

**GOVERNMENT OF THE PEOPLE’S REPUBLIC OF BANGLADESH**

**Request for Application (RFA)**

**Selection of Individual Consultant (National)**

(Time Based)

**Strengthening of BGD e-GOV CIRT Project**

**Bangladesh Computer Council**

**Information and Communication Technology Division**

**ICT Tower, Agargaon, Dhaka-1207**

**PS4**

**Guidance Notes on the Use of**

**the Standard Request for Application for Selection**

**of Individual Consultants (National)**

These guidance notes have been prepared by the CPTU to assist a Client in the preparation, using the Standard Request for Application (SRFA), for procurement of Individual Consultants (National). The Client should also refer to the Public Procurement Act 2006 (Act No 24 of 2006), and the Public Procurement Rules 2008, issued to supplement the Act available on CPTU’s website: [**www.cptu.gov.bd/**](http://www.cptu.gov.bd/)**.** All concerned are advised to refer to the aforementioned Act and Rules while participating in any selection process of Consultants.

Individual Consultantsshall be employed in accordance with Section 38 of the Public Procurement Act 2006 and Rule 112 & Rule 104(d) of the Public Procurement Rule 2008 for assignments for which the qualifications and experience of the individual are the overriding requirements and no team of staff and no additional professional support are required.

This document shall be used when a Procuring Entity (the Client) wishes to select an Individual Consultant (National) for **assignments for which the qualifications and experience of the individual are the overriding requirement,** for which remuneration is being determined on the basis of the time actually spent by the Consultant in carrying out the services.

Time-based Contracts are recommended when the Scope of the Services cannot be established with sufficient precision, or the duration and quantity of Services depends on variables that are beyond the control of the Consultant, or the output required of the consultants is difficult to assess.

Consultant’s remuneration is based on (i) agreed unit rates for the Consultant multiplied by the actual time spent by him/her in executing the assignment, and (ii) reimbursable expenses using actual expenses and/or agreed unit prices. This type of Contract requires the Client to closely supervise consultants and to be involved in the daily execution of the assignment.

SRFA (PS4) has been designed to suit the particular needs of procurement within Bangladesh, and has four (4) Sections, of which **Section 1:** Information to the Applicants and the Contract Agreement in **Section 4** **must not be altered or modified under any circumstances.**

The Client addresses its specific needs through the **Section 2:** Terms of Reference (TOR). The way in which an Applicant expresses his/her interest is by completion and submission of the Application Forms in **Section 3.**

Guidance notes in brackets and italics are provided for both the Client and the Applicants and as such the Client should carefully decide what notes need to remain and what other guidance notes might be required to assist the Applicant in preparing its Application submission; so as to minimize the inept Selection process.

SRFA (PS4), when properly completed will provide all the information that an Individual Consultant (National) needs in order to prepare and submit an Application. This should provide a sound basis on which the Client can fairly, transparently and accurately carry out an evaluation process on the application submitted by the Individual Consultant.

SRFA (PS4) duly tailored may also be used for the purpose of Single Source Selection Method.

The following briefly describes the Section of SRFA (PS4) and how a Client should use these when preparing a particular request for Applications.

**Section 1: Information to the Applicants**

This Section provides relevant information to help Consultants prepare their Applications. Information is also provided for submission, opening, and evaluation of Applications and on the award of Contract.

This Section also contains the criteria for selection of suitable Applicant

**The text of the clauses in this section shall not be modified.**

**Section 2. Terms of Reference**

This section defines clearly the Objectives, Goals, and Scope of the assignment, and provides background information (including a list of existing relevant studies and basic data) to enable the Individual Consultant to clearly understand the assignment. This section lists the Services and surveys that may be necessary to carry out the assignment and the expected outputs (for example, reports, data, maps, surveys); it also clearly defines the Client’s and Consultants’ respective responsibilities.

**Section 3. Application Forms**

This section provides the standard format that permits the requested information to be presented in a clear, precise and readily available manner and allows the Client to readily understand and evaluate Applications in accordance with the pre-disclosed criteria. The completed forms will indicate details of the Applicant’s qualifications and experience best suited to the specific assignment.

**Section 4. Contract Agreement Forms**

The Form of Contract Agreement which, once completed and signed by the Client and the Consultant clearly defines the Client’s and Consultants’ respective responsibilities. The Annexesto the formal Contract include a Description of the Services, the Reporting Schedule and **Cost estimates** of Services.

