

Bangladesh Hi-Tech Park Authority
Information & Communication Technology Division
Ministry of Posts, Telecommunications and Information Technology
ICT Tower, Agargaon, Dhaka-1207
www.bhtpa.gov.bd

Expressions of Interest (EOI) for appointment of Senior OSS Planning and Coordination Expert for short term		
Government of The Peoples Republic of Bangladesh		
SI No		
1	Ministry/Division	Information & Communication Technology Division
2	Agency	Bangladesh Hi-Tech Park Authority
3	Name of Procuring Entity	Bangladesh Hi-Tech Park Authority
4	Procuring Entity Code	3032
5	Procuring Entity District	Dhaka
6	Expression of Interest for Selection of	Senior OSS Planning and Coordination Expert
7	EOI Ref.No.	56.02.0000.006.18.116.18- 1242
8	Date (dd/mm/yyyy)	19/08/2018
Key Information		
9	Procurement Sub-Method	As per PPR-112 (PPR-2008)
Funding Information		
10	Budget and Source of funds	GOB
11	Development Partner (If Applicable)	Not Applicable
12	Duration of advisory service	6 Months
Particular Information		
13	Project/Programme Code (If Applicable)	Not Applicable
14	Project/Programme Name (If Applicable)	Not Applicable
15	EOI Closing Date and time	09/09/2018
Information for Applicant		
16	Brief Description of Assignment	<p>A. Scope of the Work</p> <p>1. The Consultant/Expert will assist and support BHTPA to prepare and drafting rules, regulations, Policy Guidelines, Standard Operation Procedure (SOP), Operation Manual etc. deemed necessary for the operation of BHTPA, specially for enabling One Stop Services for</p>

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		<p>the investors. He/She shall co-ordinate with all the related and necessary stakeholders for preparing all sorts of procedural documents. He/she shall report to and work closely with the focal point officer of One Stop Service of Bangladesh High-Tech Park Authority (BHTPA), ICT Division, Ministry of Posts, Telecommunications and Information Technology.</p> <p>B. Detailed task</p> <p>1. The Consultant/Expert shall assist to prepare the investor friendly:</p> <ul style="list-style-type: none"> (i) Draft Standard Operating Procedure (SOP) for each of the Services in consultation with BHTPA and Stakeholders. (ii) Draft MoUs to be signed between the Stakeholders for enabling One Stop Services. (iii) Draft Regulations/Guidelines deemed necessary for the better operation of BHTPA activities in consultation with the authority. (iv) Draft Operation Manual/ User Guide Book for the One Stop Service Systems to be developed by BHTPA. (v) Design and develop suitable platform for providing best possible services including One Stop Services to be provided by BHTPA for promoting investment and employment; (vi) Necessary amendment or reform in existing Acts, Rules, Regulations and incentives; (vii) Draft rules/Guidelines deemed necessary under the One Stop Service Act-2018; (viii) Any other tasks related to the terms of reference and his/her expertise.
17	Experience, Resources & Delivery Capacity Required	<p>A. Minimum Qualifications and Requirements</p> <p>The consultants should have post-graduate degree in economics, social science, computer sciences or other relevant disciplines. He/she must have at least 20 years of relevant experience in the government service, possibly in the ICT sector, and is capable of conducting high-level policy and strategic dialogue with high government officials. Experience in working and administering inter-government agency activities; and experience with private sector, including IT related business associations is preferable. Proven Experience in formulating and implementing policies, strategies relating to the development of ICT sector. Sound Experience in using computers and its applications in the society.</p>

		<p>B. Deliverables</p> <p>1. The consultant will have following outputs; (i) deliver/submit an Inception Report on the tasks to be assigned as per the ToR within one month of joining in the position. (ii) Monthly progress report including information on the status of each component.(iii) produce records of discussion for each of the consultation meeting to be held with the Stakeholders, (iv) Final Report on the activities performed as per the contract. (v) deliver and present the products/outputs of each of the component in front of the BHTPA.</p> <p>2. The Consultant shall regularly report to BHTPA and share the written reports as necessary.</p>
18	Mode of Payment	Selected Advisor will be paid a consolidate amount on monthly basis. Expected monthly salary/remuneration will have to be mentioned in the C.V. He/she will be eligible to reimburse the actual amount for collecting any legal documents (certified copy etc) upon submission of original bill. In case of representation in any litigation, he/she will be paid on case to case basis subject to negotiation
Procuring Entity Details		
19	Name of The Official Inviting EOI	Hosne Ara Begum ndc
20	Designation of the Official Inviting EOI	Managing Director (Secretary)
21	Address of the Official Inviting EOI	Bangladesh Hi-Tech Park Authority, ICT Tower, Agargaon, Dhaka
22	Contact Details of the Official Inviting EOI	Phone : 02-8181693 E-mail: md@bhtpa.gov.bd
The Procuring entity reserves the right to accept or reject all EOI's		

On behalf of PE



Director (Technical)
Bangladesh Hi-Tech Park Authority

