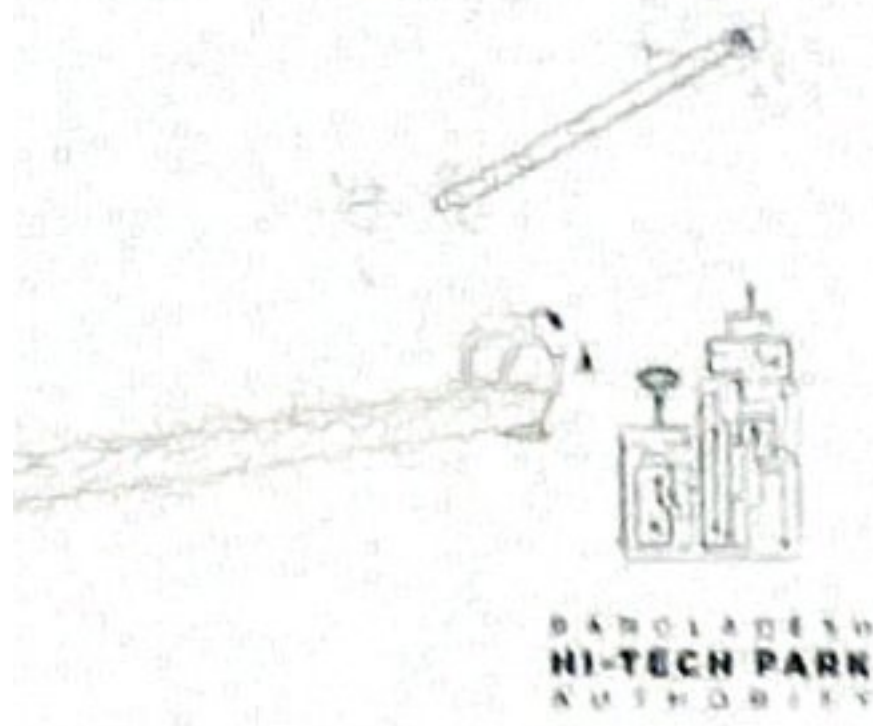


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Bangladesh Hi-Tech Park Authority
Information and Communication Technology Division
Ministry of Posts, Telecommunications, and Information Technology

Bangladesh Environmental Sustainability and Transformation (BEST) Project.

Terms of Reference (ToR)
for
Selection and Employment of a Need based Consultant Service Firm/Company

Package No: EIEWMP-BHITPA-S-3a

Terms of Reference for Need based Consultant Service Firm/Company

A. Introduction

Established under the Bangladesh Hi-Tech Park Authority (BHTPA) Act of 2010, the BHTPA aims to attract both public and private investment in the technology sector, which is expected to accelerate economic development and create job opportunities. The Government of Bangladesh (GoB) recognizes the Information and Communications Technology (ICT) as a "thrust sector", demonstrating its commitment to leveraging technology to achieve its goal of becoming a middle-income country. This initiative is part of a broader effort to modernize the economy and enhance Bangladesh's competitiveness in the global market.

The BHTPA Act, 2010, defines both 'Park' and 'hi-tech industries' to create a legal framework for the development of these specialized zones. The incentives provided by GoB, such as tax exemptions, duty-free import of capital machinery, bonded warehouse facilities, and full ownership and profit repatriation for foreign investors, are designed to attract both local and international businesses to invest in these parks. These incentives aim to create a conducive environment for the growth of ICT, software technology, biotechnology, renewable energy, and other knowledge and capital-intensive industries. By offering such benefits, the government hopes to encourage the development of eco-friendly and advanced technology industries, which can contribute to the diversification and modernization of the country's economy, as well as create high-skilled job opportunities for the local workforce.