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# Section 1. Information to the Applicants

## General

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| 1. Scope of assignment | 1. The Client has been allocated Public fund for *Leveraging ICT for Employment and Growth of the IT-ITES Industry Project* and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2. |
| 1. Qualifications of the Applicant | 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. |
|  | 1. 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 ]*** |
| 1. Eligible Applicants | 1. Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions |
|  | 1. 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 |
|  | 1. 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 |
|  | 1. 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. |
|  | 1. The Applicant has the legal capacity to enter into the Contract |
|  | 1. The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws. |
|  | 1. The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2. |
|  | 1. The Applicant shall not have conflict of interest pursuant to the Clause 5 |
| 1. Corrupt, Fraudulent, Collusive or Coercive Practices | 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. |
|  | 1. The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4** |
|  | 1. 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. |
|  | 1. 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:    1. exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and    2. declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds. |
| 1. Conflict of Interest | 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. |
|  | 1. 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. |
|  | 1. 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. |
|  | 1. 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. |
| Preparation, Submission & Modification or Substitution of Applications | |
| 1. Preparation of Application | 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:    1. Form 3A: Application Submission Form;    2. Form 3B: CV of the Applicant; and    3. Form 3C: Remuneration and Reimbursable |
|  | 1. The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract. |
| 1. Submission of Application | 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. |
|  | 1. 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. |
|  | 1. In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt. |
|  | 1. The closing date for submission of Application is 09 May 2024 up to 02:30 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. |
|  | 1. Applications may be modified or substituted before the deadline for submission of Applications. |
|  | 1. The Client may at its sole discretion, extend the deadline for submission of Applications. |
|  | 1. 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. |

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| Evaluation of Applications | | | |
| 1. Evaluation of applications | | 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. | |
|  | | 1. The points to be given under each of the evaluation Criteria are: | |
|  | | **Criteria** | **Points** |
|  | | * + Educational Qualification | *20* |
|  | | * + Relevant Working Experience and its adequacy for the assignment | *60* |
|  | | * + Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others). | *15* |
|  | | **Total points:** | **95 points** |
|  | | 1. Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points 70 shall be considered disqualified. | |
|  | | 1. Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants | |
|  | | 1. 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. | |
|  | | 1. 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. | |
|  | | 1. In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications. | |
|  | | 1. The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee(POC) | |
|  | | 1. The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC. | |
|  | | 1. 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. | |
| 1. Application Negotiations | | 1. 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. | |
|  | | 1. 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 | |
|  | | 1. During negotiations, the Client and the Applicant shall finalise the “Terms of Reference”, work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services” | |
|  | | 1. The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant. | |
|  | | 1. Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract | |
| Award of Contract | | | |
| 1. Award of Contract | 1. After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant. | | |
| 1. Debriefing | 1. After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful. | | |
|  | 1. 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. | | |
| 1. Commencement of Services | 1. The applicant is expected to commence the assignment on February 2019 at Dhaka. The duration of the contract shall be 05 Months from the date of commencement and may be extended up to project end based on requirement and performance of the incumbent. | | |

# Section 2. Terms of References

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.

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**ToR of Individual Consultant for BGD e-GOV CIRT**

**আইটি অডিটর**

বিসিসি ও সরকারি ডাটা সেন্টার এবং সরকার কর্তৃক নির্ধারিত অন্য কোন তথ্য প্রযুক্তি ভিত্তিক অবকাঠামোর নিরাপত্তা বিধানের জন্য নিয়মিত আইটি অডিট করা। উক্ত অডিট-এ চিহ্নিত দূর্বলতা দূরীকরণ করার পরামর্শ প্রদান সহ দূর্বলতা দূরীকরণ নিশ্চিত করা। আর্ন্তজাতিকভাবে স্বীকৃত রীতি-নীতি অনুযায়ী বাঙলাদেশের জন্য আইটি অডিটের মানদন্ড ও পদ্ধতি প্রস্তুতকরণ।

**মূল দায়িত্বাবলী :**

আইটি অডিটর নিম্নোক্ত কাজের জন্য দায়িত্ব প্রাপ্ত হবে:

