

Activating Village Courts in Bangladesh Project, Phase-II
Local Government Division
Ministry of Local Government, Rural Development & Cooperatives
**Request for Expression of Interest for Individual National Consultant
(Communications and Outreach) for supporting ongoing publications, video
productions, meetings with outreach NGOs, Journalists and others.**

EOI Ref No: LGD/AVCB-II/ME&R/HIC-C(GOB)/526/2021

Date: 17/02/2021

The Local Government Division has been allocated development funds from the Government of the People's Republic of Bangladesh (GoB) toward the cost of the project titled "Activating Village Courts in Bangladesh", and intends to apply part of the proceeds of these funds to payments under the contract for the provision of consultancy services for hiring Individual National Consultant (Communications and Outreach) for supporting ongoing publications, video productions, meetings with outreach NGOs, Journalists and others..

The overall objective of the assignment is to continue the proposed activities of the communication component and complete the tasks in Annual Work Plan 2021 to uphold the outreach and visibility efforts of the project.

The services, qualification and experience required for the assignment are included in detailed in the attached ToR.

The Local Government Division now invites eligible Applicants to apply for the positions. Applicants are invited to provide information along with complete CV with other details as required as per the standard Application Forms (as mentioned under Section-3) indicating that they are qualified to perform the services.

A Consultant will be selected using the selection of individual consultant sub-method in accordance with the Public Procurement Rules 2008. It is expected that the services will be up to **31 October 2021** from signing of the contract on or before 30th April'21.

Interested consultants are requested to submit their expressions of interest in accordance with the standard Application Forms which may be obtained by the office of the undersigned during normal office hours starting from **22 February 2021** and will be closed on **07 March 2021 12:00 pm**. Application Forms will also be available in the website: www.villagecourts.org.

Expressions of Interest shall be submitted by **8 March 2021** on or before **3.00 p.m.** in sealed envelope delivered to "National Project Director, Activating Village Courts in Bangladesh Project Phase II, IDB Bhaban (Level 12), Sher-e-Bangla Nagar, Agargaon, Dhaka", and be clearly marked "Request for Expressions of Interest for Selection of Individual National Consultant (Communications and Outreach)".

The Client reserves the right to reject all EOI's without clarifying any reasons to the applicant.


Maran Kumar Chakraborty
National Project Director
Activating Village Courts in Bangladesh Project Phase II and
Additional Secretary, LGD, MoLGRD&C

Section 1. Information to the Applicants

A. General

1. Scope of assignment
 - 1.1 The Client has been allocated Public fund for (name of the project) and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2.
2. Qualifications of the Applicant
 - 2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
 - 2.2 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]
3. Eligible Applicants
 - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions.
 - 3.2 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.
 - 3.3 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.
 - 3.4 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.
 - 3.5 The Applicant has the legal capacity to enter into the Contract.
 - 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.
 - 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.

3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5

4. Corrupt, Fraudulent, Collusive or Coercive Practices

4.1 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.

4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4**

4.3 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.

4.4 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:

- (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
- (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

5. Conflict of Interest

5.1 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.

5.2 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.

5.3 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.

5.4 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.

B. Preparation, Submission & Modification or Substitution of Applications

6. Preparation of Application
- 6.1 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:
- (a) Form 3A: Application Submission Form;
 - (b) Form 3B: CV of the Applicant; and
 - (c) Form 3C: Remuneration and Reimbursable
- 6.2 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.
7. Submission of Application
- 7.1 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.
- 7.2 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.
- 7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.
- 7.4 The closing date for submission of Application is [insert date] up to [insert time] 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.
- 7.5 Applications may be modified or substituted before the deadline for submission of Applications.
- 7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.
- 7.7 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.

C. Evaluation of Applications

8. Evaluation of applications
- 8.1 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.

8.2 The points to be given under each of the evaluation Criteria are:

[Client shall fixed the Points: Evaluation Criteria for this particular position will be used in line with ToR]

Evaluation Criteria:		
Criteria	Weight	Max. Point
<u>Technical</u>	70	
Criteria A: Educational background		10
Criteria B: Minimum 10 (ten) years of work experience on communications/ media relations/ publications/ advocacy in development agencies or media houses.		15
Criteria C: Experience in organizing outreach events with media, GO-NGOs etc.		20
Criteria D: Experience in publications, audio-visual productions and composing Bangla (computer literacy -Bijoy/Sutony)		25
Financial	30	30
<u>Total</u>	100	100

- 8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points *[insert points; not less than 70%]* shall be considered disqualified.
- 8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants
- 8.5 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 ten (10) points.
- 8.6 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.
- 8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.
- 8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee (POC)
- 8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.