Rapid economic development and population growth in Bangladesh have led to high pollution discharges and severe degradation of the country's environmental quality and ecosystems. This is causing high economic costs to the country while threatening its competitiveness for sustained growth in the long run. Over the past three decades, Bangladesh has gradually developed its regulatory framework and institutional setups to control pollution and protect its environment and has also made progress in mainstreaming the environmental agenda into its economic development plans and strategies. To continue addressing its environmental challenges, the World Bank is supporting GoB to implement the **Bangladesh Environmental Sustainability and Transformation (BEST) Project**, which focuses on (a) improving environmental management capacity through regulatory and institutional reforms; capacity strengthening; and deployment of advanced environmental monitoring, analytical, and information technology (IT) infrastructure; and (b) promoting new green financing mechanisms and private sector participation in green investments in the long run, including through public-private partnership (PPP) arrangements. It is expected that successful project implementation will lay a solid foundation for Bangladesh to enhance its performance in pollution control and green, resilient, and inclusive economic recovery and development in future. The Project started implementation on 27 September 2023.

The rapid economic growth in Bangladesh and the increasing consumer market for electronic gadgets and home appliances have led to a rise in locally produced electronics. This growth, while beneficial for the economy, also brings about the challenge of managing electronic waste (e-waste), which can pose significant environmental and health hazards if not handled properly. The informal and semiformal sectors often handle the refurbishing and recycling of e-waste, which may not always adhere to the safest and most environmentally friendly practices. The lack of awareness and information about the dangers of e-waste contributes to the risks associated with improper disposal and recycling. By integrating efficient systems for e-waste management, Bangladesh can improve the



efficiency and lifespan of electronic products, reduce transmission loss, and create a greener environment. This initiative would also support the country's economic development by creating jobs in the recycling sector and fostering a circular economy where materials are kept in use for as long as possible. It's important for such a plan to involve all stakeholders, including government agencies, manufacturers, consumers, and recycling companies, to ensure a coordinated and effective approach to e-waste management. Education and awareness campaigns can also play a crucial role in informing the public about the importance of proper e-waste disposal and the benefits of recycling.

Project Development Objective (PDO): The PDO is to strengthen the capacity of the Government of Bangladesh in environmental management and to pilot new financing mechanisms to promote green investments in targeted sectors.

The overall objectives of the project are split into four components: (1) Environmental Governance and Infrastructure; (2) Green Financing for Air Pollution Control; (3) Vehicle Emission Control; and (4) E-waste Management Infrastructure.

Component 4, will be implemented by BHTPA, the existing e-waste management system is facing various challenges including the inappropriate application of laws, limited results in 3R strategy, insufficient plastics and waste management facilities, limited control on waste and no tracking of high risks waste etc. The initiatives under this project will include the circular solution (3R strategies- Reduce, recycle and reuse) or circular economy-based interventions, improve e-waste separation technology, storage and disposal facilities improvement, training and capacity building, awareness raising, and promote green jobs through circular economy etc. These initiatives will be helpful for the better environmental cleanliness and sustainability, improve people's health and conservation of biodiversity and resources towards the sustainable environmental governance. The waste to resources-based economy and promotion of circular economic system will be supportive for growth and development of sustainable healthy and green city. Under the Component 4 and in response to the increased need for sustainable e-waste management, the project will support BHTPA to develop an e-waste processing facility to be accommodated within the Kaliakair HTP. BHTPA also proposed to set up a small hazardous waste storage area and develop an integrated facility to recycle other types of wastes (including plastics) to promote circular economy in high-tech parks of the country.

With those interventions, the Project will contribute to the following: (i) Integrated E-Waste Management System established and functioning, (ii) reduced e-waste generation and pollution, (iii) health status improved, (iv) green jobs created, (v) law, policy and strategy are properly functioned, (vi) improved OHS and security status, (vii) sustainable e-waste management, (viii) circular economy, (ix) sustainable cleaner and green city.

In this context, BHTPA is recruiting an experienced needs-based consultancy firm through a performance-based contract to support in the project implementation.

B. Project Location:

Bangabandhu Hi-Tech City Kaliakoir, Gazipur.

C. Objective of the Consultancy

The consultancy aims to (i) coordinate and supervise all technical activities related to the design and construction of the physical infrastructure and set-up of the e-waste management plant; and (ii) support BHTPA's Project Implementation Unit with core functions to implement Component 4 throughout the project period.

D. Service Composition

The consultancy firm will ensure a team comprised, at the minimum, of the following members, based on the expertise, qualifications and responsibilities listed in table 1.