* অডিট পরিকল্পনা এবং রিপোর্টিং কার্যক্রমে সহায়তা করা।
* অডিট সমন্বয়করণ এবং প্রতিষ্ঠানের মধ্যে অডিট কার্যক্রম চালনা।
* গুরুতর ঝুঁকি সনাক্তকরণ এবং ঝুঁকি মোকাবেলার সংশোধনমূলক পদক্ষেপ সুপারিশ।
* অডিট কার্যক্রমের পরিধি নির্ধারণ করা এবং অডিট সম্পূর্ণ করার জন্য প্রয়োজনীয় সময় নির্ধারণ করা।
* বিশেষ অডিট চলাকালে কার্যকর ভূমিকা পালন করা ও অডিট কার্যক্রম পরিচালনা করা;
* অডিট কার্যক্রম সম্পন্ন করার জন্য সকল কর্মীদের প্রয়োজনীয় নির্দেশনা প্রদান করা;
* অডিট প্রতিবেদন রিভিউ করা এবং প্রয়োজনীয় ব্যবস্থা গ্রহণ করা;
* অডিট সম্পর্কিত স্টেকহোল্ডারদের জন্য যোগাযোগ মাধ্যম (অভ্যন্তরীণ, বহিরাগত ও ব্যবসায়িক সহযোগী) হিসেবে কাজ করা;
* অডিটের উদ্দেশ্য, সুযোগ, ফলাফল, সিদ্ধান্ত ও ব্যবস্থাপনা প্রতিবেদন প্রকাশ করা;
* সকল অডিট কার্যক্রম পরিচালনার ক্ষেত্রে মৌখিক ও লিখিত প্রতিবেদনগুলো সংরক্ষন করা।
* দক্ষতা বৃদ্ধির জন্য অডিট পদ্ধতির প্রয়োজনীয় সংশোধন সুপারিশ করা;
* সিস্টেম নিয়ন্ত্রনের পর্যাপ্ততা মূল্যায়ন ও উন্নতি সুপারিশ করা;
* ISO 27001:2013 ও ISO 20000 মানদন্ডের আলোকে অডিট পদ্ধতিগুলো পরিচালনা করা এবং নিয়ন্ত্রণ কাঠামো পর্যালোচনা ও বিশ্লেষণ করে অডিট কার্যক্রম (অভ্যন্তরীণ, বহিরাগত) পরিচালনা করা।
* অডিট প্রতিবেদনের সারাংশ যথাসময়ের প্রস্তুত ও উপস্থাপন করা।

যোগ্যতা ও অভিজ্ঞতা :

* CSE/CS/EEE/ECE বা সমমানের স্নাতকোত্তর ডিগ্রী সহ ন্যূনতম ১০ (দশ) বছরের কাজ করার অভিজ্ঞতা;
* ডাটা সেন্টার, নিরাপত্তা, ইথারনেট, টিসিপি / আইপি এবং রাউটিংসহ নেটওয়ার্কিং প্রযুক্তি এবং প্রোটোকল সম্বন্ধে বাস্তব জ্ঞান;
* অডিট কার্যক্রম পরিকল্পনা, পরিচালনা ও বিশ্লেষণের অভিজ্ঞতা;
* নিম্নলিখিত সার্টিফিকেটসমূহের মধ্যে কমপক্ষে ২ টি টেকনিক্যাল সার্টিফিকেট থাকা আবশ্যক CISA/Equivalent, ISO 27001 Lead Auditor, CISM, CGEIT , GSNA
* নিম্নলিখিত সার্টিফিকেটসমূহের মধ্যে কমপক্ষে ২টি ম্যানেজমেন্ট সার্টিফিকেট থাকা আবশ্যক: Project Management Professional (PMP), PRINCE2 Practitioner, CISSP, ITIL, COBIT5.

**রিপোর্টিং ব্যবস্থা**

আইটি অডিটর প্রকল্প পরিচালক এবংসিনিয়র টেকনিক্যাল স্পেশালিস্ট (ডিজিটাল নিরাপত্তা) এর তত্ত্বাবধানওনির্দেশিকায়প্রকল্পপরিচালককেসহায়তাএবংরিপোর্টকরবে।

**৫. নিয়োগপ্রাপ্ত কে প্রদত্ত সুবিধাগুলি**

আইটি অডিটর উপযুক্তঅফিসস্পেসএবংকার্যসম্পাদনেপ্রয়োজনীয়অন্যান্যসংশ্লিষ্ট **(**আসবাবপত্র**,** স্টেশনারিজইত্যাদি**)** প্রাপ্যহবেন।

