

**”Establishment of Secured email for Government & Digital Literacy Center” Project**



**Bangladesh Computer Council**

Information & communication Technology Division

Request for Expression of Interest (EOI) for selection of individual consultant

1	<b>Ministry/Division:</b>	Information and Communication Technology Division		
2	<b>Agency:</b>	Bangladesh Computer Council		
3	<b>Procuring Entity Name:</b>	Executive Director, Bangladesh Computer Council		
4	<b>Procuring Entity Code:</b>	3039		
5	<b>Procuring Entity District:</b>	Dhaka		
6	<b>EOI for Selection of:</b>	Individual Consultant (Time-based).		
7	<b>EOI Ref No.:</b>	56.01.0000.034.14.006.2018 (Part-1)-517		
8	<b>Date:</b>	27 August 2019		
<b>KEY INFORMATION</b>				
9	<b>Procurement Method:</b>	Selection of Individual Consultant		
<b>FUNDING INFORMATION</b>				
10	<b>Budget and Source of Funds:</b>	Development Budget (GOB)		
11	<b>Development Partners:</b>	None		
<b>PARTICULAR INFORMATION</b>				
12	<b>Project/Programme Code:</b>	224230100		
13	<b>Project/Programme Name:</b>	”Establishment of Secured email for Government & Digital Literacy Center” Project		
14	<b>EOI Closing Date:</b>	23 September 2019		
<b>INFORMATION FOR APPLICANTS</b>				
15	<b>Brief Description of Assignment:</b>	<p><b>Individual Consultants (01 to 02)</b></p> <p><b>01. Project Associate (IT) [Nos.-07]:</b> The purpose of this consultation service is to assist in project implementation, documentation and logistics activities. Facilitate the different meeting preparation, writing minutes, coordination with public and private sector stakeholders, including relevant information collection, coordination and logistic support. Prepare different project management reports etc.</p> <p><b>02. Project Associate (Finance) [Nos.-01]:</b> The purpose of this consultation service is to assist in project implementation, documentation and logistics activities. Facilitate the different meeting preparation, writing minutes, coordination with public and private sector stakeholders, including relevant information collection, coordination and logistic support. Prepare different project management reports etc.</p>		
16	<b>Experience, Resources and Delivery Capacity Required:</b>	<p><b>01. Project Associate (IT):</b> Applicants should have minimum bachelor’s degree in CS, CSE/EEE or equivalent qualifications with strong Unix/Linux administration background, 3 years’ working experience in similar position such as Linux Server, mail server administration, good communication skill both in English and Bengali.</p> <p><b>02. Project Associate (Finance):</b> Applicants should have minimum Master in Finance/Accounting or Chartered Accountant or Cost Management Accountant or ACCA or equivalent. 02 years of working experience in Finance and accounting in a reputed organization or Government and good knowledge about the budget allocation, fund release, financial management and communication through official letters according to the rules of Bangladesh Government also good communication skill both in English and Bengali.</p>		
17	<b>Other Details:</b>	<p>Interested applicants shall obtain further information from the Project Office from 10:00 AM to 4:30 PM in any working day before the closing date. Applicants shall have to submit EOI with their CV and forwarding letter in sealed envelope labeled with Individual Consultant for <b>one of the above mentioned positions</b> under “Establishment of Secured email for Government &amp; Digital Literacy Center” Project to the following address.</p> <p><b>The Standard Request for Application (SRFA) for each position will be found at <a href="http://www.bcc.gov.bd">www.bcc.gov.bd</a></b></p> <p>Interested candidates can apply by submitting the filled up SRFA through email or sending the hard copy at the address given below. The applicant may be asked to submit/present the original copy of any certificate or document by the authority.</p>		
18	<b>Association with foreign firm is:</b>	Not applicable		
19		<b>Ref No.</b>	<b>Phasing of Services</b>	<b>Location</b>
		SD1	15 Man Months for each position initially	Bangladesh Computer Council, ICT Tower, Agargaon, Dhaka-1207,
				<b>Indicative Start Date</b>
				October -2019
				<b>Indicative Completion Date</b>
				December-2020
<b>PROCURING ENTITY DETAILS</b>				
20	<b>Name of Official Inviting EOI:</b>	<b>Engr. Muztaba Seraji</b>		
21	<b>Designation of Official Inviting EOI:</b>	<b>Project Director, “Establishment of Secured email for Government &amp; Digital Literacy Center” Project.</b>		
22	<b>Address of Official Inviting EOI:</b>	Bangladesh Computer Council, 2 <sup>nd</sup> Floor ICT Tower, Agargaon, Dhaka-1207, Bangladesh		
23	<b>Contact Details of Official</b>	Tel: +880255006854 Fax: +88029124626, email: <a href="mailto:muztaba.seraji@bcc.gov.bd">muztaba.seraji@bcc.gov.bd</a>		
24	The procuring entity reserves the right to accept or reject any/all EOI without assigning any reason whatsoever.			

Project Director

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