

**Office of the Project Director**  
Export Competitiveness for Jobs Project (EC4J)  
Ministry of Commerce  
SEL Rose-N-Dale Building (Level 6)  
116 Kazi Nazrul Islam Avenue, Dhaka-1000  
[www.ec4j.gov.bd](http://www.ec4j.gov.bd)

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Date: 04/09/2019

**Request for Expression of Interest (REOI)**  
**for different positions under Export Competitiveness for Jobs Project (EC4J)**

Government of the People's Republic of Bangladesh (GoB) has received a credit (IDA Credit No: 6042-BD) from the International Development Association (IDA) toward the cost of Export Competitiveness for Jobs (EC4J) Project under Ministry of Commerce (MoC) and intends to apply part of the proceeds of this credit to payments for consultancy services for the following positions:

**(i) Land Management Specialist (Package No. S54): 1 Position (12 mm)**

***Qualification, Experiences and Skills required:***

- Master's degree in a subject relating to land administration, territorial development, land economics, land law, land surveying or information technology or equivalent;
- A minimum 7 (seven) years of experience at a public or private sector organization in a responsible position.
- Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks;
- Strong interpersonal skills and ability to develop effective relations with the program team and the Government partners;
- Understanding of land management issues in Bangladesh and land tenure challenges south Asian context is a plus;
- Ability to work effectively in a team-oriented, multicultural environment;
- Excellent communication skills (written and spoken) in Bengali and English.
- Proven knowledge and experience in implementing the World Bank or any renowned multilateral agency's projects.
- Demonstrate experience and ability to manage sub-projects including preparing work plan, budgeting, monitoring progress, and implementation of activities.

**(ii) Procurement Specialist (Package No. S55): 1 Position (24 mm)**

***Qualification, Experiences and Skills required:***

- Bachelor degree or equivalent in Engineering or Masters in Procurement/ Commerce/ Finance/ Business Management/Law.
- Minimum 7 years' experience in a responsible position with a government or non-government organization.
- Minimum one-year experience in the field of procurement/relevant field with a Government/ Public Enterprise/NGO/ Consulting/ Project Advisory/ National or International Bank or Financial Institution/ UN Agencies/ World Bank/ ADB.
- Knowledge and experience in any of the project sectors will be preferred.
- Knowledge and experience with PPA 2006 & PPR 2008, World Bank procurement policies, procedures, guidelines and Procurement Regulations is desirable.
- Excellent communication skills in English for general communication, writing reports, and negotiation.
- Excellent computer and document processing skills.

**(iii) Executive Officer (Admin & Finance) (Package No. S56): 1 Position (24 mm)**

***Qualification, Experiences and Skills required:***

- Bachelor degree in accounting/Finance or equivalent.
- At least 7 (seven) years of progressively responsible experience in the area of administrative/financial management at any public/ international/ multi-national development organization.
- Knowledge and experiences of computerized accounting systems.
- Familiarity with the World Bank Accounting and Procurement Guidelines is an added advantage.
- Proven experience in working with program/project development.
- Demonstrated skill in computer application and use of software programs is an essential requirement.
- Ability to work with a team.

**(iv) Executive Officer (ICT & Logistics) (Package No. S57): 1 Position (24 mm)**

***Qualification, Experiences and Skills required:***

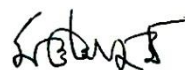
- Master's degree, preferably in Computer Science & Engineering/ICT/ MIS/ any other relevant discipline;
- At least 7 years work experience in ICT/ MIS in any development project with government / autonomous bodies/ private organizations;
- Minimum 3 years practical work experience in computer software and hardware operation and maintenance in any development project with govt./ autonomous/private organization;
- Preference will be given to candidates with experience in foreign funded /WB funded project;
- The candidate must be able to manage several tasks simultaneously and be flexible and willing to assume a range of unanticipated assignments;
- The position requires excellent attention to detail and organizational skills, maturity and the ability to work in a fast-paced environment;
- Ability to work independently and as part of team;
- Excellent working knowledge of Microsoft Word, Excel, Access, PowerPoint, e-mail applications and the internet;
- Ability to work as part of a team and coordinate with project personnel;
- Any other responsibilities as assigned by the Project Director/Project Manager.

**(v) Executive Officer (Communication & Public Relations) (Package No. S58): 1 Position (24 mm)**

***Qualification, Experiences and Skills required:***

- A post-graduate degree from a recognized higher education institution preferably in communication/journalism/media studies/education/social science/arts or equivalent;
- At least 7 years of experience in a responsible position of a public or private organization.
- At least 3 years of experience as a communications/ media/ journalism professional in a position held in a reputed media/advertising/ communication firm/ organization;
- Strong connection with the media community;
- Skills in developing communications literature/materials for the media both English and Bengali;
- Experience in facilitating inter-institutional organization and ability to work with teams;
- High level of proficiency in written and spoken English and report writing, Computer literacy skills (MS Word, Excel, and Power Point etc.) is desirable.
- Previous experience of working with IDA or any international donor funded projects will be an added advantage for the candidate.

2. EC4J now invites eligible applicant(s) to express their interest in providing the services mentioned above. The applicants are requested to submit Curriculum Vitae (CV) [one hard copy and also a soft copy in CD (MS word format)] along with copies of academic, training and experience certificates and one recent passport size photograph. The Terms of Reference (ToRs) and CV Format are available in the web address: [www.ec4j.gov.bd](http://www.ec4j.gov.bd). Interested applicants may also get the same from the office of the undersigned during office hours on or before September 22, 2019 up to 5:00 PM.
3. Consultant will be selected on the basis of the qualifications and experiences as mentioned above using the selection of individual consultant method in accordance with World Bank's "Procurement Regulations for IPF Borrowers" July 2016 ("Procurement Regulations").
4. Expression of Interest shall have to be submitted by September 23, 2019 up to 5:00 PM, in sealed envelope to the office of the undersigned, and be clearly marked as "Expressions of Interest for the position of ..... (Package No. ....)".
5. The Procuring Entity reserves the right to accept or reject any or all EOIs



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