**৬. রিপোর্টিং প্রয়োজনীয়তা/ডেলিভারেবল**

আইটি অডিটর নিম্নলিখিতরিপোর্টিংপ্রয়োজনীয়তা**/**ডেলিভারেবলরয়েছে**,** তবেতাসীমাবদ্ধনয়

* মাসিককর্মপরিকল্পনাএবংঅগ্রগতিপ্রতিবেদন
* বার্ষিকপ্রতিবেদন
* প্রয়োজনীয়অন্যান্যপ্রতিবেদন

**কোয়ালিটি অ্যাসুরেন্স (ই-সার্ভিস)**

তথ্য ও যোগাযোগ প্রযুক্তির বিভিন্ন সিস্টেমের পরীক্ষার সমস্ত পর্যায়ে একটি শৃঙ্খলাবদ্ধ পদ্ধতি ব্যবহার করা। আইটি সেবাসমূহের মান বিশ্লেষণ করা এবং সিস্টেমের গুণমান নিশ্চিতকরণ। সেবা বা কর্মক্ষমতা ঘাটতি বিশ্লেষণ করা এবং সমস্যার সমাধান বা সেবা উন্নতির সুপারিশ করা। সিস্টেমের উন্নতির লক্ষ্যে ডিজাইন এবং ত্রুটি সংশোধন প্রক্রিয়া পরিচালনা করা।

**মূল দায়িত্বাবলী:**

* সময়মত এবং অর্থপূর্ণ ফিডব্যাক প্রদানের জন্য চাহিদা, বিস্তারিত বিবরণী এবং প্রযুক্তিগত নকশা (Technical Design) পর্যালোচনা করা;
* বিস্তারিত ও মানসম্মত টেস্ট কেইস (Test Case) ও টেস্ট প্ল্যান(Test Plan) তৈরী করা;
* টেস্টিংয়ের (Testing)হিসাব, প্রায়োরিটি, পরিকল্পনা ও কার্যক্রমের সমন্বয় করা;
* ওপেন সোর্স টুলস ব্যবহার করে অটোমেশন স্ক্রিপ্ট ডিজাইন, ডেভেলপ এবং এক্সিকিউট করা;
* সফটওয়্যারের ত্রূটি/বাগ সনাক্ত করা এবং তার প্রয়োজনীয় রেকর্ড সংরক্ষণ করা;
* প্রত্যেক সাইকেল শেষে ত্রূটি/বাগের সংশোধনের পর রিগ্রেশন টেস্ট করা;
* স্টেকহোল্ডারের চাহিদা পূরণের জন্য নতুন এবং বিদ্যমান সেবাসমূহের টেস্ট প্রক্রিয়া প্রস্তুত ও প্রয়োগ করা;
* সিস্টেমের চাহিদা সনাক্ত করতে অভ্যন্তরীণ দলগুলির (যেমন: ডেভেলপার এবং ম্যানেজার ) সাথে সমন্বয় করা;
* ডিবাগিং প্রক্রিয়ার ফলাফল পর্যবেক্ষণ করা;
* নন-কনফার্মিং সফটওয়ারের কারণ অনুসন্ধান করা এবং সমাধানপ্রয়োগে ব্যবহারকারীদের প্রশিক্ষণ প্রদান করা;
* কোয়ালিটি অ্যাসুরেন্স ম্যাট্রিক্স পর্যবেক্ষণ করা, যেমন : ত্রূটির সংখ্যা;
* নতুন টেস্টিং সরঞ্জাম এবং প্রযুক্তিগত কৌশলের সঙ্গে হালনাগাদ থাকা;

**যোগ্যতা ও অভিজ্ঞতা :**

* নূন্যতম Bachelor Degree in Computer Science/Computer Science and Engineering
* সফটওয়্যার ইন্ডাস্ট্রিতে তিন (৩) বছরের অভিজ্ঞতা
* ISTQB সনদধারীকে অগ্রাধিকার দেয়া হবে।

**রিপোর্টিং ব্যবস্থা**

কোয়ালিটি অ্যাসুরেন্স (ই-সার্ভিস), সিনিয়র টেকনিক্যাল স্পেশালিস্ট (সফট্ওয়্যার ও ই-সার্ভিস)-এর তত্ত্বাবধান ও নির্দেশিকায় প্রকল্প পরিচালককে সহায়তা এবং রিপোর্ট করবে।

