



**URBAN DEVELOPMENT DIRECTORATE  
MINISTRY OF HOUSING AND PUBLIC WORKS  
82, SEGUNBAGICHA, DHAKA-1000**

**Request for Application (SRFA)  
Selection of Individual Consultant (National)  
Junior Urban Planner For  
Development Plan for Sitakunda Upazila, Chattogram District and Sonagazi Upazila,  
Feni District: Risk Sensitive Landuse Plan” Project**

**(Time Based)**

Invitation for Application No: 25.03.0000.000.002.14.0030.25-76  
Issued on: 10 March, 2026

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## Section 1. Information to the Applicants

### A. General

1. Scope of assignment
  - 1.1 The Client has been allocated public fund for Development Plan for Sitakunda Upazila, Chattogram District and Sonagazi Upazila, Feni District: Risk Sensitive Landuse Plan" Project and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2.
2. Qualifications of the Applicant
  - 2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
  - 2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.  
**[ Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2 ]**
3. Eligible Applicants
  - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions
  - 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 112 (9) of the Public Procurement rules, 2008
  - 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his/her Applications
  - 3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post.
  - 3.5 The Applicant has the legal capacity to enter into the Contract
  - 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.
  - 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.

4. Corrupt, Fraudulent, Collusive or Coercive Practices

3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5

4.1 The Government requires that Client , as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.

4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4**

4.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.

4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:

- (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
- (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

5. Conflict of Interest

5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.

5.3 Pursuant to Rule 55 of the Public Procurement Rule 2008, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.

5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.

## B. Preparation, Submission & Modification or Substitution of Applications

6. Preparation of Application
- 6.1 Applications shall be typed or written in indelible ink in **English language** and shall be signed by the Applicant. Applicants are required to complete the following Forms:
- (a) Form 3A: Application Submission Form;
  - (b) Form 3B: CV of the Applicant; and
  - (c) Form 3C: Remuneration and Reimbursable
- 6.2 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.
7. Submission of Application
- 7.1 Pursuant to Rule-113(5) of the Public Procurement Rules, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement.
- 7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.
- 7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.
- 7.4 The closing date for submission of Application is 24/03/2026 up to 2:00 PM. Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late, and returned unopened to the Applicant.
- 7.5 Applications may be modified or substituted before the deadline for submission of Applications.
- 7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.
- 7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

## C. Evaluation of Applications

8. Evaluation of applications
- 8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, knowledge of local conditions as well as language.
- 8.2 The points to be given under each of the evaluation Criteria are:

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Criteria	Points
• Educational Qualification	20 points
• Relevant Working Experience and its adequacy for the assignment	65 points
• Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others).	10 points
<b>Total points:</b>	<b>95 points</b>

8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points 75 shall be considered disqualified.

8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants

8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the PEC and shall be rated with five (5) points.

8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared.

8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.

8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee(POC)

8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.

8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.

#### 9. Application Negotiations

The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 122 of the Public Procurement Rule, 2008 at the address of the client.

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- 9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded
- 9.3 During negotiations, the Client and the Applicant shall finalize the "Terms of Reference", work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services"
- 9.4 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.
- 9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

**D. Award of Contract**

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|------------------------------|--|
| 10. Award of Contract        | 10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.   |
| 11. Debriefing               | <p>11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.</p> <p>11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected.</p> |
| 12. Commencement of Services | 12.1 The applicant is expected to commence the assignment on June 2026 at the location Dhaka & Sitakunda Upazila, Chattogram District and Sonagazi Upazila, Feni District. The duration of the contract shall be 25 (Twenty-five) Months from the date of commencement.  |

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## Section 2. Terms of Reference

The Terms of Reference contain the following sections, expanded as deemed necessary:

- Back ground and general descriptions;
- Objectives of the Services required;
- Scope of the Services required ( duties and responsibility);
- Selection Criteria
- Indicative Work Programme and Location(s) of the various activities to be carried out by the Consultant.

The 'Terms of reference' as stated in Section 2, shall be modified at the time of Negotiation as "Description of Services" in ANNEX 'A' of the Contract Agreement.