Table 1. Minimum composition of the project team provided by the consultancy firm

Sl.	Consultant service	Qualification requirements / Responsibilities	Responsibilities / Deliverables	Person-months (Estimated)
1	Financial Management expert	<ul style="list-style-type: none"> ◦ Minimum M. Com/ MBA in Accounting/ Finance and related subjects. ◦ Associate or member of a Professional Accountancy Organization (PAO) (CA/ACCA/CPA/CFA/CMA/CIMA etc.) recognized by the International Federation of Accountants (IFAC) will be an added advantage. ◦ Minimum 5 years of working experience in Financial Management in any government/semi government organization, being actively involved and fully conversant with large contract payments, GOB budget and planning procedures, Development Program Proposal fundamentals, rules and regulations of the Government for budgeting, fund release, accounting, financial reporting and auditing and authorization for use of donors' funds. ◦ Fully conversant with application software and in Computerized Accounting System with ability to assist in implementation and customization; Skills in software installation and troubleshooting will be added advantages. ◦ Knowledge of MIS, Tax, tariff and multidisciplinary fund management. ◦ Proven track record of ability to develop a Chart of Accounts with relevance to DPP, Disbursement Categories and Program Components and befitting the relevant computerized accounting system and the reporting. 	<p>Major responsibilities of the FMS include but are not limited to:</p> <ul style="list-style-type: none"> ◦ Provide support to PD on all aspects of finance, internal control and accountability. ◦ Design reporting format in conformity with the reporting requirements of the government and the Foreign Aided Project. ◦ Prepare all budget and implementation, finance and accounts activities of the project and provide guidance to the project. ◦ Ensure timely and efficient administration of allocated funds in accordance with the approved work plans and the applicable financial regulations, rules and resolutions. Also Monitor flows of funds from Bank to the project and ensure that appropriate procedures are followed. ◦ Prepare annual and quarterly disbursement forecasts. ◦ Prepare and consolidate financial reports for inclusion in the periodical Financial Statements and Reports to be submitted to WB, GOB as per the condition of Financing Agreement. ◦ Guide PD to implement accounting software after designing the chart of accounts and the reporting formats for the accounting software. ◦ Prepare Terms of Reference (TOR) for outsourcing of internal audit as per the financial management arrangement with the Bank. 	24

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Sl.	Consultant service	Qualification requirements / Responsibilities	Responsibilities / Deliverables	Person-months (Estimated)
		<ul style="list-style-type: none"> • Ability to work in pressure and time bound situation; • Competence in writing relevant report; • Proficiency in both oral and written English; 	<ul style="list-style-type: none"> • Carry out assessment and provide necessary advice and guideline to PD on financial management capacity of the other institutes for any fund flow from the project to these institutions under non consulting services for the purpose of the project. • Assess the need for additional financial monitoring reports under the project, and track project progress in relation to overall budget allocations and spending under each components/subcomponent. • Continually assess fiduciary risks and report any concerns to the PD. • Ensure all compliance of the laws, rules and regulations of the concerned Ministries, Governments and the Financing Agreement. • Manage the work of other personnel to be engaged for dealing with financial matters of the project. • Deal with external auditors and provide them with necessary documentation; • Prepare appropriate audit clarifications and ensure follow up for resolution of audit observations. 	
2	Procurement expert	<ul style="list-style-type: none"> • Academic: At least a bachelor's degree in engineering / business administration/ commerce / economics / finance / law and/or other related fields with a diploma/bachelors/masters in procurement, or a Masters in Procurement with a bachelor in any related fields. • Professional: Candidates having Professional qualifications in procurement/ purchasing and supply chain management will be given preference. Membership of a professional body of internationally reputed in Procurement/Purchasing/Supply Chain is preferred. 	<p>The key deliverables of the PS will be:</p> <ul style="list-style-type: none"> • Annual, semi- annual, and quarterly procurement report. • Bidding and contract documents (EOI, ToR, RFQ, RFP, Contracts etc.). • Monitoring report of goods works and consulting services (completion, quality, progress etc.). • Ensure documentation and record keeping of all procurement and appointment decisions. • Successful implementation of all procurement packages of the project 	24