**নিয়োগপ্রাপ্ত কে প্রদত্ত সুবিধাগুলি**

কোয়ালিটি অ্যাসুরেন্স (ই-সার্ভিস) উপযুক্ত অফিস স্পেস এবং কার্য সম্পাদনে প্রয়োজনীয় অন্যান্য সংশ্লিষ্ট (আসবাবপত্র, স্টেশনারীজ ইত্যাদি) প্রাপ্য হবেন।

**রিপোর্টিং প্রয়োজনীয়তা/ডেলিভারেবল**

কোয়ালিটি অ্যাসুরেন্স (ই-সার্ভিস) নিম্নলিখিত রিপোর্টিং প্রয়োজনীয়তা/ডেলিভারেবল রয়েছে, তবে তা সীমাবদ্ধ নয়

* মাসিক কর্ম পরিকল্পনা এবং অগ্রগতি প্রতিবেদন
* অডিট প্রতিবেদন পর্যবেক্ষন করা।
* বার্ষিক প্রতিবেদন
* প্রয়োজনীয় অন্যান্য

**ডাটা সেন্টার হার্ডওয়্যার ইঞ্জিনিয়ার**

ডাটা সেন্টার হার্ডওয়্যার ইঞ্জিনিয়ার মূলত জাতীয় ডাটা সেন্টার পরিচালনার জন্য যথাযথ পদক্ষেপ এবং ভবিষ্যৎ পরিকল্পনা নিশ্চিত করা প্রকল্পের টেকনিক্যাল ও নন-টেকনিক্যাল কর্মকর্তাদের ডাটা-সেন্টার সম্পর্কিত কর্মপন্থা বিষয়ক প্রযুক্তিগত দিকনির্দেশনা এবং প্রশিক্ষণ প্রদান এবং সমস্ত ডাটা-সেন্টারের অবকাঠামো রক্ষণাবেক্ষণ নিশ্চিতকরণ। তিনি প্রকল্প পরিচালকের অধীনে প্রকল্পের ই-গভর্নমেন্ট টীম লিডার ও টেকনিক্যাল স্পেশালিষ্ট গনের তত্ত্বাবধানে নিন্মলিখিত দায়িত্বসমূহ পালন করবেন:

**মূল দায়িত্বাবলী:**

* জাতীয় ডাটা সেন্টার পরিচালনার জন্যযথাযথ পদক্ষেপ এবং ভবিষ্যৎ পরিকল্পনা নিশ্চিত করা
* প্রকল্পের টেকনিক্যাল ও নন-টেকনিক্যাল কর্মকর্তাদের ডাটা-সেন্টার সম্পর্কিত কর্মপন্থা বিষয়ক প্রযুক্তিগত দিকনির্দেশনা এবং প্রশিক্ষণ প্রদান
* সমস্ত ডাটা-সেন্টারের অবকাঠামোর উপর নজরদারি এবং রক্ষণাবেক্ষণ নিশ্চিতকরণ
* প্রয়োজনের প্রেক্ষিতে স্টেকহোল্ডারদের সাপ্তাহিক/মাসিক এবং বিশেষ প্রতিবেদন প্রদান
* সকল প্রয়োজনীয় অ্যাপ্লিকেশন এবং ফার্মওয়ার প্যাচ সার্ভারে ইন্সটলেশন, আপগ্রেডেশন এবং মেইনটেনেন্স নিশ্চিতকরণ
* জাতীয় ডাটা সেন্টারের গুরুত্বপূর্ণ তথ্যসমূহের ব্যাকআপ সংরক্ষণ এবং ডিজাস্টার রিকভারি সেন্টারের সাথে সামঞ্জস্যতা নিশ্চিতকরণ
* জাতীয় ডাটা সেন্টারের প্রযুক্তিগত এবং ঠিকাদারি প্রতিষ্ঠানের সাথে চুক্তি সম্পর্কিত তথ্যাদি পর্যালোচনা এবং যথাযথ ব্যবস্থা গ্রহণ করা
* নথিভুক্ত দৈনিক কার্যপ্রণালী ও নীতি, পর্যবেক্ষণ সরঞ্জাম ও তার নির্দেশিকা এবং সমস্যা সংক্রান্ত টিকেট ব্যবস্থাপনা ও তার নির্দেশিকা অনুসরণ করা
* ২৪/৭ ভিত্তিতে জাতীয় ডাটা সেন্টারের সিকিউরিটি নিশ্চিতকরণ এবং প্রয়োজনের প্রেক্ষিতে ঠিকাদারি প্রতিষ্ঠানের সাথে সার্বক্ষণিক যোগাযোগ নিশ্চিত করা
* প্রকল্প বাস্তবায়নকারী ইউনিটের অনুরোধের প্রেক্ষিতে সংশ্লিষ্ট দপ্তরসমূহকে সেবা প্রদান

