

Government of the People's Republic of Bangladesh
Ministry of Commerce
Bangladesh Regional Connectivity Project-1
Level-12 (West side), Probashi Kollayan Bhaban,
Eskaton Garden Road, Dhaka-1000.



Memo No: 26.00.0000.066.24.002(2).18-619

Date: 07/11/2022

Request for Expressions of Interest for Individual Consultant (National)

The Ministry of Commerce is implementing the Technical Assistance Part of IDA financed Bangladesh Regional Connectivity Project-1 (BRCP-1). The BRCP-1, MoC intends to apply a part of the IDA Credit for procuring services of individual consultants for following positions.

Bangladesh Regional Connectivity Project-1 (BRCP-1), Ministry of Commerce now invites eligible Individual to indicate their interest in providing the services. Interested Individual must provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

Position	Education	Experiences	Major Responsibilities
BRCP1/MOC/SD-14 (B) (Date Management Consultant for BTP (12 Months)	Bachelor degree from a reputed and recognized university in Computer Science and Engineering (CSE), Electronics and Electrical Engineering (EEE), Information and Communications Technology (ICT) or other related discipline	A minimum 5 (five) years of experience in IT Sector with 3 (three) year experience in Website Management, Content Development and Upload.	Details- as mentioned in the TOR.

The attention of interested Consultants is drawn to the Section III, Para 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers, July 2016 and updated in November 2020," setting forth the World Bank's policy on conflict of interest.

An Individual will be selected in accordance with the Individual Consultants Selection (ICS) method set out in the Procurement Regulations and evaluation shall be based on the above qualification and experiences of the Individual Consultant.

Terms of Reference (TOR) will be available in the office of the undersigned and also at www.mincom.gov.bd and <http://brcp-1.gov.bd/>. Further information can be obtained at the address below during office hours (i.e. 09.00 to 16.00 hours). Expressions of interest must be delivered in a written form to the address below (in person or by email) **by 3.00 PM on 27/11/2022. Necessary documents in support of educational qualifications and experience & skills shall have to be submitted for Individual Consultants.**

The authority reserves the right to accept or reject any or all EOIs without assigning any reason, whatsoever.

(Md. Mijanur Rahman)

Project Director (Joint Secretary)

Bangladesh Regional Connectivity Project-1

Phone: +8802- 55138022

E-mail: pdbrcp1moc@gmail.com

Government of People's Republic of Bangladesh
Ministry of Commerce
Bangladesh Regional Connectivity Project-1
Level-12 (West side), Probashi Kollayn Bhaban,
71-72 Old Elephant Road,
Eskaton Garden, Dhaka-1000



Memo No. 26.00.0000.066.24.002(2).18- 620

Date: 07/11/2022

Request for Expressions of Interest for Individual Consultant (National).

General Information		
1.	Ministry/ Division	Ministry of Commerce
2.	Agency	Ministry of Commerce
3.	Name of Procuring Entity	Project Director, Bangladesh Regional Connectivity Project-1
4.	Procuring Entity District	Dhaka
5.	Expression of Interest for	National Consultant (Time Based).
6.	EOI Ref No.	26.00.0000.066.24.002(2).18- 619 ; BRCP1/MOC/SD-14 (B)
7.	Date (dd/mm/yyyy)	07/11/2022
Key Information		
8.	Procurement Sub-method	Selection of Individual Consultant (SIC).
Funding Information		
10.	Budget and Source of Funds	Development Budget/ IDA Fund
11.	Development Partners	IDA
Particular Information		
12.	Project/ Programme Code	2230029
13.	Project/ Programme Name	Bangladesh Regional Connectivity Project-1
14.	EOI Closing Date and Time	27/11/2022 up to 03.00 PM
Information for Applicants		
15.	Brief Description of the Assignment	<ul style="list-style-type: none">▪ Design and develop contents for the BTP Website and Mobile Application as per the requirement of the Ministry of Commerce; Write php code using best software development practices; Create website layout/user interfaces by using standard HTML/CSS practices; Conduct Search Engine Optimization (SEO) for the BTP Website;
16.	Experience, Resource & Delivery Capacity Required	<ul style="list-style-type: none">a) Bachelor degree from a reputed and recognized university in Computer Science and Engineering (CSE), Electronics and Electrical Engineering (EEE), Information and Communications Technology (ICT) or other related discipline;b) A minimum 5 (five) years of experience in IT Sector with 3 (three) year experience in Website Management, Content Development and Upload;c) Deep expertise and hands on experience with Web Applications and programming languages such as HTML, CSS, PHP, JavaScript, JQuery and API;d) Deep knowledge of Search Engine Optimization process;e) Adequate knowledge of relational database systems, Object Oriented Programming and web application development;f) Excellent skills with design and photo-editing software;g) Basic Understanding on the Android and iOS based Mobile Application Development;h) Experience in public policy related projects in the Government offices

