

Government of the People's Republic of Bangladesh
Bangladesh Water Development Board
Office of the Project Director, PIU
Bangladesh Weather and Climate Services Regional Project (BWCSR)
Component B: Strengthening Hydrological Information Services and Early Warning Systems

Request for Expressions of Interest (EoI)
for
Individual Logistic Associate (National)
(Contract Package No. BWDB C12)

Memo: 96-BWCSR, Component B: SHISEWS/TR (first Part)/2017

Date : 10.12.2017

The People's Republic of Bangladesh has received a credit in the amount of US\$ 113.00 million as from the International Development Association (IDA) towards the cost of Bangladesh Weather and Climate Services Regional Project (BWCSR) under which component B will be implemented by Bangladesh Water Development Board and it intends to apply part of the proceeds to payments for the provision of consultancy services for the project by hiring of an Individual Logistic Associate.

2. Scope of Task /Service:

The Logistic Associate (National) will work under the supervision and guidance of the Project Director, and the Project Technical Committee for the attainment of project's goal. The services of the Logistic Associate, among others, include the following:

- Ensures that staff members in the office are advised on personnel, financial administrative policies, procedures, rules and regulations in compliance with UN Financial and Staff Rules/Procedures;
- Responsible for all travel arrangements as per the administrative procedures;
- Handles formalities related to recruitment, appointment and administrative concerning local General Service staff, participates in the interviewing process and establishes temporary contracts for short-term personnel, ensure submission of all relevant documentation to Headquarters;
- Prepares reports and papers for submission and liaises with Headquarters on different reports related directly to staffing and admin budgets;
- Provides briefings and information to newly assigned international personnel on general administrative matters and on local conditions;
- Monitors and directs the day-to-day personnel, financial and administration operations of the office and handles all requests for office supplies, furniture, etc.;
- Supervises and coordinates the work of sub-ordinate staff: HR, admin and finance personnel; drivers;
- Follows up on security matters in the absence of the Field Security Adviser;
- Undertakes other duties as required, assigned by the Project Director.

3. Qualification and Experience:

The Logistic Associate shall have the following qualification and experiences:

- Bachelor Degree in any discipline (preferably Public Administration, or other related fields);
- Seven to ten years of relevant experience;
- Excellent drafting and oral communication skills in English and Bangla;
- Knowledge of IDA administrative rules and procedures will be given preference. Appreciation of a multi-cultural environment; Excellent communication skills;
- Managerial Competencies, Strategic Planning, Leadership, Managing Performance, Political and Organization Awareness, Interpreting and Developing Policies and Procedures, Managing facilities and assets;
- Coordinating administrative budgets and post requirements, Administering contracts Field Administration.

4. The Project Director now invites eligible applicants to indicate their interest in providing the services. Applicants are invited to provide information indicating that they are qualified to perform the services (Complete CV and supporting documents).

5. The initial contract will be for one year, which may be extended upto five years but not exceeding the project duration, depending on the job performance of the consultant.
6. Detailed Terms of Reference (ToR) will be available upon request from the address provided below either through email or in person. ToR will also be available in the website of BWDB (www.bwdb.gov.bd).
7. The consultant will be selected using the Selection of Individual Consultant method in accordance with the government and World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 (Revised July 2014).
8. The procuring entity reserves the right to accept or reject all EoIs.
9. Expressions of Interest shall be submitted to the address below by 12.00 AM on 04.01.2018 in sealed envelope or through email sent to the Project Director, and be clearly marked "Expressions of Interest for Logistic Associate".

Manu 10/12/17
A.K. Manzur Hasan

Project Director

Bangladesh Weather and Climate Services Regional Project

(BWCSRP): Component B

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