### Sample TOR & Advertisement

Job #	05
Job Title	Junior Urban Planner
Job Family	Landuse Planning
Location	Dhaka and Sitakunda Upazila, Chattogram District and Sonagazi Upazila, Feni District
Appointment	Local Hire
Job Posted	June 2026
Closing Date	24/03/2026 at 2:00 PM
Language Requirements	Bangla [Essential]; English [Essential]
Computer literacy	MS Word, MS Excel, MS Project, ArcGIS etc.
Appointment Type	Term (Duration: Twenty-five Months).

### Background and General Description

প্রকল্প এলাকা পরিচিতি

সোনাগাজী উপজেলা

সোনাগাজী উপজেলা বাংলাদেশের দক্ষিণ অংশে অবস্থিত চট্টগ্রাম বিভাগের ফেনী জেলার অন্তর্গত একটি উপজেলা। সোনাগাজী থানা গঠিত হয় ১৯২০ সালে এবং থানাকে উপজেলায় রূপান্তর করা হয় ১৯৮৩ সালে। সোনাগাজী উপজেলা ২৮৪.৮৯ বর্গ কি.মি. এলাকা নিয়ে গঠিত। এতে রয়েছে ৯টি ইউনিয়ন ও ৯১টি মৌজা। (বিবিএস, ২০১১)। ভৌগোলিকভাবে সোনাগাজী উপজেলা ২২°৪৪' থেকে ২২°৫৮' উত্তর অক্ষাংশ এবং ৯১°১৯' থেকে ৯১°২৮' পূর্ব দ্রাঘিমাংশ তে অবস্থিত।

সোনাগাজী উপজেলার বর্তমান জনসংখ্যা ২,৬২,৫৪৭ (বিবিএস ২০১১)। ২০০১ সালে এই লোকসংখ্যা ছিল ২,৩৫,২২৯ জন (বিবিএস ২০১১)। ২০১১ সালের আদমশুমারি অনুযায়ী উপজেলায় মোট পরিবারের সংখ্যা ৫০১৬৭টি এবং পরিবারসমূহের গড় সদস্য সংখ্যা ৫.২ জন। উপজেলার বার্ষিক জনসংখ্যা বৃদ্ধির হার ১.০৯ শতাংশ। এ উপজেলায় ত্রিপুরা আদিবাসী জনগোষ্ঠীর বসবাস রয়েছে।

সোনাগাজী উপজেলার মোট জনগোষ্ঠীর ৫১.৬ শতাংশ শিক্ষিত যা ২০০১ সালের আদমশুমারি অনুযায়ী ছিল ৪৮%।

উপজেলার নামকরণ সম্পর্কে বিভিন্ন মতামত রয়েছে। কথিত আছে যে, পলাশী যুদ্ধের পর নয়নগাজী নামে একজন এদেশে এসেছিলেন ইসলাম প্রচারের জন্য। তার সন্তান সোনাগাজী প্রচুর ধনী ব্যক্তি ছিলেন এবং সকলের প্রতি খুব দয়ালু ছিলেন। তার নাম থেকেই উপজেলার নামকরণ করা হয়ে থাকতে পারে।

