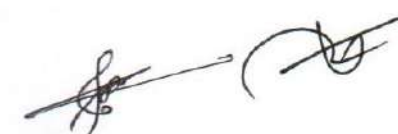
### Drawing Revisions & Updates

- Update and revise drawings based on:
  - Instructions of the Senior / Lead Architect
  - Comments from client and approving authorities
  - Site requirements during construction **if required**
- Assist in coordinating architectural drawings with:
  - Structural drawings
  - Electrical, plumbing, and fire protection layouts
- Support clash checking at drawing level under supervision.
  - Maintain proper drawing files, layer standards, and version control.

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#### 14. Duration of the Assignment

The Junior Consultant (Draftsman) will be engaged for a period of 18 (eighteen) person-months, starting from the date of joining or before the end of the project on 30 June 2028, which one comes first.

 21/01/2026

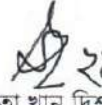
মোঃ ফারুক হোসেন  
সংযুক্ত কর্মকর্তা  
“চট্টগ্রাম, খুলনা, রাজশাহী ও রংপুর  
বিভাগে একটি করে ইঞ্জিনিয়ারিং  
কলেজ স্থাপন” শীর্ষক প্রকল্প,  
আগারগাঁও, ঢাকা।

 21.01.26

মোছাঃ আয়েশা আক্তার  
চীফ ইন্সট্রাক্টর  
আর্কিটেকচার  
ঢাকা মহিলা পলিটেকনিক  
ইনস্টিটিউট, ঢাকা।

 21.01.26

মোছাঃ ফারজানা ইয়াসমিন  
সহকারী প্রকৌশলী, ডেস্ক-৪  
শিক্ষা প্রকৌশল অধিদপ্তর  
ঢাকা।

 20/02/2026

সমরিতা খান দিশা  
সহকারী স্থপতি  
সার্কেল-৫, বিভাগ-১৪,  
স্থাপত্য অধিদপ্তর।  
স্থাপত্য ভবন  
সেগুনবাগিচা, ঢাকা।

 21.01.26

মোঃ মাহবুবুর রহমান  
সহকারী পরিচালক-১,  
কারিগরি শিক্ষা অধিদপ্তর ও সংযুক্ত কর্মকর্তা  
“চট্টগ্রাম, খুলনা, রাজশাহী ও রংপুর বিভাগে একটি করে ইঞ্জিনিয়ারিং  
কলেজ স্থাপন” শীর্ষক প্রকল্প, আগারগাঁও, ঢাকা।