Sl.	Consultant service	Qualification requirements / Responsibilities	Responsibilities / Deliverables	Person-months (Estimated)
		<ul style="list-style-type: none"> • At least 05 (five) years of experience as Procurement Sector or have had responsibilities with a substantial content of his/her position in the procurement area (use of internationally accepted contract documents for works, goods and services; sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines; understanding of Government's procurement Rule/Act; analytical capability in identifying and resolving procurement issues) of which must be 03 (three) years' experience in Procurement Specialist in Donor's funded project. • Developing the procurement plan for goods, works, and services under the project. • Specialized knowledge of and significant experience substantive areas/aspects of procurement (e.g. procurement of goods; various forms of construction contracts; selection/contracting of consultant services; preparation of bidding/contract documents for the international procurement of goods, works, services; public procurement policies; practices). • Hands-on experience in managing all steps in the procurement process, including procurement planning, preparation of bidding/contract documents, bid/proposal evaluation, contract award and implementation monitoring, and internationally competitive procurement of goods, works and consultant services. • Strong communication skills in presenting, discussing and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team. • To ensure impartiality the consultant must not be in any way affiliated with business entities that are currently providing or are seeking to provide goods or services to the project. 		

Sl.	Consultant service	Qualification requirements / Responsibilities	Responsibilities / Deliverables	Person-months (Estimated)
		<ul style="list-style-type: none"> • Fluency in written and spoken both English and Bangla. • Excellent ICT & computer skills. 		
3	PPP Specialist	<ul style="list-style-type: none"> • Academic: Master's degree in any discipline or equivalent. PPP Certification/degree will be given preference. • Minimum experience of: <ul style="list-style-type: none"> (a) 5 years of working experience with exposure to the implementation of projects. (b) 2 (two) years' experience in PPP transaction. • Sufficient knowledge of Project Implementation and management of Development Partner projects. • Good communication and coordination skills. 	<ul style="list-style-type: none"> • The key deliverables of the PPP Specialist will be: <ul style="list-style-type: none"> • Complete and regularly updated PPP Plans and quarterly progress reports with updates on PPP project • Consultant's performance indicator will include an assessment of the knowledge and capability of designated BHTPA officials for independently carrying out routine PPP procurement tasks by the end of the consultant's contract. • Monthly, semi- annual, and annual PPP procurement progress reports based on format to be agreed with BHTPAA in consultation World Bank. • PPP documentation and records are systematically maintained so as to be readily available for review and audit. 	24
4	Monitoring & Evaluation (M&E) Specialist	<ul style="list-style-type: none"> • Academic: Masters in Statistics, Economics, Environment, other Social Science/MBA/Engineering or relevant subjects. Must have experience in M&E work and MIS; higher studies in project management or MIS will be given preference. • Experience: The M&E should have at least 06 (six) years' experience with: <ul style="list-style-type: none"> • The logical framework approach and other strategic planning approaches. 	<p>M&E Specialist will be responsible for:</p> <ul style="list-style-type: none"> • Develop an overall framework for the project M&E and Management Information System (MIS) aligned with project objectives and outcomes. • Prepare result focused M&E and MIS plan after providing a framework for identifying, analyzing, documenting, and disseminating lessons learned. In specific it should include: <ol style="list-style-type: none"> 1. Calendar of M&E and MIS activities and timetable. 	24

Sl.	Consultant service	Qualification requirements / Responsibilities	Responsibilities / Deliverables	Person-months (Estimated)
		<ul style="list-style-type: none"> • M&E methods and approaches (including qualitative and participatory). • Planning, design, and implementation of M&E system. • Training in M&E and MIS development and implementation and/or facilitation learning-oriented analysis sessions of M&E data with multiple stakeholders. • Systematic analysis of data & information, report writing, establishment of MIS. • Experience in donor funded development projects will be additional qualification. • Knowledge and experience in auditing, data management and result-Based Monitoring (RBM) will be an advantage. 	<ol style="list-style-type: none"> 2. responsibilities of different components and personnel. 3. Mechanisms for physical and process monitoring of project activities. <p>Collect baseline data within deadline Implementation arrangement including overall data collection methods, , for data collection activities & monitoring work plans (including progress reports on coverage or “reach” across beneficiary groups) to achieve the Project Development Objectives (PDO) level indicators and intermediate indicators target.</p> <ol style="list-style-type: none"> 1. Capacity building to implement the M&E and MIS plan; and 2. Process to identify, analyze, document, and disseminate lessons learned. <ul style="list-style-type: none"> • Organize training in M&E fundamentals for project staff and primary stakeholders to develop local M&E capacity. Training will promote a results-based approach to M&E, emphasizing result and impacts. • Develop qualitative and quantitative reports, Gantt Charts or others to monitor the project’s progress. 	

