

বাংলাদেশ পানি উন্নয়ন বোর্ড
প্রকল্প পরিচালকের দপ্তর
বিভিউসিএসআরপি কম্প্যান্যান্ট-বি
পানি বিজ্ঞান সম্পর্কিত তথ্য সেবা ও আগাম সতর্কীকরণ ব্যবস্থা
শক্তিশালীকরণ
প্রধান প্রকৌশলী, পানিবিজ্ঞান দপ্তর ভবন(৪র্থ তলা)
৭২, গ্রীণ রোড, বাপাউবো, ঢাকা-১২১৫।
ফোনঃ +৮৮০২-৫৮১৫৩৭৮৫



Bangladesh Water Development Board
Office of the Project Director
Bangladesh Weather and Climate Services Regional
Project (BWCSR) Component-B: Strengthening
Hydrological Information Services & Early
Warning Systems
Office of the Chief Engineer Hydrology(3rd floor)
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Memo No.: WCS/C-12A/5042

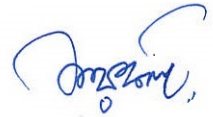
Date: 07-09-2021

Request for Expressions of Interest (REoI)

Services of Logistic Associate
(Contract Package No. BWDB-C12A).

1. The People's Republic of Bangladesh has received an IDA credit No.5837-BD in the amount of US\$ 113.00 million towards the cost of the Bangladesh Weather and Climate Services Regional Project (BWCSR). Strengthening Hydrological Information Services and Early Warning Systems (SHEWS), a component of the project is implemented by Bangladesh Water Development Board (BWDB) under the Ministry of Water Resources (MoWR) and it intends to apply part of the proceeds to payments for the provision of services of Logistic Associate.
2. The major services include:
 - Ensure that staff members in the office are advised on personnel, financial administrative policies, procedures, rules and regulation 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 documents to Headquarters;
 - Prepare reports and papers for submission and liaises with Headquarters on different reports related directly to staffing and admin budgets;
 - Provides briefing and information to newly assigned international personnel on general administrative matters and on local conditions;
 - Prepares the monthly accounts, undertakes verification and certification of expenditures in accordance with the administrative budget and UNHCR financial and administrative rules;
 - Controls day-to-day personnel, financial expenditure;
 - Monitors and directs the day-to-day personnel, financial and administrative 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 financial personnel, drivers;
 - Follows up on security matters in absence of the Field Security Adviser;
 - Undertakes other duties as required, assigned by the Project Director.

3. 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 experiences;
 - Excellent drafting and oral communication skill 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 contract Field Administration.
4. A Logistic Associate will be selected in accordance with the procedures set out in the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers*, dated January 2011 (revised July 2014) following Selection of Individual Consultants method.
5. Interested applicants are encouraged to obtain further information at the address below from 9:00 a.m. to 5:00 p.m. (except holidays). The Expressions of Interest must be submitted to the address below by September 23, 2021 before/at 3.30 pm, in a sealed envelope clearly marked '**Expressions of Interest for Selection of Logistic Associate**'.
6. The procuring entity reserves the right to accept or reject all EOIs.



Project Director
BWCSR Component-B:
Strengthening Hydrological Information Services and Early Warning Systems
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