

Terms of Reference (TOR) of Junior Supervision Engineer

The 'Terms of Reference' shall be modified at the time of Negotiation as "Description of Services" of the Contract Agreement.

Field Junior Supervision Engineer shall be a qualified civil engineer, minimum Diploma in civil engineering from any reputed Institute holding graduate qualification (certificate/ diploma/ degree) will be added advantage.

At least 5 years experience in planning, design, construction supervise works of rural physical infrastructure (roads, bridges, culverts, buildings, river bank protection works etc.) Good interpersonal skills, proven multi-discipline team work skills.

Work Experience:

Minimum 5 years experience as planning, design and supervision engineer in rural physical infrastructure. Supervise and monitor the works of bridge, culvert, roads, building etc. ensuring the quality of construction works like roads, buildings, bridges etc. Experience in preparing reports (monthly, quarterly, and annually) of progress for the infrastructures like roads, buildings, bridges etc. Experience in the quantity recording of the work done in the field level. Good interpersonal communicative skills, experience in team leadership and participatory management. Proficient in computer operation with experience of working independently on common office-use software. Possess good communication skills in English, both written and spoken

Others Qualification:

- Good report preparation skills and experience.
- Proven communication skills (excellent command in English and Bengali).
- Must be computer literate and have user-at-ease ability to work on common office-use software.

Job Description & Responsibilities

1. Supervise and monitor all construction works implemented under the Project by the Authority;
2. Monitor the contractor's programme of works and actual progress made ;
3. Will be responsible for quality output of construction works as per specification and requirements;
4. Ensure that adequate quantity and quality recording is carried out at the field level;

5. Closely liaise with other Consultant team staff with respect to quality control, correct interpretation of construction Drawings, and identification of problems requiring timely rectification.
6. He will be required to work in consultation with the Authority (including outside standard working hours) to match actual work being carried out by the physical works contractor.
7. Any other official duties given by Authority.

Reporting Arrangements

The consultant will report (Soft Copy and Hard Copy with signed) directly to the Project Director/Project Implementation Unit (PIU) of SDKHTP.

Duration of employment: Duration will be up to 31 July 2019 which is renewable yearly basis.

Place of work: Kaliakoir, Rajshahi, Khulna, Chittagong Hi-Tech Park and any other place under the project.

Evaluation Criteria

Criteria	Points
• Educational Qualification	20
• Relevant Working Experience and its adequacy for the assignment	65
• Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others).	15
Total points:	100 points

Applicants thus given points as stated above, not securing the minimum qualifying points **80** (Eighty) shall be considered disqualified.

Application Submission

[Location: dd/mm/yy]

To:
The Project Director
Support to Development of Kaliakoir (and other Hi-Tech Park) Project
Bangladesh Hi-Tech Park Authority
ICT Tower (9th Floor),
Agargaon, Dhaka-1207

Dear Sir:

I am here by submitting my Application to provide the consulting Services for Junior Supervision Engineer in strict accordance with your **Request for Application dated 03-12-2017**.

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.

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.

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:

Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	Junior Supervision Engineer								
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 colspan="4" style="text-align: center;"><i>e.g. English</i></td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<i>e.g. English</i>			
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<i>e.g. English</i>										
9	COUNTRIES OF WORK EXPERIENCE									
10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>	<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> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">EMPLOYER 1</td> <td style="width: 30%;">FROM: <i>[e.g. January 2013]</i></td> <td style="width: 30%;">TO: <i>[e.g. December 2013]</i></td> </tr> <tr> <td>EMPLOYER 2</td> <td>FROM:</td> <td>TO:</td> </tr> </table>	EMPLOYER 1	FROM: <i>[e.g. January 2013]</i>	TO: <i>[e.g. December 2013]</i>	EMPLOYER 2	FROM:	TO:		
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EMPLOYER 2	FROM:	TO:								

EMPLOYER 3	FROM:	TO:
EMPLOYER 4 (etc)	FROM:	TO:
1 WORK UNDERTAKEN THAT BEST 1 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>	
1 COMPUTER SKILL 2		