Sl.	Consultant service	Qualification requirements / Responsibilities	Responsibilities / Deliverables	Person-months (Estimated)
			<ul style="list-style-type: none"> • In coordination with other PIU staff, compile relevant data and prepare M&E reports, progress reports (monthly, quarterly, half-yearly, yearly). Support the PD in preparing the annual work plan & budget, as required by the POM. Reports will be submitted to the World Bank, Project Implementation Committees and Project Steering Committee (PSC) through the PD. • Make a presentation on the performance during the monthly/quarterly meeting of the project with World Bank and PSC, respectively. <p>Reporting Obligations</p> <ul style="list-style-type: none"> • Monthly Progress Report: To be presented in meeting with World Bank. • Quarterly Progress Report in Results Framework: To be submitted to World Bank and PSC with PD's approval <p>Special Types of Reports: Any Report related to the BEST Project as per requirements of PD, DPD, World Bank and other relevant stakeholders, and database management</p>	

Sl.	Consultant service	Qualification requirements / Responsibilities	Responsibilities / Deliverables	Person-months (Estimated)
5	Supervision Engineer (Civil)	<ul style="list-style-type: none"> • Minimum bachelor's degree in civil engineering. • Min. 10 (ten) years' experience in the field of planning, design & development project preparation, construction and maintenance works of physical infrastructure in construction sector. • Min. 5 years' experience Practical experience as project manager/engineer in construction works. • Min. 2 (Two) years' Practical experience in the field of planning, design & development project preparation & construction sector. Experience in Govt. project will get added value. • Project preparation & monitoring related sector. • AutoCAD 2d 3d design. • Design software/ ETABS skills. • Good report preparation skills and experience. • Must be computer literate and have user-at-ease ability to work on common office-use software. 	<p>The key deliverables of the SE will be:</p> <ul style="list-style-type: none"> • Coordinate among the design and supervision firm and the BHTPA for integrating measures and use natural base solution resilient to climate change risks to help catalyze the development of state-of-the and set an example for sustainable, resilient and environment friendly. • Contribute to, coordinate and assist the Deputy Project Director and Project Management Unit in all technical, procurement and supervision and contract management of the infrastructure • Review technical and procurement aspects of tender documents and specifications, contractual issues, general progress, participate in meetings. • Prepare progress reports on a monthly basis on the status on implementation of civil works. • Actively participate and assist the executing agency on all activities related to (i) pre-bid stage, (ii) bid processing stage, (iii) supervision, monitoring and implementation of construction works, and (iv) utilities installation and supervision. • Preparation of RDPP at component-4. • Closely monitor the civil works program in terms of procurement plan and construction schedules, budgetary allocations and utilization. • Review of Bill of Quantities. • Review of interim payments 	24

Sl.	Consultant service	Qualification requirements / Responsibilities	Responsibilities / Deliverables	Person-months (Estimated)
			<ul style="list-style-type: none"> • Participate and contribute to Implementation Support Missions • Preparation and implementation of Quality management Plan. • Prepare progress reports on progress of implementation of civil works. 	
6	Electrical Engineer	<ul style="list-style-type: none"> • A Minimum bachelor's degree in electrical engineering; holding post-graduate qualification (certificate/diploma/ degree) will be an added advantage. • At least 3 years of practical experience in the design, supervision, monitoring, selection, and installation of electrical /electro-mechanical devices in high rise buildings or similar types of works. Assist in testing transformer and all other related electromechanical equipment. Carry out all other tasks and activities as needed. Previous experience in similar capacity of donor funded or Government Projects is preferred. • Design and supervision experiences in electrical and electro-mechanical and IT works. • 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. 	<p>The key deliverables of the EE will be:</p> <ul style="list-style-type: none"> ▪ Coordination, supervision, monitoring and installation of all technical activities related to electrical works. ▪ Review and recommend design criteria, calculation and drawing submitted by D&S consultant ▪ Review and update relevant cost estimates ▪ Reviewing the work plan relating to equipment installation and timeliness of work contracts. ▪ Plans, schedules, conduct, and coordinate assigned electrical engineering work; monitors work for compliance to applicable codes, accepted engineering practices, and ASTI and ACI Codes. ▪ Ensures effective communication and coordination on assigned projects between all disciplines and all other project participants. ▪ responsible for day-to-day interaction with the Client's designated representative as well as coordination of all electrical activities performed by the D&S Consultant and the contractors. ▪ Review technical specifications, and tender documents for the procurement and installation all are electrical items. ▪ Discussing and solving complex problems with departments, contractors, sub-contractors, suppliers, and local administration, in relation to electrical apparition. 	24