**শিক্ষা এবং অভিজ্ঞতা**

* ন্যূনতম CS/CSE/ECE/EEE বিষয়ে ন্যূনতমস্নাতকডিগ্রী;
* ডেটাসেন্টারঅবকাঠামোরঅপারেশনওমেইনটেনেন্সকাজেন্যূনতমতিন(০৩) **বৎসরের** অভিজ্ঞতা **;**
* দক্ষ টীম মেম্বার হওয়া ও কমপ্লেক্স এনভায়রনমেন্টে কাজ করতে আগ্রহী;
* লিনাক্স ও ইউনিক্স অ্যাডমিনিস্ট্রেশনে যথেষ্ট জ্ঞান থাকা আবশ্যক;
* হার্ডওয়্যার ও নেটওয়ার্কের আর্কিটেকচার ট্রাবলসুটিং কাজের অভিজ্ঞতা;
* ক্লায়েন্ট সার্ভার এনভায়রনমেন্টে সিস্টেম ম্যানেজমেন্ট টুলসসমূহের কাজের বাস্তব অভিজ্ঞতা
* Cisco, Brocade, Huawei network সমুহে কাজের বাস্তব অভিজ্ঞতা;
* বেসিক নেটওয়ার্ক সিকিউরিটি ও Cisco/Huawei Firewall/IPS নিয়ে কাজ বাড়তি যোগ্যতা হিসেবে গণ্য হবে।
* নিম্নের যে কোন একটি প্রফেশনাল সার্টিফিকেশন থাকতে হবে: : Cisco Certified Network Associate (CCNA), Cisco Certified Network Professional (CCNP), Brocade Certified Network Engineer (BCNE), Juniper Networks Certified Associate (JNCIA), Huawei Certified Network Associate (HCNA), and other certifications from Microsoft, Linux, IBM, Oracle, SUN, VMware, etc.
* Virtualization এবং SOA (যেমন VMware, ESX/vCenter/vSphere, NAS/SAN, and Blade) সম্বন্ধে ধারণা থাকতে হবে।

**রিপোর্টিং ব্যবস্থা**

ডাটা সেন্টার হার্ডওয়্যার ইঞ্জিনিয়ার সিনিয়র টেকনিক্যাল স্পেশালিস্ট (ডিজিটাল নিরাপত্তা) এর নির্দেশিকায়প্রকল্পপরিচালককেসহায়তাএবংরিপোর্টকরবে।

**নিয়োগপ্রাপ্ত কে প্রদত্ত সুবিধাগুলি**

ডাটা সেন্টার হার্ডওয়্যার ইঞ্জিনিয়ারদেরউপযুক্তঅফিসস্পেসএবংকার্যসম্পাদনেপ্রয়োজনীয়অন্যান্যসংশ্লিষ্ট(আসবাবপত্র**,** স্টেশনারীজইত্যাদি)প্রদানকরাহবে

**রিপোর্টিং প্রয়োজনীয়তা/ডেলিভারেবল**

* ডাটা সেন্টার হার্ডওয়্যার ইঞ্জিনিয়ারদেরনিম্নলিখিতরিপোর্টিংপ্রয়োজনীয়তা**/**ডেলিভারেবলরয়েছে**,** তবেতাসীমাবদ্ধনয়
* মাসিককর্মপরিকল্পনাএবংঅগ্রগতিপ্রতিবেদন
* বার্ষিকপ্রতিবেদন
* প্রয়োজনীয়অন্যান্যপ্রতিবেদন**।**

**Background and General Description:**

Bangladesh Government’s Computer Incident Response Team (BGD e-GOV CIRT) is acting as the National CIRT of Bangladesh (N-CIRT) currently with responsibilities including receiving, reviewing, and responding to computer security incidents and activities. Under the Government of people’s republic of Bangladesh, BGD e-GOV CIRT reviews and takes necessary measures to resolve the issue with broad cybersecurity ramifications, conducts research & development and provides guidance on security vulnerabilities. BGD e-GOV CIRT also work with various government units, Critical Information Infrastructures, financial organizations, law enforcement agencies, academia & civil society to help to improve the cybersecurity defense of Bangladesh. BGD e-GOV CIRT has a very strong tie with international organizations and cybersecurity communities and working as a focal point of Bangladesh for trans-border cyber issues.