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	



Bangladesh Hi-Tech Park Authority
Support to Development of Kaliakoir (and other Hi-Tech Park) Project
Information and Communication Technology Division

ICT Tower, Agargaon, Dhaka-1207

www.bhtpa.gov.bd

Memo No.: 56.02.0000.009.34.180.16-780

Date: 03/12/2017

**Subject: Request for Expression of Interest (EOI) for Selection of Junior Supervision Engineer
(Contract Package No. BHTP S-1008)**

The Government of the People's Republic of Bangladesh (GOB) has received a loan from IDA (IDA Credit no. 5769-BD for "Support to Development of Kaliakoir (and other Hi-Tech Park) Project" and it is intended that part of the proceeds of the loan and grant will be applied to appoint Junior Supervision Engineer.

2. EDUCATIONAL QUALIFICATION:

A minimum Diploma in Civil Engineering from any recognized polytechnic institute, holding graduate qualification (certificate/diploma/degree) will be added advantage.

3. Requirements:

Minimum 5 years experience as planning, design and supervision engineer in rural physical infrastructure. Supervise and monitor the works of bridge, culvert, roads, building etc. ensuring the quality of construction works like roads, buildings, bridges etc. Experience in preparing reports (monthly, quarterly, and annually) of progress for the infrastructures like roads, buildings, bridges etc. Experience in the quantity recording of the work done in the field level. Good interpersonal communicative skills, experience in team leadership and participatory management. Proficient in computer operation with experience of working independently on common office-use software. Possess good communication skills in English, both written and spoken

4. RESPONSIBILITIES:

The Junior Supervision Engineer will be responsible for carrying out the following tasks, among others:

- a. Supervise and monitor the works of bridge, culvert, roads, building etc. ensuring the quality of construction works with specification.
- b. Prepare reports (monthly, quarterly, and annually) of progress for the infrastructures and sending them to the authority timely.
- c. Ensure the quantity recording of the work done in the field level.
- d. Closely liaise with other Consultant team staff with respect to quality control, correct interpretation of construction Drawings and identification of problems requiring timely rectification.
- e. He will be required to work in consultation with the Authority (including outside standard working hours) to match actual work being carried out by the contractor.
- f. Any other official duties assigned by Authority.

5. OTHER TERMS AND CONDITIONS:

- (a) Duration of employment: Duration will be up to 31 July 2019 which is renewable yearly basis.
- (b) Place of work: Kaliakoir, Rajshahi, Khulna, Chittagong Hi-Tech Park and any other place under the project.
- (c) Junior Supervision Engineer will perform other relevant work as requested by the Authority.

6. SELECTION CRITERIA:

- i. Educational Qualifications.
 - ii. Relevant working experience and its adequacy for the assignment.
 - iii. Capability to carry out the assignment [overall suitability considering age, skill (Training, computer skills, proficiency in English and Bengali, knowledge of local conditions, administrative systems etc.)]
7. The consultant will be selected in accordance with the procedure set out in the World Bank's Guidelines: "Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers" dated January 2011".

Only short-listed candidates will be contacted for interview.

8. Project Director, Support to Development of Kaliakoir (and other Hi-Tech Park) Project now invites eligible applicants to indicate their interest in providing the services.

The interested Applicants are requested to apply for the position providing information indicating that they are qualified to perform the services (Complete CV with attested copies of educational, training and experience certificates as required for the position). Interested applicants are required to submit their Expressions of Interest in accordance with the Standard Application Forms which will be obtained from the web site www.bhtpa.gov.bd. The applicant shall submit Expression of Interest (EOI) by **2.00 P.M of 28-12-2017**, in sealed envelope, clearly marked "**Request for Expression of interest (REOI) for Junior Supervision Engineer**" to the undersigned by hand/courier service/Guaranteed express from post office. Any EOI received after the deadline will not be accepted. Any persuasion by the applicant will be treated as disqualification.

The authority reserves the right to accept or reject any or all the EOIs without assigning any reason whatsoever.

(A.N.M. Safiqul Islam)

Project Director

Phone No: 8181342