Sl.	Consultant service	Qualification requirements / Responsibilities	Responsibilities / Deliverables	Person-months (Estimated)
			<ul style="list-style-type: none"> ▪ Monitoring progress of construction, installation and commissioning of equipment in relation to the Work Plan submitted by the contractor considering the implications of issues such as cost, safety and time constraints; ▪ Review overall design development program set by the D&S consulting firm. ▪ Supervision and update electrical system design and drawings prepared by Design & Supervision consulting firm. ▪ Review and update electrical detailed design and drawings during implementation. ▪ Ensure write & signing of measurement book (MB) at electrical part. 	
7	Mechanical Engineer	<ul style="list-style-type: none"> • Minimum bachelor's degree in mechanical engineering. • At least 3 years of practical experience in the design, supervision, monitoring, selection and installation of electro-mechanical devices in high rise buildings/factory or similar types of works. 	<p>The key deliverables of the ME will be:</p> <ul style="list-style-type: none"> ▪ Coordination, supervision, monitoring and installation of all technical activities related to electro-mechanical works . ▪ Review and update relevant cost estimates ▪ Reviewing the work plan relating to equipment installation and timeliness of work contracts. ▪ HVAC, Control system, lightning arrester, electro-mechanical safety & security, Fire detection & monitoring system, PABX telecommunication system, food laboratory equipment, weighing scale, truck weigh bridge, digital / load cell weighing system, standby Generator, etc. in association with the Procurement Analyst and Procurement Specialist ▪ Cross checking of product details and specifications and outline designs as 	18

Sl.	Consultant service	Qualification requirements / Responsibilities	Responsibilities / Deliverables	Person-months (Estimated)
			submitted by the consultant & implementation of as per specifications. <ul style="list-style-type: none"> ▪ Ensure write & signing of measurement book (MB) at electro-mechanical part. 	
8	Junior Supervision Engineer (Civil)	<ul style="list-style-type: none"> • Bachelor's in civil engineering with at least 5 years' experience or at least 10 (Ten) years diploma diploma experience in development project supervision & construction and maintenance works of commercial buildings or related sector. • Development Project supervision & monitoring related sector. • Project manager development works at least 5 years' experience. • AutoCAD 2d design. • Capability or works survey/ digital survey Sokkia machine of total station. • Calculation of earth volume at AutoCAD software. • Billing & reporting • Good report preparation skills and experience. • Must be computer literate and have user-at-ease ability to work on common office-use software. 	The key deliverables of the JSE will be: <ul style="list-style-type: none"> ▪ Contribute to, coordinate and assist the Supervision Engineer (SE), Deputy Project Director and Project Management Unit (PMU) in all technical, implementation, procurement, supervision, monitoring and contract management of the infrastructure. ▪ Continuous site presence ensuring constant supervision of all construction and other related works under the contract packages ▪ Ensure adequate presence of consultant's staff during all works. ▪ Ensure checking formwork, placement of reinforcing bars as per design and drawings ▪ Review of topographical surveys, spot levels and site plans & calculation of volume earth/sand use total station. ▪ Review and update of Bill of Quantities. ▪ Ensure and Review of site order book maintained by the contractor ▪ Review of interim payments ▪ Inform in advance SE and Deputy Project Director of any issues impeding execution of the construction works ▪ Ensure complete presence of their staff during all casting executed by the contractors. ▪ Ensure checking the quality of the materials brought to site, ensure quality of construction consistent with the specifications. ▪ Ensure implementation of Quality Assurance Check List for all category of 	24