জাতীয়ভাবে গুরুত্বপূর্ণ কোন সড়ক, রেলপথ অথবা নৌপথ নেই উপজেলার অভ্যন্তরে। এই উপজেলার প্রধান জলাশয়ের মধ্যে রয়েছে ফেনী ও ছোট ফেনী। বঙ্গোপসাগরের সাথে জলপথ উন্নয়নের মাধ্যমে সোনাগাজী তার গুরুত্ব তুলে ধরতে পারবে। পৌরসভা ও উপজেলা এই অঞ্চলের সাথে সড়ক দ্বারা সংযুক্ত। পরিবহনের জন্য প্রধানত: সড়কই ব্যবহৃত হয়। পূর্বাঞ্চলের অর্থনৈতিক কর্মকাণ্ডের একটি অন্যতম গুরুত্বপূর্ণ কেন্দ্র হচ্ছে সোনাগাজী উপজেলা। ছাগলনাইয়া, পরশুরাম, ফেনী, হোমনা, দেবিদ্বার, কুমিল্লা সদরের সঙ্গে এর রয়েছে দীর্ঘ দিনের সাংস্কৃতিক ও বাণিজ্যিক সম্পর্ক। এ ছাড়া বিভিন্ন কাঁচামাল ও তৈরী সামগ্রীর জন্য এসব এলাকা একে অপরের ওপর নির্ভরশীল। দীর্ঘদিন ধরে স্থাপিত পরিবহন সুবিধা বাণিজ্য ও শিল্প কার্যক্রমের ক্ষেত্রে এলাকাগুলোকে কাছাকাছি নিয়ে এসেছে।

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সোনগাজী উপজেলায় নগর ও গ্রামীণ উভয় প্রকৃতির সংমিশ্রণ। পৌরসভার মধ্য-পূর্বাঞ্চল শহর প্রকৃতির, এখানকার অধিকাংশ কাঠামো পাকা ও আধা-পাকা প্রকৃতির। দক্ষিণ থেকে উত্তর দিকে বসবাসের প্রকৃতি ধীরে ধীরে গ্রামীণ বৈশিষ্ট্যে পরিবর্তিত হয়েছে। পৌরসভার পূর্ব, দক্ষিণ ও পশ্চিম অংশ গ্রামীণ প্রকৃতির, পূর্ব অংশের বেশীর ভাগ কাঠামো কাঁচা।

সোনগাজী উপজেলার বাসাঘরের মধ্যে ১০.৪ শতাংশ আবাসিক বাসা পাকা। এছাড়া ৯.১% সেমি পাকা বাসা এবং ৭৯.৩% বাসা কাঁচা (বিবিএস, ২০১১)।

সোনগাজী উপজেলার জনগোষ্ঠীর আয়ের প্রধান উৎস কৃষি ৩৬.৪০%, অকৃষি শ্রমিক ৩.৩৫%, শিল্প ১.৫৮%, ব্যবসা ১২.৬৭%, পরিবহণ ও যোগাযোগ ৪.৪০%, চাকরি ১৫.৬২%, নির্মাণ ২.১১%, ধর্মীয় প্রতিষ্ঠান ০.৫৬%, রেমিটেন্স ১৪.০৪% এবং অন্যান্য ৯.২৭% (বাংলাপিডিয়া)। প্রধান প্রধান ফসলের মধ্যে রয়েছে ফসল ধান, গম, আলু, ডাল, সরিষা, বেগুন, শাকসবজি। এছাড়া উপজেলায় কিছু মধ্যম মানের শিল্প কারখানা যেমন তামাক কারখানা, ওয়েস্টিং কারখানা বিদ্যমান। এছাড়াও রয়েছে স্বর্ণশিল্প, লৌহশিল্প, মৃৎশিল্প, তীতশিল্প, কাঠের কাজ, সেলাই কাজ, বাঁশের কাজ। হাটবাজার সমূহের মধ্যে রয়েছে বজ্রার মুন্সী হাট, কাজীর হাট, কুটির হাট, আমির উদ্দিন মুন্সীর হাট, মঞ্জলকান্দি হাট, সোনগাজী বাজার, ভোর বাজার, ওলামা বাজার ও মতিগঞ্জ বাজার। উপজেলার পানির মূল উৎস নলকূপ। প্রায় ৯৩.৫% পানি আসে এই মাধ্যমে। এছাড়া ট্যাপ ০.৪% এবং অন্যান্য ৬.১% (বিবিএস, ২০১১)।

স্যানিটেশন ব্যবস্থায় এ উপজেলার ৭৭.৪% পরিবার স্বাস্থ্যকর এবং ১৯.৮% পরিবার অস্বাস্থ্যকর ল্যাট্রিন ব্যবহার করে। তবে ২.৮% পরিবারের কোনো ল্যাট্রিন সুবিধা নেই। (বিবিএস, ২০১১)। সোনগাজী উপজেলায় প্রধান স্বাস্থ্যকেন্দ্র হল উপজেলা স্বাস্থ্য কমপ্লেক্স। এছাড়া কিছু উপস্বাস্থ্য কেন্দ্র এবং ক্লিনিক রয়েছে।