BGD e-GOV CIRT has currently the following active service components:

* INCIDENT HANDLING UNIT
* DIGITAL FORENSIC UNIT
* CYBER AWARENESS & CAPACITY DEVELOPMENT UNIT
* CYBER SENSOR UNIT
* CYBER RANGE UNIT
* CYBER RISK ASSESSMENT UNIT
* CRITICAL INFORMATION INFRASTRUCTURE UNIT
* CYBER AUDIT UNIT

MAIN OBJECTIVES OF THE BGD E-GOV CIRT ARE:

* + Manage cyber security in Bangladesh government’s e-Government network and related infrastructure;
  + Serve as a catalyst in organizing national cybersecurity resilience initiatives (education, workforce competence, regulation, cyber exercises) among various stakeholders;
  + Make efforts to establish national cyber security incident management capabilities in Bangladesh.

***Our Structure:***

All individual consultantwill report to the Project Director Strengthening of BGD e-GOV CIRT Project. He/she will work closely with other members of Project Management setup and Specialists/ConsultantsforStrengthening of BGD e-GOV CIRT Project.

***.***

Section 3. Application Forms

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable

## Form 3A. Application Submission

[*Location*: dd/mm/yy]

To:

---------------------------

[Name]

---------------------------

----------------------------

[Address of Client]

Dear Sirs:

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:

## Form 3B. Curriculum Vitae (CV) of the Applicant

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | PROPOSED POSITION FOR  THIS PROJECT : | *[From the Terms of Reference, state the position for which the Consultant will be engaged.].* | | | | |
| 2 | NAME OF PERSON : | *[state full name]* | | | | |
| 3 | DATE OF BIRTH : | [ dd/mm/yy] | | | | |
| 4 | NATIONALITY : |  | | | | |
| 5 | MEMBERSHIP IN PROFESSIONAL  SOCIETIES | *[state rank and name of society and year of attaining that rank].* | | | | |
| 6 | EDUCATION | *[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ].* | | | | |
| 7 | OTHER TRAINING | *[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].* | | | | |
| 8 | LANGUAGES & DEGREE OF  PROFICIENCY | Language | Speaking | | Reading | Writing |
|  | *e.g. English* | *Fluent* | | *Excellent* | *Excellent* |
| 9 | COUNTRIES OF WORK EXPERIENCE |  | | | | |
| 10 | EMPLOYMENT RECORD  *[starting with present position list in reverse order* **[every employment held and state the start and end dates of each employment]** | *[The Applicant should clearly* *distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].*  *[The Applicant should clearly indicate the Position held and* ***give a brief description of the duties*** *in which the Applicant was involved].* | | | | |
|  | EMPLOYER 1 | FROM: *[e.g. January 1999]* | | TO: *[e.g. December 2001* | | |
|  | 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 |  |  |  |

## 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 30/31 calendar days.**

1. **Reimbursable (as applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Rate per unit** | **Total unit** | **Total Amount (Tk)** |
| 1. Per Diem Allowance |  |  |  |
| 1. Air Travel Costs |  |  |  |
| 1. Other Travel Costs   (state mode of travel) |  |  |  |
| 1. Communication charges |  |  |  |
| 1. Reproduction of Reports |  |  |  |
| 1. Other Expenses (*to be listed)* |  |  |  |
|  |  |  |  |
|  |  | Sub-total |  |