25

		and a good understanding of international trade, possibly gained in Customs Department, and business procedures in Bangladesh will be an advantage; i) Good English skills in writing, reading and speaking are essential.
17.	Other Details	The attention of interested Consultants is drawn to paragraphs 3.14 to 3.18 of the World Bank Group's Procurement Regulations for IPF Borrowers, Procurement in Investment Project Financing, Goods, Works, Non-Consulting and Consulting Services, July 2016 ("Procurement Regulations"), setting forth the World Bank Group's policy on conflict of interest. A Consultant will be selected in accordance with procedures for recruiting Individual Consultants set out in the Procurement Regulations. A copy of the TOR and necessary forms of the assignment may be obtained from the address below during office hours (i.e. 09.00 to 16.00 hours) or downloaded from the website: www.mincom.gov.bd and www.brcp-1.gov.bd . EOI shall be submitted on or before 27/11/2022 at 03.00pm in a written form to the address below (in person or by email) to the undersigned and be clearly marked "Request for Expressions of Interest for Selection of Data Management Consultant". Necessary documents in support of educational qualifications and experience & Skills shall have to be submitted.
18.	Association with foreign firms	N/A
Procuring Entity Details		
19.	Name of the Official Inviting EOI	Md. Mijanur Rahman
20.	Designation of the Official Inviting EOI	Project Director (Joint Secretary)
21.	Address of the Official Inviting EOI	Bangladesh Regional Connectivity Project-1, Level-12 (West side), Probashi Kollayn Bhaban, 71-72 Old Elephant Road, Eskaton Garden, Dhaka-1000
22.	Contact Details of the Official Inviting EOI	Tel. No.: +02-55138022; e-mail: pdbrcp1moc@gmail.com
23.	The Procuring Entity reserves the right to accept or reject any/ all EOI's without showing reason whatsoever.	

Md. Mijanur Rahman
7.11.22

(Md. Mijanur Rahman)
Project Director (Joint Secretary)
Bangladesh Regional Connectivity Project-1
Phone: +8802- 55138022
E-mail: pdbrcp1moc@gmail.com

Distribution (Not according to seniority):

1. Director General, WTO Cell, Ministry of Commerce, Bangladesh Secretariat, Dhaka-1000 (For kind information and request for wide circulation).
2. Director General, CPTU, IME Division, Ministry of Planning, Sher-e-Bangla nagar, Dhaka-1207 (for posting in the website).
3. Assistant Programmer (ICT Cell), Ministry of Commerce (for posting in the website).
4. Data Management Consultant, Bangladesh Regional Connectivity Project-1, Ministry of Commerce (for posting in the website).
5. Notice Board.

Terms Of Reference

Data Management Consultant

1. BACKGROUND

Bangladesh Trade Portal (BTP) is an official source of all regulatory information relevant to traders who wish to move goods and merchandise across the borders of Bangladesh. The objective of the BTP is to make all regulatory trade related information and other information useful to Bangladeshi importers and exporters easily and readily available in a single integrated website. Ministry of Commerce (MoC) of Bangladesh Government has established the Trade Portal in order to improve the predictability and transparency of the country's trading laws and processes. Trade Portal facilitates that businesses have easy access to relevant information and helps them be compliant. It also helps reduce the cost of complying with trade procedures. By bringing together relevant government Ministries and Departments, BTP serves as a critical stepping-stone towards the implementation of greater trade facilitation regime.

2. OBJECTIVE

The objective of the assignment is to work with the Bangladesh Trade Portal (BTP) Team in order to collect, design, format and upload contents on the portal as per the BTP Style Guide. Consultant will also contribute to structure and design the way information is presented in the various search and display facilities that the website can offers up-to-date contents to the visitors. This position involves working with the small and dynamic team that is in charge of the operation of the BTP using advanced technology to keep the website operational and up-to-date.

1. SCOPE OF SERVICES

- Design and develop contents for the BTP Website and Mobile Application as per the requirement of the Ministry of Commerce;
- Write well designed, testable, efficient code by using best software development practices;
- Create website layout/user interfaces by using standard HTML/CSS practices;
- Conduct Search Engine Optimization (SEO) for the BTP Website;
- Upload content, maintain continuity of themes, design layout and streamline navigation;
- Integrate data from various back-end services and databases;
- Prepare and format documents that require uploading to the BTP by scanning, converting or, when necessary, keying them in;
- Research and maintain a library of stock pictures to be used on the website's pages from time to time;
- Develop interactive contents (video animation) for the BTP Facebook and Twitter Page;
- Redesign BTP Website Tariff Searching System by introducing auto suggestion arrangement while searching tariff data;
- Regularly upload News, Article, Publication, Announcement on the Trade Portal;
- Develop BTP promotional publicity materials as per the project requirements;
- Edit Video and Picture as per the requirement of the BTP Team;
- Edit pictures to create still and animated graphics;
- Management of project website and all IT devices;

af

- Any other task assigned by the Project Director/Project Management as and when required related to BTP Update;
- Report to Project Director on monthly basis or as necessary on tasks performed.

2. DURATION

Duration of the consultancy services would be for 12 (twelve) man-months. However, the duration of the assignment may be extended or reduced according to the project needs and budget.

3. INSTITUTIONAL ARRANGEMENT:

The Consultant will work under the direct supervision of the Project Director. The Consultant will submit report and deliverable to the Project Director.

4. EDUCATION AND EXPERIENCE

- Bachelor degree from a reputed and recognized university in Computer Science and Engineering (CSE), Electronics and Electrical Engineering (EEE), Information and Communications Technology (ICT) or other related discipline;
- A minimum 5 (five) years of experience in IT Sector with 3 (three) year experience in Website Management, Content Development and Upload;
- Deep expertise and hands on experience with Web Applications and programming languages such as HTML, CSS, PHP, JavaScript, JQuery and API;
- Deep knowledge of Search Engine Optimization process;
- Adequate knowledge of relational database systems, Object Oriented Programming and web application development;
- Excellent skills with design and photo-editing software;
- Basic Understanding on the Android and iOS based Mobile Application Development;
- Experience in public policy related projects in the Government offices and a good understanding of international trade, possibly gained in Customs Department, and business procedures in Bangladesh will be an advantage;
- Good English skills in writing, reading and speaking are essential.

5. SELECTION METHOD

Selection of the Data Management Consultant will follow the procedures for selecting Individual Consultants described in the World Bank's Procurement Regulation 16 (Updated in 2020).