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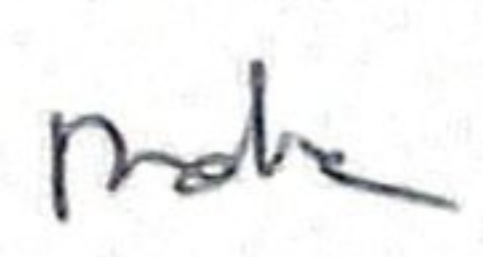
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Sl.	Consultant service	Qualification requirements / Responsibilities	Responsibilities / Deliverables	Person-months (Estimated)
			<p>works in order to establish a systematic construction procedure</p> <ul style="list-style-type: none"> ▪ Identification of any problem arrange at project component and because why then share to all relevant persons that desisted. ▪ To ensure operational health and safety during project period. ▪ Ensure write & signing of measurement book (MB) at civil part. 	
9	Accounts Associate	<ul style="list-style-type: none"> ▪ Bachelor's Degree from any recognized university. ▪ At least 5 (Five) years of relevant experience in the field of accounting management of which a minimum of 03 (Three) years' experience in funded Govt. project. ▪ Exposure to computerized accounting systems. ▪ Capacity to work in a multi-disciplinary team environment. ▪ Ability to work under pressure and time bound conditions. ▪ PMIS, e-PMIS, IBASS++, AMS software related proficiency is required. ▪ Good command over oral and written English. 	<ul style="list-style-type: none"> ▪ Maintain register, books and other records in appropriate order to meet statutory and reporting requirements of GOB and to facilitate classification and analysis of financial information including file maintenance in orderly and easily retrievable manners. ▪ Timely and accurately record transactions in a computerized environment to fulfill accurate and efficient reporting requirements consistently. ▪ Check and verify bills, for procurement of goods, works and services for the project as per applicable rules and forwarding to the PD for payment approval. ▪ Write and verify cheques and present those to the signatories and arrange delivery of the signed cheques to the beneficiaries, ensure timely recording of all payments, timely prepare Bank Reconciliation Statement and initiates all correspondences in connection with CONTASA. ▪ Prepare annual and quarterly disbursement forecast for all components of the project in line with the procurement and implementation plan. ▪ Liaise with Accounts Section of BHTPA for the reporting as per the need of the Ministry. ▪ Ensure deduction and payment of local Taxes (Income Tax & VAT) and 	24

Sl.	Consultant service	Qualification requirements / Responsibilities	Responsibilities / Deliverables	Person-months (Estimated)
			<p>CD VAT on invoices as per the Income Tax Ordinance and VAT Act.</p> <ul style="list-style-type: none"> ▪ Assist both external and internal auditors in carrying out audits by providing necessary financial information and responding to audit queries. <p>Perform any other duty, as and when, delegated by the PD.</p>	
10	Associates (Admin)	<ul style="list-style-type: none"> ▪ Bachelor's Degree from any recognized university. ▪ Exposure to computerized accounting systems. ▪ Capacity to work in a multi-disciplinary team environment. ▪ Ability to work under pressure and time bound conditions. ▪ Proficiency in report writing. ▪ Good command over oral and written English. 	<ul style="list-style-type: none"> ▪ Perform day to day administrative works related to project implementation. ▪ Provide logistics support in arranging meetings and other relevant work related to the project. ▪ Perform official activities for maintenance of vehicles, equipment and other machinery etc. under the project including field visits (if necessary). ▪ Assist the Project Director/Deputy Project Director in discharging all administrative functions related to project implementation. ▪ Prepare the letter or relevant works. ▪ Prepare all are reporting ICT and World Bank & others organization. ▪ Carry out any other responsibilities assigned by the Project Director/Deputy Project Director. ▪ Input ADP/RDP management system. 	24
	Total			

All the documents and information produced by or during the consultancy services will be the sole property of the BHTPA. No information or document is permitted to be transferred or shared with or disseminated elsewhere without the permission of the Deputy project director and will be treated as fraudulent activity and appropriate measures will be taken.





E. The Procurement Process

The word Bank procurement Regulation for IPF Borrowers, procurement in investment project Financing, Goods, Works, non-consulting and Consulting Services, Fourth Edition, November 2020: Section VII, Clause 7.2.a and 7.3: Quality and Cost Based Selection.

