

Government of the People's Republic of Bangladesh
Office of the National Program Director
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Finance Division, Ministry of Finance
UCEP Cheney Tower (2nd Floor), 25, Segunbagicha, Dhaka

Ministry/Division	:	Ministry of Finance		
Agency	:	Finance Division		
Procuring Entity Name	:	National Program Director Strengthening Public Financial Management Program to Enable Service Delivery, Finance Division, Ministry of Finance		
Procuring Entity Code	:	Not used at present		
Procuring Entity District	:	Dhaka		
Expression of Interest for Selection of	:	Individual Consultant (National) (Time-Based)		
Title Of Service	:	<ul style="list-style-type: none"> i) Consultant-Pension Management (FD-S8) ii) Consultant-Fund Management (FDP-S9) iii) Consultant- Documentation (FDP-S13) iv) Consultant-Financial Reporting (FDP-S14) v) Consultant- System Design (FDP-S16) vi) Consultant- IT Support (FDP-S18) vii) Jr. Consultant- Financial Reporting (FDP-S28,FDP-S29,FDP-S30) viii) Jr. Consultant- IT Support (FDP-S33,FDP-S34,FDP-S35,FDP-S36,FDP-S37,FDP-S38,FDP-S39,FDP-S40) ix) Jr. Consultant- Executive (FDP-S43,FDP-S44,FDP-S45) 		
EOI Ref. No.	:	07.00.0000.000.11.003.19-11		
Date	:	06/11/2019		
KEY INFORMATION				
Procurement Sub-Method	:	Selection of Individual Consultants (SIC)		
FUNDING INFORMATION				
Budget and Source of Funds	:	GoB		
PARTICULAR INFORMATION				
Program Name	:	Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)		
Scheme Name	:	Scheme on Improving Pension Management System and Quality and Timeliness of Financial Reporting		
EOI Closing Date and Time	:	EOI shall be submitted on or before 24/11/2019 at 2:00 pm in sealed envelope delivered to the undersigned and be clearly marked "Request for Expressions of Interest for Selection of [Name of the position]". Necessary documents in support of educational qualifications and experience & skills shall have to be submitted.		
INFORMATION FOR APPLICANT				
Position		Minimum Qualification	Minimum General Experience	Brief Description of Assignment
Consultant-Pension Management (FD-S8)		Masters in Accounting, Social Science, Finance, Public Administration, Investment Analyst, Business Administration or any other relevant discipline	Minimum 10 years' experience in civil service with at least 3 years' experience in the relevant field	Ensure Pension management activities are done following approved rules and regulations.
Consultant-Fund Management (FDP-S9)		Masters in Accounting, Social Science, Finance, Public Administration, Investment Analyst, Business Administration or any other relevant discipline	Minimum 10 years' experience in civil service with at least 3 years' experience in the relevant field	Ensure fund management activities are done following approved rules and regulations.
Consultant- Documentation (FDP-S13)		Masters in Accounting, Social Science, Finance, Public Administration, Investment	Minimum 10 years' experience in civil service with at least 3	responsible for storing data and records for document retrieval and archives

	Analyst, Business Administration or any other relevant discipline	years' experience in the relevant field		
Consultant-Financial Reporting (FDP-S14)	Masters in Accounting, Social Science, Finance, Public Administration, Investment Analyst or Business Administration	Minimum 10 years' experience in civil service with at least 3 years' experience in the relevant field	Ensure timeliness and accuracy of the Annual financial statements of the Govt.	
Consultant- System Design (FDP-S16)	Graduation in any discipline, preferably in Engineering	Minimum 5 years' experience in hardware and network management	System design and front end (dot net)/backend programming of iBAS++ modules related to GPF, pension and Financial reporting	
Consultant- IT Support (FDP-S18)	Graduation in any discipline, preferably in Engineering	Minimum 5 years' experience in hardware and network management	Provide hardware maintenance support to the program and ensure smooth operation of all ICT equipment.	
Jr. Consultant- Financial Reporting (FDP-S28,FDP-S29,FDP-S30)	Graduate in Accounting, Finance, Business Administration, Public Administration or any other relevant discipline	Minimum 5 years' experience in government Accounts Management and Financial Reporting	ensuring timeliness and accuracy of the Annual financial statements of the Govt.	
Jr. Consultant- IT Support (FDP-S33,FDP-S34,FDP-S35,FDP-S36,FDP-S37,FDP-S38,FDP-S39,FDP-S40)	Graduation in any discipline, preferably in Engineering	Minimum 5 years' experience in hardware and network management	Provide hardware maintenance support to the program and ensure smooth operation of all ICT equipment.	
Jr. Consultant- Executive (FDP-S43,FDP-S44,FDP-S45)	Graduation in any discipline, preferably in Business Administration	Minimum 5 years' experience in Administrative Support	Work with officers and consultants designated by the authority and provide secretarial support to them. Create printed office documents, such as letters, forms and reports.	
Other Details (if applicable)	:	A copy of the terms of reference (TOR) and necessary forms of the assignment may be obtained from the address below during 09:00 to 17:00 hours within 21/11/2019 and the website of Finance Division (www.mof.gov.bd)		
Association with foreign firms is	:	Not Applicable		
Eoi Detail Information	:			
Ref No	Phasing Of Services	Location	Start Date	Completion Date
01	Single: Time Based	Dhaka	January, 2020	June, 2023
PROCURING ENTITY DETAILS				
Name of Official Inviting EOI	:	Md. Habibur Rahman		
Designation of Official Inviting EOI	:	National Program Director (Additional Secretary)		
Address of Official Inviting EOI	:	UCEP (2 nd Floor), 25, Segunbagicha, Dhaka-1000.		
Contact details of Official Inviting EOI	:	Phone : 8391131-32 Email : habibrdhaka@gmail.com		
The procuring entity reserves all the right to accept or reject all Eoi				

(Md. Habibur Rahman)

National Program Director (Additional Secretary)
Strengthening Public Financial Management Program
to Enable Service Delivery
Finance Division, Ministry of Finance
Phone: 028391131-32