সীতাকুন্ড উপজেলাঃ প্রাকৃতিক সৌন্দর্যে ভরপুর চট্টগ্রাম জেলার উপকণ্ঠে অবস্থিত সীতাকুন্ড। সীতাকুন্ড উপজেলার প্রায় ৩৫ কি.মি. বিস্তৃত সাগর সৈকতের প্রান্ত ছুঁয়ে আছে ঘন উপকূলীয় বন।

অবস্থানঃ সীতাকুন্ডের পশ্চিমে সমুদ্র দ্বীপ সন্দ্বীপ চ্যানেল। পূর্বে শ্যামল মূর্তির পাহাড়। চট্টগ্রাম নগরীর ৯ কি.মি উত্তরে রাজধানী ঢাকা থেকে ২১৯ কি.মি. দক্ষিণে সীতাকুন্ড উপজেলার অবস্থান। সীতাকুন্ডে মোট ০৯ টি ইউনিয়ন ও ০১ টি পৌরসভা বিদ্যমান। সীতাকুন্ড উপজেলা উত্তর অক্ষাংশের ২২°২২' এবং ২২°৪২' এর মধ্যে ৯১°৩৪' এবং ৯১°৪৮' দ্রাঘিমাংশের মধ্যে অবস্থিত। এ উপজেলার উত্তরে মীরসরাই উপজেলা, দক্ষিণাংশে চট্টগ্রাম জেলার পাহাড়তলী থানা (সিটি গেইট), পশ্চিমে সন্দ্বীপ চ্যানেল, পূর্বে ফটিকছড়ি ও হাটহাজারী উপজেলা।

সীতাকুন্ড থানা গঠিত হয় ১৮৯৯ সালে এবং থানাকে উপজেলায় রূপান্তর করা হয় ১৯৮৩ সালে। সীতাকুন্ড উপজেলা চট্টগ্রাম জেলার ৩য় বৃহত্তম উপজেলা যা ৪৮৩.৯৬ বর্গ কি.মি. এলাকা নিয়ে গঠিত। উপজেলায় ৬১.৬১ বর্গ কিমি এলাকা জুড়ে পাহাড় বিদ্যমান। এতে রয়েছে ৯টি ইউনিয়ন ও ৬০টি মৌজা (বিবিএস, ২০১১)।

সীতাকুন্ড উপজেলার বর্তমান জনসংখ্যা ৩,৮৭,৮৩২ (বিবিএস ২০১১)। ২০০১ সালে এই লোকসংখ্যা ছিল ৩,৩৫, ১৭৮জন (বিবিএস ২০১১)। ২০১১ সালের আদমশুমারি অনুযায়ী উপজেলায় মোট পরিবারের সংখ্যা ৭৭২৭৯টি এবং পরিবারসমূহের গড় সদস্য সংখ্যা ৫ জন। উপজেলার বার্ষিক জনসংখ্যা বৃদ্ধির হার ১.৫ শতাংশ। এ উপজেলায় কিছু আদিবাসী জনগোষ্ঠীর বসবাস রয়েছে।

নামকরণঃ সীতাকুন্ডের নামকরণ সম্পর্কে অনেক কিংবদন্তী আছে। ইতিহাসের দৃষ্টিকোণ থেকে নামকরণের সত্যতা সম্পর্কে জোরালোভাবে কিছু বলা যাবে না। হিন্দু সম্প্রদায়ের অনেকে মনে করেন রামায়ন বর্ণিত সীতা এখানে আগমন করেন এবং একটি কুন্ডে স্নান করেন। সেই হতে সীতাকুন্ডে নামের উৎপত্তি। কারো কারো মতো রাম স্বয়ং তার পত্নীর নামেই সীতাকুন্ড নাম করেন। অর্থাৎ হিন্দু ধর্মের পুরাণিক উপাখ্যানে নারদ মুনির ভূমিকা সর্বজন বিদিত। সীতাকুন্ড বঙ্গভারতের হিন্দুদের পূণ্যভূমি তীর্থস্থান হিসেবে খ্যাত।

