

Government of the People's Republic of Bangladesh
Ministry of Post Telecommunication & Information Technology
Information & Communication Technology Division
ICT Tower, Plot E-14/X, Agargaon,
Sher-e-Bangla Nagar, Dhaka-1207
www.ictd.gov.bd

Memo No.: 56.00.0000.013.016.05.15-112

Date: 02/06/2016

Subject: Request for Expression of Interest (EOI) for Selection of Consultant for ICT Promotion and Branding etc.

The Government of the People's Republic of Bangladesh (GOB) under Information and Communication Technology Division (ICTD) has a revenue budget for consultancy service. ICTD organize different promotional event for ICT development. Most of the events are implemented by Govt and private sector jointly. ICTD also implement different program for overseas exposure and branding for foreign investment. So ICTD need a time bound action plan for Industry promotion, increase foreign investment, proper branding and Implementing 7th five year plan etc. ICTD also need to assess its performance over the year. So ICTD has initiated to select an individual consultant to supervise the activities and prepare a time bound action plan.

2. EDUCATIONAL QUALIFICATION:

A Minimum Bachelor's degree in Computer Engineering Business Administration, Development economics, Development planning from any reputed University, holding post-graduate qualification (certificate/diploma/degree) will be given preference.

3. Requirements:

- (a) At least 6 years' experience in planning, design and supervision in ICT related Works.
- (b) Good inter-personal skills & proven multi-discipline team work skills.
- (c) Experience in monitoring of ICT related project, coupled with the ability to address and manage all aspects of monitoring of Workshop, Seminar etc.
- (d) Knowledge of procurement methods and ICT related law.
- (e) Knowledge of procurement, tendering and contracting processes.
- (f) Fluency in English and Bengali (oral and written) is necessary.
- (g) Knowledge of Microsoft Office Application (Word, Excel, Access etc.) and Hardware and software application.

4. RESPONSIBILITIES:

The consultant will be responsible for carrying out the following tasks:

1. To identify the new idea/area of ICT development and arrange seminar, workshop for new idea and innovation;
2. To development some activities of ICT Division for increasing foreign investment;
3. To deliver support to the officers of ICT Division to organize different event to be implemented by ICT Division;
4. To prepare a time bound action plan for the next 3 years for ICT development and branding;
5. To identify the promotional activities for industry development;
6. To prepare an action plan for ICT Division for overseas exposers and
7. To identify future plan of ICT Division and its different organizations for implementing 7th five year plan and SDGs.

5. OTHER TERMS AND CONDITIONS:

- (a) Duration of employment: Duration will be up to 31 July 2019 which is renewable on yearly basis.
- (b) Place of work: Dhaka and any other place under ICTD.
- (c) Consultant 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 PPR.

Only short-listed candidates will be contacted for interview.

8. Additional Secretary (Admin) and Additional Secretary (ICT) 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). They 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 16-06-2016**, in sealed envelope, clearly marked **“Request for Expression of interest (REOI) for ICT promotion and Branding etc.”** 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.

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