

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 Administrative Associate (National)**  
**(Contract Package No. BWDB C11)**

Memo: 95-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 Administrative Associate.

**2. Scope of Task /Service:**

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

- Answer all Executive Office calls, greet visitors, and coordinate communication and messages appropriately.
- Assist with drafting written documentation and correspondence for the Executive Office.
- Maintain confidentiality of matters concerning the Executive Office.
- Provide support to all executive and direct management staff.
- Support the Executive Office with travel arrangements including securing, transportation, preparing itineraries, and arranging all necessary preparations.
- Assist in research, preparation, and written documentation for special projects, presentations and meetings
- Plan and coordinate meetings and maintain meeting minutes.
- Assist in the development of forms, procedures and manuals for various departments including Operations, Human Resources and Administration.
- Research and formulate training plans in addition to maintaining the training calendar within the administration and Human Resources Department.
- Assist with writing proposals and reports for the Administration Department.
- Assist the Development Department by maintaining the donor database which includes.
- Support the PD for all tasks within the Administration Department.

**3. Qualification and Experience:**

The Administrative Associate shall have the following qualification and experiences:

- Bachelor's level or equivalent, seven to ten years related experience, or equivalent combination of education and experience.
- Excellent verbal and written communication skills.
- Proficient on Microsoft Outlook, Word, Excel, Keystrokes a minimum of 30 wpm.
- Commitment to excellence and high standards.
- Strong organizational, problem solving, and analytical skills.
- Ability to understand and follow written and verbal instructions.
- Ability to work independently and as a member of various teams and committees.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Ability to work flexible hours which may occasionally include evenings or weekends.
- Having working experience in IDA project will be given preference.

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 Administrative Associate".

*Asma 10/12/17*  
**A.K. Manzur Hasan**

Project Director

Bangladesh Weather and Climate Services Regional Project

(BWCSR): Component B

Hydrology Compound, Bangladesh Water Development Board

72, Green Road, Dhaka 1205

Phone: 88 02 9123609

Fax: 88 02 9123602

Email: pd.shisews@yahoo.com