সীতাকুন্ড উপজেলা প্রাকৃতিক সৌন্দর্যে অত্যন্ত সমৃদ্ধ উপজেলা। সীতাকুন্ড ইকোপার্ক, ভাটিয়ারী লেক, সীতাকুন্ড সমুদ্র সৈকত ও কুমিরা ফেরিঘাট, সীতাকুন্ড চন্দ্র নাথ মন্দির, ছোট দারোগার হাট স্বহস্তধারা, বাঁশবাড়িয়া সমুদ্র সৈকত, বাঁশবাড়িয়া রাবার বাগান ইত্যাদি প্রাকৃতিক বিনোদন স্থান রয়েছে এই উপজেলায়।

সীতাকুন্ডের পশ্চিমে বঙ্গোপসাগর অবস্থিত। সীতাকুন্ডের উপর দিয়ে বহমান কোন নদী নেই।

সীতাকুন্ড উপজেলার বাসাঘড়ির মধ্যে ১৩.২ শতাংশ আবাসিক বাসা পাকা। এছাড়া ১৩.৫% সেমি পাকা বাসা এবং ৭০.৩% বাসা কাঁচা এবং অবশিষ্ট ৩ শতাংশ রুপড়িতে বাস করেন (বিবিএস, ২০১১)।

সীতাকুন্ড উপজেলার জনগোষ্ঠীর ৫৯.২ শতাংশ শিক্ষিত যা ২০০১ সালের আদমশুমারি অনুযায়ী ছিল ৫৪.৬%।

উপজেলার মানুষের আয়ের প্রধান উৎস কৃষি ২৪.১২%, অকৃষি শ্রমিক ৪.২৭%, শিল্প ২.৮২%, ব্যবসা ১৫.৪৩%, পরিবহণ ও যোগাযোগ ৪.৩২%, চাকরি ২৮.৭৬%, নির্মাণ ১.৫৬%, ধর্মীয় সেবা ০.২৯%, রেন্ট অ্যান্ড রেমিটেন্স ৬.১০% এবং অন্যান্য ১২.৩৩%।

হাটবাজার সমূহের মধ্যে রয়েছে কুমিরাহাট, মহজিন্দা বাজার, আলী আকবর চৌধুরী হাট, ফুলতলা বাজার, মীরেরহাট, মিয়াজন ভুইয়ারহাট, ছোটদারোগারহাট, তোহরআলী ভুইয়ার হাট, মদনহাট, বানুর বাজার, কদমরসুল বাজার, বাড়বকুন্ড বাজার, শেখেরহাট, ফৌজদারহাট, বাঁশবাড়ীয়া বাজার, ভাটিয়ারী উত্তর বাজার, মাদাম বিবিরহাট, মুরাদপুর বাংলা বাজার, আমতল বাজার ইত্যাদি।

উপজেলার পানির মূল উৎস নলকূপ। প্রায় ৮৭.৪% পানি আসে এই মাধ্যমে। এছাড়া ট্যাপ ৮.১% এবং অন্যান্য ৪.৫% (বিবিএস, ২০১১)।

স্যানিটেশন ব্যবস্থায় এ উপজেলার ৮১.৩% পরিবার স্বাস্থ্যকর এবং ১৭.৭% পরিবার অস্বাস্থ্যকর ল্যান্ডফিল ব্যবহার করে। তবে ১% পরিবারের কোনো ল্যান্ডফিল সুবিধা নেই। (বিবিএস, ২০১১)। উপজেলায় প্রধান স্বাস্থ্যকেন্দ্র হল উপজেলা স্বাস্থ্য কমপ্লেক্স। এছাড়া কিছু উপস্বাস্থ্য কেন্দ্র এবং ক্লিনিক রয়েছে।