|  |  |
| --- | --- |
| CONTRACT CEILING (1) + (2) |  |

# 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. The Consultant shall perform the Services specified in Annex A *(Description of Services),* which are made an integral part of the Contract. |
| 1. Duration | 1. The Consultant shall perform the Services during the period commencing from *[dd/mm/yy]* and continuing until *[dd/mm/yy]*,or any other period as may be subsequently agreed by the parties in writing. |
| 1. Corrupt, Fraudulent, Collusive or Coercive Practices | * 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. |
|  | * 1. The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the  **Sub-Clause 3.5** |
|  | * 1. 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. |
|  | * 1. 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:  1. exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and 2. declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds. |
|  | * 1. 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. |
| 1. Applicable Law | 1. The Contract shall be governed by and interpreted in accordance with the laws of the People’s Republic of Bangladesh |
| 1. Governing Language | 1. The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used. |
| 1. Modification of Contract | 1. The Contract shall only be modified by agreement in writing between the Client and the Consultant. |
| 1. Ownership of Material | 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. |
|  | 1. 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. |
| 1. Relation between the Parties | 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. |
| 1. Contractual Ethics | 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 | |
| 1. Ceiling Amount | 1. The Client shall pay the Consultant for the Services rendered pursuant to ‘Description of Services’ ‘a ceiling amount not to exceed Tk *[insert amount]*, 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. |
|  | 1. The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B |
| 1. Remuneration | 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 ] 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;   **Or** |
|  | **Daily rate:** The time spent in performing the Services shall be determined solely on the basis of the number of days actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave  **Or** |
|  | **Hourly rate:** The time spent in performing the Services shall be determined solely on the basis of the number of hours actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave. |
| 1. Reimbursable | 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. |
|  | 1. **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. |
|  | 1. **Other Expenses:** The Consultant shall, when performing the Services, be entitled to reimbursement of any other expenses as detailed in **Annex B.** |
|  | 1. 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. |
| 1. Payment Conditions | 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. 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.]* |
|  |
|  | 1. **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. 2. **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. 3. **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. 4. **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 | |
| 1. Medical Arrangements | 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. |
| 1. Working Hours and Leave | 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. |
|  | 1. The Consultant’s remuneration shall be deemed to cover leave except otherwise specified in the Contract. |
| 1. Performance Standard | 1. The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. |
| 1. Contract Administration | * 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.   * 1. **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. |
| 1. Confidentiality | * 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. |
| 1. Consultant’s Liabilities | 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. |
|  | 1. 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. |
| 1. Consultant not to be engaged in Certain Activities | 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 | |
| 1. Services, Facilities and Property | 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 | |
| 1. Termination | 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.   1. **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. |
| 1. Dispute Resolution | 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. |
|  | 1. **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

## ANNEX A: Description of the Services

*[Give detailed descriptions of the Services including its (a) Background, (b) Objectives, (c) Detailed negotiated TOR providing a description of Services to be provided , (d) Work plan with dates for completion of various tasks, (e) Place of performance of different tasks, (f) Specific tasks to be approved by the Client; etc.*).

*[also ensure the following data is listed in this Annex in conformity with the Contract Agreement.*

* + - 1. *The name of the main location Dhaka at which the Services are to be provided. Also advise if any other travel will be necessary, and if so, to which expected locations will the Consultant be required to travel.*
      2. *Indicate the Contact Addresses for Notices and Requests as indicated in Clause 22.1 of the Contract Agreement.*

*(a) Address of the Client:*

*Bangladesh Computer Council, Bangladesh Computer Council, Information and Communication Technology Division, ICT Tower, Agargaon, Dhaka-1207.*

*(b) Address of the Client:*

*(With phone number, Fax number & e-mail)*

* + - 1. *Logistics and facilities to be provided to the Consultant by the Client are listed below:*
* *Office space with furniture including file cabinet and electric connection;*
* *Office equipment like Computer, Printer, Scanner etc;*
* *Facilities for production and binding of reports 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) = | | |

|  |  |
| --- | --- |
| **CONTRACT CEILING (A) +(B)=** | Total = |

## ANNEX C: Consultant’s Reporting Obligations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.  No. | Reports | Contents of  Reports | Persons to  Receive them | Date of  Submission |
| 1 | Inception Report | *Background, objectives, Proposed methodology, proposed sources of data; and data collection procedures, schedule of tasks, activities and deliverables* | Project Director, Leveraging ICT for Employment and Growth of the IT-ITES Industry Project | Within 1(one) month from Contract Signing |
| 2 | Monthly Brief Progress Report | *Progress of Activities in brief* | Project Director, Leveraging ICT for Employment and Growth of the IT-ITES Industry Project | End of the Each Month;  Payment will be allowed after submission of the Monthly Brief Progress Report. |
| 3 | Final Report | *For distribution and knowledge shearing*  *(recommendations of technical/PIC/steering committee must be included)* | Project Director, Leveraging ICT for Employment and Growth of the IT-ITES Industry Project | Before the final payment of Contract |
| 4 | Other Report | *As per ToR* | Project Director, Leveraging ICT for Employment and Growth of the IT-ITES Industry Project | As deemed necessary by the Consultant and/Client |

## Note: Consultant’s Reporting Obligations will be finalized during negotiation