

Government of the People's Republic of Bangladesh
Office of the Project Director
"Establishment of One Engineering College in Each of
Chattogram, Khulna, Rajshahi and Rangpur Divisions (2nd Revised)"
Directorate of Technical Education
F-4/B, Agargaon, A/A, Sher-e-Bangla Nagar, Dhaka-1207

Terms of Reference (ToR)
for
Selection of Junior Consultant (Architect)
(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

- Bachelor's degree in Architecture from a recognized private or public university.

b. Experience

- Minimum 3 (three) years of professional experience in architectural work.
- Minimum 2 (two) years of experience in AutoCAD for architectural drawing and developing 3D models/3D views of high-rise building projects.
- Preference will be given to candidates with experience in the Directorate of Architecture and experience in 3D animation.
- Experience with design software (e.g., Revit, SketchUp, 3ds Max) will be considered as additional advantage.
- Preference will be given to candidates who are registered members of a recognized professional institution.

5. Reporting Arrangement

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

6. Design & Planning Support

Provide assistance in architectural design activities under the supervision of the concerned Architect

Participate in the preparation of Concept Design, Preliminary Design, and Detailed Design

Prepare and review architectural drawings (plans, elevations, sections and details)

7. Drawings & Presentation

Prepare and revise drawings using AutoCAD, Revit, and other relevant software

Develop 3D models, perspective views, and presentation materials

Revise designs in accordance with comments from the concerned Architect

8. Codes, Regulations & Standards

- Support design work in compliance with BNBC, Fire Safety Codes, and Accessibility Guidelines
- Follow PWD, RAJUK, and other relevant authority guidelines for government building projects
- ইমারত নির্মাণ বিধিমালা ২০০৮ ও ২০২৫ , DAP etc

9. Interdisciplinary Coordination

- Coordinate architectural work with structural, electrical, plumbing, and other disciplines
- Identify design clashes or inconsistencies and report them to the Senior Consultant

10. Site Visit & Supervision Support

- Participate in site visits **if required**
- Assist in monitoring construction to ensure compliance with approved designs
- preparing site reports after site visit

11. Documentation & Reporting

- Assist in preparing design reports, drawing submissions, and approval documents
- Provide necessary architectural work for BOQ and specifications
- Assist in preparing as-built drawings

12. Tender & Approval Support

- Assist in preparing tender drawings (if required)
- Prepare drawings and documentation for authority approvals (PWD / RAJUK / Development Authorities)/Fire safety & Civil Defense etc.

13. Other Responsibilities

- Perform other professional duties as assigned by the Project Office
- Ensure timely completion of tasks and maintain professional discipline
- Submission of weekly and monthly progress reports to the Project Director.
- Hand over to all architectural drawing after completion to the Project Director e-mail- pd4ecp@gmail.com.

14. Expected Outputs

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

- Assist senior/lead architects in preparing concept, preliminary, and detailed architectural designs.
- Contribute to space planning and functional layout for academic and institutional buildings.
- Preparation and updating of architectural drawings including:
 - Floor plans
 - Elevations
 - Sections


- Detailed drawings (doors, windows, finishes, staircases, etc.)
- Ensure drawings comply with BNBC, relevant codes, and project requirements.
- Coordinate architectural drawings with structural, electrical, plumbing, fire safety, and HVAC layouts.
- Incorporate design comments and revisions from the Directorate of Architecture and other approving authorities.
- Assist in preparing design reports, area statements, schedules, and specifications related to architectural works.

Ensure architectural outputs follow:


- Approved design standards
- Government rules and regulations
- Directorate of Architecture guidelines

15. Duration of the Assignment

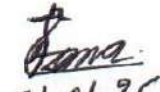
The Junior Consultant (Architect) will be engaged for a period of 18 (eighteen) person-months, starting from the date of joining or before the end of the project on 30 June 2028, which one comes first.

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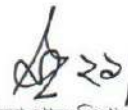
মোঃ ফারুক হোসেন
সংযুক্ত কর্মকর্তা
“চট্টগ্রাম, খুলনা, রাজশাহী ও রংপুর
বিভাগে একটি করে ইঞ্জিনিয়ারিং
কলেজ স্থাপন” শীর্ষক প্রকল্প,
আগারগাঁও, ঢাকা।

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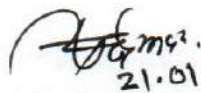
মোছাঃ আয়েশা আক্তার
চীফ ইন্সট্রাক্টর
আর্কিটেকচার
ঢাকা মহিলা পলিটেকনিক
ইনস্টিটিউট, ঢাকা।

 21.01.26

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

 22/02/2026

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
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