সীতাকুন্ড উপজেলার সকল ইউনিয়ন পল্লী বিদ্যুতায়ন কার্যক্রমের আওতায় রয়েছে। ৮১.৮ শতাংশ বাসায় বিদ্যুৎ সংযোগ রয়েছে (বিবিএস, ২০১১)।

নিম্নের স্মারক-২ এ প্রকল্প এলাকা সংশ্লিষ্ট উপাত্ত উপস্থাপন করা হলোঃ

জেলা	উপজেলা	আয়তন		জনসংখ্যা
		বর্গ কিমি	একর	
চট্টগ্রাম	সীতাকুন্ড	৪৮৩.৯৬	১১৯৫৮৯.১২	৩,৮৭,৮৩২
	সোনাগাজী	২৮৪.৮৯	৭০৩৯৭.৮৫	২,৬২,৫৪৭
	মোট	৭৬৮.৮৫	১৮৯৯৮৬.৯৭	৬৫০৩৭৯

সূত্র: বিবিএস কমিউনিটি সিরিজ, ২০১১

(খ) প্রকল্পের উদ্দেশ্যঃ

(i) দুর্যোগ ঝুঁকি বিবেচনায় উন্নয়ন পরিকল্পনা প্রণয়ন।

### ***Duties and Responsibilities as a Junior Urban Planner***

#### **Description of the Assignment:**

- To act as an overall in-charge of the project site office and also required to work at head office as and when necessary.
- To prepare work program in consultation with Project Director;
- To coordinate, supervise and monitor the field level survey activities among the different survey teams under direct supervision of the Project Director;
- To check and validate the surveyed data gathered and data entry by different survey firms.
- Submit periodical report to the Project Director on progress of the field levels activities.
- Spatial translation of relevant national level plans, policies and strategies and develop structure plan policies with the support from GIS Database in association with Urban Planner, RS/GIS Expert and Physical Feature Survey firm
- Coordinate and liaison with the district and upazila level government officers', municipal authority, union parishad and other related stakeholders concerning project activities.
- Assist the UDD Project Team members in organizing Participatory Rapid Appraisal (PRA), consultation meeting and workshops etc.
- Prepare report on the PRA, consultation meeting and workshops etc.
- Assist the PD and PMs in preparing planning package and reports.
- Any other related Jobs as assigned by the PD

#### ***Selection Criteria as a Junior Urban Planner***

*Candidates meeting the following requirements are encouraged to apply:*

**Qualification:** Bachelor of Urban and Rural/Regional Planning (BURP) or equivalent.

**Experience:** At least 03 (Three) years field level working experience in development planning particularly in urban environment

Section 3. Application Forms

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration and Reimbursable

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## Form 3A. Application Submission

[Location: dd/mm/yy]

To:  
Ahmed Akhtaruzzaman  
Senior Planner & Project Director  
Development Plan for Sitakunda Upazila, Chattogram District and Sonagazi Upazila, Feni District: Risk Sensitive  
Landuse Plan" Project.  
Urban Development Directorate  
82, Segunbagicha, 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 documents in accordance with Clause 5.

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 with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

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:**

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# 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	:	<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>
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>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</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

*[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].*

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

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## Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1**.

**(1) Remuneration**

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

**Note: A month consists of 30 calendar days.**

**(2) Reimbursable (as applicable) N/A**

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses ( <i>to be listed</i> )			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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## Section 4. Contract Forms

The **Contract Agreement**, which once completed and signed by the Client and the Consultant, clearly defines the Client's and Consultants' respective responsibilities.

## 4.1 Contract Agreement (Time-based)

THIS CONTRACT ("the Contract") is entered into this day of [dd/mm/yy], by and between [insert name of Client] ("the Procuring Entity") having its office at [insert address of Client], and [insert name of Consultant] ("the Consultant") having his/her address at [insert address of Consultant].

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

### General

1. Services                      1.1 The Consultant shall perform the Services specified in Annex A (*Description of Services*), which are made an integral part of the Contract.
  