8.10 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.

9. Application Negotiations

9.1 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.

9.2 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

9.3 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"

9.4 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.

9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

D. Award of Contract

10. Award of Contract

10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.

11. Debriefing

11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.

11.2 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.

12. Commencement of Services

12.1 The applicant is expected to commence the assignment on **01 May 2021**. The position will be based in Village Courts Project office in Dhaka and will be required to make frequent field visits (approx. 15%) but within Bangladesh. This contract is for a period of **one hundred twenty (120) working days over the period of Six (06) months** for final report submission and the deliverables should be provided as per the schedule mentioned in the following TOR.

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Section 2 TERM OF REFERENCE (TOR)

For hiring Individual National Consultant (Communications and Outreach) for supporting ongoing publications, video productions, meetings with outreach NGOs, Journalists and others.

a. Background

With financial and technical support of Government of Bangladesh, the European Union and UNDP, Local Government Division is implementing Activating Village Courts in Bangladesh Phase II Project in 1,080 unions of 128 upazilas under 27 districts of 8 divisions. Recently, the project activities have been expanded in 121 UP of 26 upazilas covering 3 districts in Chittagong Hill Tracts (CHT) region. The project is supporting to make Village Courts, operating under union parishads more active and functional for resolving disputes at the local level in an expeditious, transparent and affordable manner.

The overall objective of the project is to improve access to justice for disadvantaged and marginalized groups in Bangladesh. The expected output of the project is the Village Courts in selected UPs are activated, functioning and responsive to the needs of the local justice seekers. Programmes are targeted to build capacity and create awareness of the community members, service providers and other relevant stakeholders about village courts and its functions through several capacity building, awareness-raising and community mobilization initiatives. Besides, the project will develop an outreach strategy which intends to develop coherence among the awareness raising interventions, facilitate synergy among similar/social development actors/NGOs in the project areas, responds to the differing needs and information sources for different segments of the population.

b. Objective of the assignment

The overall objective of the assignment is to continue the proposed activities of the communication component and complete the tasks in Annual Work Plan 2021 to uphold the outreach and visibility efforts of the project.

c. Scope of Work

- Ensure draft content, quality designing, printing/reprinting and distribution of project's all IEC materials specially Leaflet, Newsletter, VC booklet, Video skid, Video tutorial, FAQ, etc. by communicating and coordinating with team members/vendors. Visit to vendor's press to check quality production, produce draft reports on quality of these IEC/BCC materials as a quality assurance team member;
- Develop draft guideline to use these materials and delivery plans as well as facilitate proper delivery of these IEC/BCC materials;
- Ensure airing of TVC of village courts through TV channels and boosting on Social Media;
- Support team during shooting and editing of a Progress/Voice from the Field video of the project;
- Maintaining project website by uploading photos, news and other need base contents;
- Ensure need basis support in various national and local level events especially National level village courts conference and organize award ceremonies and others;
- Facilitate MOU signing with BTV and Bangladesh Betar for promoting services of VC (TVC, talk show, video etc).

d. Expected output and deliverable

Sl.#	Deliverables	M1	M2	M3	M4	M5	M6	Remarks
1.	Video on success stories on women's accessing justice							
1.1	Drafting content of video of the success story on women accessing the justice and work with vendor for designing, video shooting and others	√	√					Monthly delivery schedule might be re-scheduled 10%-15% following ground reality of the project and 10%-15% additional tasks might be included in the monthly deliverables following consultation and having approval of the contract administrator
1.2	Develop and approve note sheet and other relevant documents as per the requirement	√	√					
1.3	Ensure hiring the appropriate vendor by procurement unit through preparing specification, ToR and other documents	√	√					
1.4	Ensuring the communication compliance of relevant stakeholders as where as applicable	√	√					
2.	Print and distribute Leaflet							
2.1	Develop the contents and draft design of a Leaflet by coordinating with different components, vendor, and ensure printing, distribution			√	√			
2.2	Develop and approve note sheet, distribution plan from LGD and share with procurement team for next process			√	√			
2.3	Ensure hiring qualified vendor for designing, printing the leaflet			√	√			
3.	Print and distribute Newsletter							
3.1	Develop the contents and draft design of the Newsletter by coordinating with vendor, and ensure printing, distribution			√	√			
3.2	Develop and approve note sheet, distribution plan from LGD and share with procurement team for next process			√				
3.3	Ensure hiring qualified vendor for designing and printing the Newsletter			√				
4	Ensure airing of TVC of village courts through TV channels and boosting on Social Media							
4.1	Process revised note sheet and airing plan NPD's approval including boosting in social media. Work with procurement team to hire TV channels for airing TVC of Village Court			√				
4.2	Select TV channels in airing TVC of Village Court for 3 months and settle bills respectively			√	√			

