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UNOPS

"STRENGTHENING PARLIAMENTARY DEMOCRACY"
(Project : BGD/97/003)

LIBRARY DEVELOPMENT

Invitation for Bids

Bids are invited by the United Nations Office for project Services (UNOPS) from reputed firms for the following sub-contracts related to the establishment of Legislative Information Centre (LIC) in the Parliament of Bangladesh. The activity is being organised under the Strengthening Parliamentary Democracy project of the Parliament of Bangladesh and UNDP. The place of work will be at the Parliament Secretariat (Jatiya Sangshad), Sher-e-Bangla Nagar, Dhaka.

It is ideal that firms, rather than individuals will be assigned the works mentioned below. However, bids from the individuals will also be considered on merit. Interested parties may submit bids for one of the four, or more than one, or all areas, keeping in mind that the Project is looking for well experienced and competent firms with proven track record.

Terms of Reference

Main Tasks:

1. Supply, installation and configuration of specified Hardware and Software towards a networked library and information system;
2. Supply of hardware, software and configuration for high speed Internet connectivity and browsing at various points;
3. Provision for services for retrospective cataloguing and document digitisation.

Firms may bid for **one, two or all of the tasks** described above.

The detailed Request for proposals, including the Specifications, Terms of reference and other details can be collected from the UNDP Registry Office, 18th Floor, IDB Bhaban, E-8/A Begum Rokeya Sharani, Agargaon, Sher-e-Bangla Nagar, Dhaka.

Bids should be submitted to the above address not later than 27 November 1999 by 4:00 p.m. in a sealed envelope for the Attention of Project Implementation Specialist, stating the Project name and number Strengthening Parliamentary Democracy (BGD/97/003) and also the title(s) of the sub-contract, such as "LIBRARY AUTOMATION- Supply of Hardware and Software and Installation" if bidding for that one, or name each title as above if more than one bids are submitted.

UNOPS reserves the right to reject any or all the bids without providing any reason whatsoever.

CONGRATULATIONS

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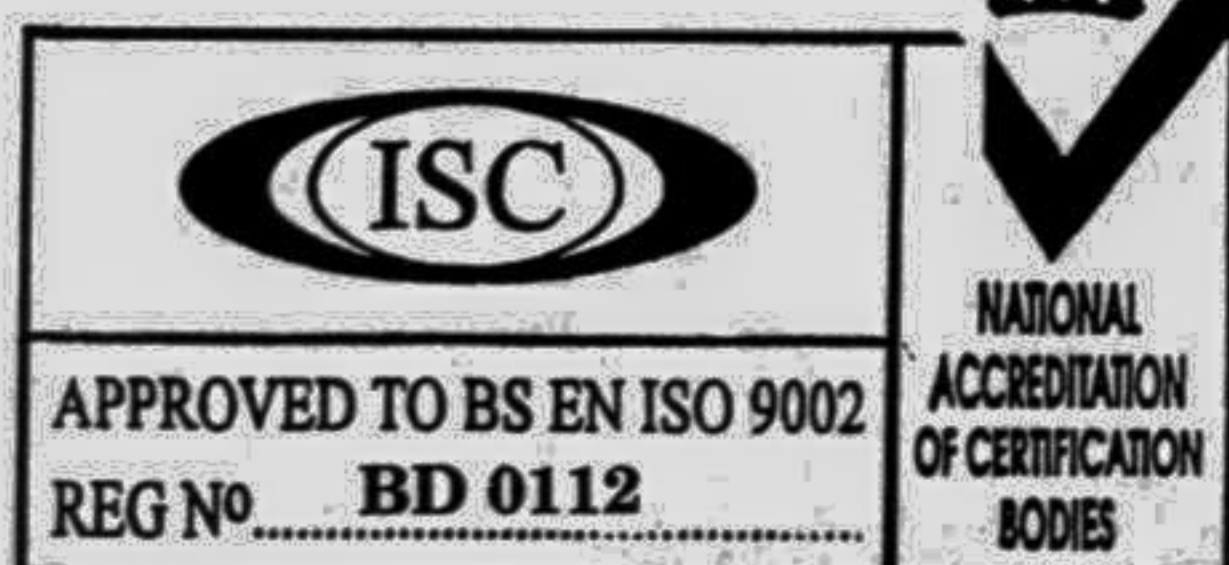
SW(A) 26 Gulshan Avenue, Gulshan

Dhaka-1212, Bangladesh

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DFID Department for International Development



DFID Bangladesh
British High Commission
Dhaka

VACANCY FOR A PROGRAMME OFFICER

DFID-Bangladesh designs and implements a UK development strategy which seeks to make an effective contribution to poverty elimination in Bangladesh. DFID's central team of professional advisers and administrative staff is mostly based at the British High Commission. Following an Aid Management Review the team is being enhanced and re-structured.

Programme Officer (Multisector team)

This is a new post in a small team responsible for co-ordinating DFID's support to large NGO development programmes (BRAC and Proshika), and smaller NGO projects, including work building NGO capacity. The team is also responsible for DFID's disaster programme (preparedness, relief and rehabilitation), the co-ordination of planned assistance in the Chittagong Hill Tracts, and other multi-sectoral issues. The team's project portfolio is expected to grow in future years.

The team is headed by the First Secretary (Development) and also includes a Senior Programme Officer and a Deputy Programme Officer. Team members work closely with many other DFID staff and maintain regular contact with DFID's UK offices.

Duties will include:

- **Managing technical assistance to large projects.** Co-ordinating recruitment, contracting, briefing and management of technical assistance personnel.
- **Acting as Project Officer** for one or two smaller ongoing projects. Monitoring progress of activities, reporting, agreeing and implementing changes to projects.
- **Sector financial management.** Payment of grants/invoices against project progress, ensuring financial control of project funds within approved allocations, monitoring and forecasting sector expenditure.
- **Administrative support to other team activities,** including preparation and issue of exchanges of letters, accountable grants and local contracts for all projects, assisting with disaster work when needed.
- **Staff management** Managing and assisting the training and career development of the Deputy Programme Officer.

Skills and experience

Key competences sought are:

Bilateral aid management: understanding of project cycle management procedures, particularly contracting technical assistance.

Managing finance: monitoring expenditure; making payments; understanding of financial management systems.

Managing work: managing projects and contractors.

Working with people: team membership; helping others to develop.

Personal effectiveness: written and oral communications; judgement and decision making; analysis and problem solving.

Candidates must have an excellent standard of spoken and written English and be fluent in Bangla. Advanced computer skills (Microsoft Word and Excel or equivalent) are also a prerequisite. Substantial experience (three years or more) of project administration at a similar level with an international development organisation would be an advantage.

The DFID office offers a pleasant working environment. Some overtime and overnight travel will be required, and applicants should be available to travel to the UK for training. The preferred starting date is mid-January 2000. The appointment would be for one year in the first instance, including an initial three months probation, with extension after one year subject to satisfactory performance. A competitive salary and benefit package will be offered, taking account of the successful applicant's skills and experience.

DFID is an equal opportunities employer. Applications are welcome from all ethnic groups, women and disabled people.

To apply, please send a full CV with references and a 2 page letter (including a daytime telephone number or email address) in support of your application, explaining how you have shown the competences required for the job, to the Management Unit, DFID, British High Commission, United Nations Road, Baridhara, Dhaka. Or applications by email (Microsoft Word or text format) to s-gomes@dfid.gov.uk

The deadline for receipt of applications is Sunday 21 November 1999. Only short-listed candidates will be contacted for interview and testing.