2. Duration                      2.1 The Consultant shall perform the Services during the period commencing from *June 2026* and continuing until *June 2028*, or any other period as may be subsequently agreed by the parties in writing.
  
3. Corrupt, Fraudulent, Collusive or Coercive Practices                      3.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.  
  
3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Sub-Clause 3.5**  
  
3.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.  
  
3.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
  - (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
  - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

**"corrupt practice"** means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of a Client or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by a Client in connection with a Procurement proceeding or Contract execution;

**"fraudulent practice"** means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;

**"collusive practice"** means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Client, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a Client the benefits of competitive price arising from genuine and open competition; or

**"coercive practice"** means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders, Applications, Proposals or Quotations.

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|---------------------------------|--|
| 4. Applicable Law               | 4.1 The Contract shall be governed by and interpreted in accordance with the laws of the People's Republic of Bangladesh   |
| 5. Governing Language           | 5.1 The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used.  |
| 6. Modification of Contract     | 6.1 The Contract shall only be modified by agreement in writing between the Client and the Consultant.   |
| 7. Ownership of Material        | 7.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client.<br><br>7.2 The Consultant may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract. |
| 8. Relation between the Parties | 8.1 Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant between the Client and the Consultant.   |
| 9. Contractual Ethics           | 9.1 No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution.   |

## Payments to the Consultant

10. Ceiling Amount
- 10.1 The Client shall pay the Consultant for the Services rendered pursuant to 'Description of Services' a ceiling amount not to exceed Tk 1,00,000/- per man-month, which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Consultant's costs as well as any tax obligation that may be imposed on the Consultant.
- 10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B
11. Remuneration
- 11.1 The Client shall pay the Consultant for Services rendered with the rates agreed and specified in ANNEX B "Cost estimates for Services and Schedule of Rates". Remuneration rates shall be on monthly/daily/hourly [ delete those inappropriate ]
- 11.2 **Monthly Rate:** The time spent in performing the Services shall include travel time, weekends and public holidays, and to the extent specified in Clause 15.2 shall also include periods of casual leave and sick leave. In cases where only part of a month is worked then remuneration shall be computed by dividing the monthly rate by 30 and multiplying by the number of days worked i.e. time spent (as described above) during that month;
12. Reimbursables
- 12.1 **Per Diem Allowance:** The Consultant shall, when performing the Services away from the duty station, be entitled to per diem allowance in accordance with the agreed per diem rates.
- 12.2 **Travel Costs:** The Consultant shall, when performing the Services away from the duty station, be entitled to travel costs in accordance with the agreed travel costs.
- 12.3 **Other Expenses:** The Consultant shall, when performing the Services, be entitled to reimbursement of any other expenses as detailed in Annex B.
- 12.4 For other reasonable reimbursable expenses not falling within the above three categories, but which may arise during performance of the Services, such expenses will only be reimbursed by the Client as it may at its sole discretion approve, subject to available of budget.
13. Payment Conditions
- 13.1 **Currency:** Payments shall be made in Bangladesh Taka by the end of each calendar month or within fifteen (15) calendar days of receipt of the Invoice as the case may be.
- 13.2 **Advance Payment:** The Consultant shall, if he/she so requests, be entitled to a total advance payment, as specified in Annex B, to cover his/her out-of-pocket expenses which are to be recovered in equal installments from monthly amounts due to him/her.

*[For aid funded procurement Advance Payments may be applicable. However, for 100% GoB funded procurement Advance payments shall not be applicable unless otherwise specifically decided by The Government.]*

- 13.3 **Monthly Payments:** The Consultant shall submit an Invoice for Remuneration and Reimbursable at the end of every month and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.
- 13.4 **Final Payment:** The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.
- 13.5 **Suspension:** The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform his/her obligations under this Contract.
- 13.6 **Refund of Excess Payment:** Any amount if paid to the Consultant in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Consultant within thirty (30) days of receipt of the claim from the Client, provided that such claim is lodged within three(3) months after the acceptance of the final report.