Sl.#	Deliverables	M1	M2	M3	M4	M5	M6	Remarks
4.3	Initiate procurement process to boost TVC in social media and process bill.				√			
5.	Best news story award for journalists from LGD (central level) for TV, newspapers-Award Ceremony							
5.1	Select best news story for award based on the selected criteria with the support of different components and LGD			√				
5.2	Prepare concept note, file note and other documents to organize the event and got approval from the NPD				√			
5.3	Conduct the central level event					√		
5.4	Prepare the event report					√		
6	Short video (1-2 minutes) by students on services of VC - award and boost in social media-Award ceremony							
6.1	Prepare the advertisement and facilitate the process to collect the short videos	√						
6.2	Develop criteria to choose the best video and got approval from the LGD following the process		√					
6.3	Form a committee to review the video with the concern of LGD		√					
6.4	Organize the award giving ceremony		√					
7	MOU signing with BTV and Bangladesh Betar for promoting services of VC (TVC, talkshow, video etc)							
7.1	Prepare draft MoU and finalize it through consultation with the team members			√				
7.2	Prepare file note and other relevant documents and getting approval from the LGD				√			
7.3	Communicate with BTV and Bangladesh Betar and sign the MoU				√	√		
8	Ensure updating web sites with the photo, updated news on different events and including proper captions (at least 15 photos)	√	√	√	√	√	√	
9	Support to organize Village Courts Conference at national level as per requirement			√	√	√	√	
10	Prepare monthly Media Coverage Report	√	√	√	√	√	√	
11	Others (Support other components to provide technical expertise regarding communication issues)	√	√	√	√	√	√	

e. Timeframe and deadlines of deliverables:

This contract is for a period of 120 working days over the period of **Six** months for final report submission and the above mentioned deliverables should be provided as per the following schedule:

Reports on achievement of planned deliverables	Time allocation
1 st Monthly Report	1 st month after the contract
2 ND Monthly Report	2 nd month after the contract
3 rd Monthly Report	3 rd month after the contract
4 th Monthly Report	4 th month after the contract
5 th Monthly Report	5 th month after the contract
6 th Monthly Report	6 th month after the contract
Total	120 working Days over the period of six months

The position will be based in Village Courts Project office in Dhaka and will be required to make frequent field visits (approx. 15%).

f. Travel

Travel to join duty station/repatriation travel is the responsibility of the consultant by his/her own cost. Daily Subsistence Allowance (DSA) is reimbursable as per contract and shall be included in the remuneration/financial proposal under section 2 of Form 3C (Form 3C. Indicative Remuneration & Expenses). Maximum 15 days can be required for field travel to support the vendor for developing video on success stories on women accessing justice and other issues.

g. Reporting

The Consultant will report to the Project Manager (a.i) or his/her designated Official of AVCBII Project and will work in close coordination with him.

h. Inputs

The client (project) is only responsible to provide office space, transport facilities for field visit (if required) and limited logistic support for report writing and physical facilities for meeting and workshop (if any). No equipment and computer will be provided to the consultant with project cost.

1. REQUIRED SKILLS AND QUALIFICATIONS OF THE EXPERTS**Educational Qualifications:**

Master's degree preferable in communications/media relations/publications or relevant disciplines

Experience

- Minimum 10 (ten) years of work experience on communications/ media relations/ publications/ advocacy in development agencies or media houses.
- Experience on working and organizing outreach events with GO-NGOs, media etc.

- Experience in writing success stories, press release, publications and audio-visual productions

Language requirements

- Fluency of English and Bangla language is required
- Expertise in translating documents (English and Bangla) and computer literacy on Bangla writing is significantly essential.

Professional Competencies

- High degree of fluency in written and spoken English and Bangla is essential;
- Effective communication and interpersonal skills and experience in working effectively in a multicultural environment;
- Professionalism: flexibility to make ad-hoc changes as and when the need arises; ability to perform under stress; willingness to keep flexible working hours;
- Teamwork: ability to establish and maintain effective working relations as a team member, in a multi-cultural, multi-ethnic environment with sensitivity and respect;
- Excellent interpersonal and communications skills.
- A team player and self-starter, able to work with minimum supervision with sound judgment.

2. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

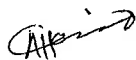
Interested national individuals/consultants must submit the following documents/information to demonstrate their qualifications:

- Form 3A : Application Submission Form
Form 3B : Curriculum Vitae indicating relevant experience, training, etc. in similar field and at least two references.
Form 3C : Remuneration and Reimbursable (Monthly fees, others if applicable)

Failure to do so shall result in disqualification for further evaluation.

3. MODE OF PAYMENT

Payments will be made based on invoice submission after competition of the monthly assignment as monthly installment on deliverables basis (to be decided during signing of the contract) after the certification of the National Project Director or the designated officials (in his/her absence) based on satisfactory progress towards the deliverables.



Installment	Milestone/Deliverables	Timeline	Payment %
1st	1st monthly report	1st month after the contract	16.66
2nd	2nd monthly report	2nd month after the contract	16.66
3rd	3rd monthly report	3rd month after the contract	16.66
4th	4th monthly report	4th month after the contract	16.66
5th	5th monthly report	5th month after the contract	16.66
6th	6th monthly report	6th month after the contract	16.66

4. EVALUATION PROCESS

Recruitment will be completed through the competitive process as per the following method.

Cumulative analysis

A two-stage procedure will be followed in evaluating the Individual Consultant. Evaluation of the CV will be completed prior to compare the remuneration/financial proposal.

At first stage, the technical evaluation of the CV will be done based on following criteria:

Evaluation Criteria:		
Criteria	Weight	Max. Point
<u>Technical</u>	70	
Criteria A: Master's degree preferable in communications/media relations/publications		10
Criteria B: Minimum 10 (ten) years of work experience on communications/ media relations/ publications/ advocacy in development agencies or media houses.		15
Criteria C: Experience in organizing outreach events with media, GO-NGOs etc.		20
Criteria D: Experience in publications, audio-visual productions and composing Bangla		25
Financial	30	30
<u>Total</u>	100	100

In the Second stage, the remuneration/financial proposal of all qualified Consultant, who have attained minimum 70% score of the obtainable score of 70 points in the technical evaluation, will be compared.

The contract will be awarded to the Consultant based on the financial proposal (Form 3C) and subsequent negotiation in line with the provision of PPR 2008.

The Curriculum Vitae and financial proposal should be submitted following the guideline and formats as mentioned above. The Procuring authority reserves the right to accept or reject any proposal at any stage of this procurement process.

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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:

- ' → [Handwritten signature]

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

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>								
2	NAME OF PERSON :	<i>[state full name]</i>								
3	DATE OF BIRTH :	[dd/mm/yy]								
4	NATIONALITY :									
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>								
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>								
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>								
8	LANGUAGES & DEGREE OF PROFICIENCY	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Language</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Speaking</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Reading</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Writing</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">e.g. English</td> <td style="padding-left: 20px;">Fluent</td> <td style="padding-left: 20px;">Excellent</td> <td style="padding-left: 20px;">Excellent</td> </tr> </tbody> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	e.g. English	Fluent	Excellent	Excellent
<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>							
e.g. English	Fluent	Excellent	Excellent							
9	COUNTRIES OF WORK EXPERIENCE									
10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i> <i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i>								
	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	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>	
12 COMPUTER and Bangla /English composing 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. Finally, after negotiation Remuneration & Reimbursable will be part of fixed lump-sum amount as per agreed deliverable in the contract.**

(1) Remuneration

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)
Per month	Initially up to 31 October 2021 from signing of the contract.	

Note: A month consists of minimum 20 working days and planned deliverables to be completed within that period.

(2) Reimbursable (but rate must be mentioned by the candidate as applicable)

Particulars	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (<i>to be listed</i>)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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Ali *Engel H*