### **Obligations of the Consultant**

- 14. **Medical Arrangements**
  - 14.1 The Consultant shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.
- 15. **Working Hours and Leave**
  - 15.1 The Consultant shall, when engaged directly with the Client, follow the normal Working Hours and Holidays of the Client, and entitlement to leave as per the Client's Rules.
  - 15.2 The Consultant's remuneration shall be deemed to cover leave except otherwise specified in the Contract.
- 16. **Performance Standard**
  - 16.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
- 17. **Contract Administration**
  - 17.1 **Client's Representative**  
The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.
  - 17.2 **Timesheets**  
The Consultant providing Services may be required to complete standard timesheets or any other document to identify the time spent, as requested by the Client's Representative.

18. Confidentiality 18.1 The Consultant shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.
19. Consultant's Liabilities 19.1 The Consultant shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant.
- 19.2 The Consultant shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.
20. Consultant not to be Engaged in Certain Activities 20.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.

### **Obligations of the Client**

21. Services, Facilities and Property 21.1 The Client shall, free of any charge to the Consultant, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A.

### **Termination and Settlement of Disputes**

22. Termination 22.1 **By the Client**  
The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant, Such notice to be given after the occurrence of any event necessitating such termination.
- 22.2 **By the Consultant**  
The Consultant may terminate the Contract, by not less than twenty eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Consultant pursuant to the Contract.
23. Dispute Resolution 23.1 **Amicable Settlement**  
The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 23.2 **Arbitration**  
If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

Annex C: Consultant's Reporting Obligations

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## ANNEX A: Description of the Services

### A. Duties and Responsibilities as a Junior Urban Planner

- (i) To act as an overall in-charge of the project site office and also required to work at head office as and when necessary.
- (ii) To prepare work program in consultation with Project Director;
- (iii) To coordinate, supervise and monitor the field level survey activities among the different survey teams under direct supervision of the Project Director;
- (iv) To check and validate the surveyed data gathered and data entry by different survey firms.
- (v) Submit periodical report to the Project Director on progress of the field levels activities.
- (vi) Spatial translation of relevant national level plans, policies and strategies and develop structure plan policies with the support from GIS Database in association with Urban Planner, RS/GIS Expert and Physical Feature Survey firm
- (vii) Coordinate and liaison with the district and upazila level government officers', municipal authority, union parishad and other related stakeholders concerning project activities.
- (viii) Assist the UDD Project Team members in organizing Participatory Rapid Appraisal (PRA), consultation meeting and workshops etc.
- (ix) Prepare report on the PRA, consultation meeting and workshops etc.
- (x) Assist the PD and PMs in preparing planning package and reports.
- (xi) Any other related Jobs as assigned by the PD

*The name of the main location (Duty Station) at Dhaka & Sitakunda Upazila, Chattogram District and Sonagazi Upazila, Feni District.*

*Indicate the Contact Addresses for Notices and Requests as indicated in Clause 22.1 of the Contract Agreement.*

**(a) Address of the Client:**

Ahmed Akhtaruzzaman  
Senior Planner & Project Director  
Development Plan for Sitakunda Upazila, Chattogram District and Sonagazi Upazila,  
Feni District: Risk Sensitive Landuse Plan" Project.  
Urban Development Directorate  
82, segunbaghicha, Dhaka-1000.  
Phone no: +88-02-223384931

**1. Logistics and facilities to be provided to the Consultant by the Client are listed below:**

- Office space & Office equipment like computer, printer etc;
- Any other facilities agreed by both Client & the Consultant.

## ANNEX B: Cost estimates of Services and Schedule of Rates

**(A) Remuneration**

Name of Consultant	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [state monthly, daily or hourly] rate		Sub-Total (A)	

**(B) Reimbursable**

Items of reimbursable	Unit	Qty	Rate(Taka)	Total (Taka)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
Supporting documents and vouchers must be attached with the invoice			Sub-total (B) =	

<b>CONTRACT CEILING (A) +(B)=</b>	<b>Total =</b>
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