

**Government of the People's Republic of Bangladesh**  
**Ministry of Local Government, Rural Development & Cooperatives**  
**Local Government Division**  
**Second Local Governance Support Project (LGSP-II)**  
**Bangladesh Secretariat, Dhaka**

No.46.018.029.00.00.001.2011 (Part-2)- 31

Date: 30.11.2011

**Request for Expression of Interest (EOI) for MIS Analysts (4 Positions)**  
**(Contract Package No.S-06)**

The Government of the People's Republic of Bangladesh has applied for a credit from the International Development Association (IDA) towards the cost of Second Local Governance Support Project (LGSP-II) and intends to apply a part of the proceeds to cover eligible payments under the contracts for providing consultancy services by hiring 4 (Four) MIS Analysts for the project as an individual national consultants.

Under the direct supervision of Sr.MIS Specialist, Sr. Public Finance Specialist and Sr. Monitoring & Evaluation Specialist incorporate data & information on e.g., scheme names and allocation, expenditure report on BBG funds, audit report of UP accounts, peoples participation in various committees, capacity building and others at UP and District into the data base MIS to be developed under the project.

The scope of work includes but not limited to: (i) Receive, register and file all reports coming from districts; (ii) Cross-check that such reports have been correctly and duly filled in; (iii) Ensure that incoming data from reports is regularly and promptly entered into the project MIS; (iv) Assist the MIS specialist in processing reports from the project MIS; (v) Run verification checks across the MIS to ensure consistency in the database; (vi) Carry out other tasks assigned to him/her by the MIS specialist; (vii) Carry out other tasks assigned to him/her by NPD; (viii) Discharge secretarial functions, as and when required; and (ix) Support functioning of the UP Helpline by providing relevant LGSP II related information. Details are provided in the Terms of Reference (TOR) of the assignment.

The qualifications and experiences required for the assignment are:

- (i) **Qualification:**  
A bachelor's degree.
- (ii) **Experience:**  
Three years practical experience as data keeper, preferably within donor supported projects. Excellent computer skills and ability to provide ICT support, office software, internet and software applications. Ability to type both Bengali and English having speed of 60w/m.

The Local Government Division now invites eligible Applicants to indicate their interest in providing the services. Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with other details and expected remuneration).

The Consultant will be selected using the Selection of Individual Consultant method in accordance with the World Bank Guidelines on "Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011". It is expected that the services will be commenced on January, 2012 and shall be completed on June, 2016 at the office of the undersigned.

Interested Applicants may obtain the Terms of Reference (TOR) upon request from the address provided below either by e-mail or in person during the office hours. The TOR is also available at the LGD website (<http://www.lgd.gov.bd>).

Expression of Interest (EOI) (5 copies) must be submitted, along with copies of certificates and other supporting documents, by the applicant on or before 18 December, 2011 within 2:00 PM either in a sealed envelope delivered to or through e-mail sent to the undersigned and be clearly marked "Expressions of Interest for MIS Analyst".

The Procuring entity reserves the right to accept or reject any or all EOI's received without assigning any reason thereof.

  
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GD-5068

**Government of the People's Republic of Bangladesh**  
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**Bangladesh Secretariat, Dhaka**

No.46.018.029.00.00.001.2011 (Part-2)- 28

Date: 30.11.2011

**Request for Expression of Interest (EOI) for Public Finance Associate**  
**(Contract Package No.S-03)**

The Government of the People's Republic of Bangladesh has applied for a credit from the International Development Association (IDA) towards the cost of Second Local Governance Support Project (LGSP-II) and intends to apply a part of the proceeds to cover eligible payments under the contract for providing consultancy services by hiring a Public Finance Associate for the project as an individual national consultant.

The Public Finance Associate will assist the Sr. Public Financial Specialist for continued operation of the financial management procedures under LGSP-II. This will include all aspects of budgeting, treasury, auditing and related fiscal and financial management issues, with emphasis on ensuring the introduction of appropriate inter-governmental budgeting and disbursement. The Public Finance Associate will report to DS (UP).

The scope of work includes but not limited to: (i) Integrate grant allocations within the MTBF; (ii) Supporting the timely release of funds to Union Parishads; (iii) Reporting on the disbursement of funds on a regular basis; (iv) Provide training and hand-on support to audit firms in advance of audit procurement; (v) Ensure timely collection, collation and analysis of annual assurance reports submitted by the contracted audit firms; (vi) Provide information on a timely basis required for quarterly Financial Management Reporting; (vii) Provide support as required to strengthen the capacity of key sections of C&AG, Finance Division, LGD, NILG and other agencies; and (viii) Support functioning of the UP Helpline by providing relevant LGSP II related information. Details are provided in the Terms of Reference (TOR) of the assignment.

The qualifications and experiences required for the assignment are:

- (i) **Qualification:**  
A master's in accounting or management or finance or marketing or business administration or any other relevant discipline.
- (ii) **Experience:**  
Five years practical experience in program management in donor supported projects, preferably in the public financial management. The deserving candidate must have an excellent data analysis and computer skills and ability to work in a fast-paced environment.


The Local Government Division now invites eligible Applicants to indicate their interest in providing the services. Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with other details and expected remuneration).

The Consultant will be selected using the Selection of Individual Consultant method in accordance with the World Bank Guidelines on "Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011". It is expected that the services will be commenced on January, 2012 and shall be completed on June, 2016 at the office of the undersigned.

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GD-5069

**Government of the People's Republic of Bangladesh**  
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**Bangladesh Secretariat, Dhaka**

No.46.018.029.00.00.001.2011 (Part-2)- 34

Date: 30.11.2011

**Request for Expression of Interest (EOI) for Gender Specialist**  
**(Contract Package No.S-17)**

The Government of the People's Republic of Bangladesh has applied for a credit from the International Development Association (IDA) towards the cost of Second Local Governance Support Project (LGSP-II) and intends to apply a part of the proceeds to cover eligible payments under the contract for providing consultancy services by hiring a Gender Specialist for the project as an individual national consultant.

The Gender Specialist will assist LGSP-II management to implement the social and gender inclusion measures adopted in the project. She/he will be working in collaboration with the NILG, BARD, RDA, and the DDLG and DF at the district level, as well as other agencies to ensure that LGSP-II is implemented in compliance with the gender inclusion guidelines. The Gender Specialist will report to the DPD (Field Operations).

The scope of work includes but not limited to: (i) Develop a gender action plan (GAP) for LGSP-II, with activities, milestones, budget and indicators for monitoring, conduct six-monthly assessment of the GAP by reviewing UP reports and field visits, and submit to NPD, DPD, development partners and other stakeholders; (ii) Help establish Upazila level Women Development Forum (WDF), assist WDF in preparation of Upazila level participatory gender action plan, support implementation of these plans and monitor results; (iii) Develop women's leadership training program for Women members of UP and facilitate implementation of this program; (iv) Provide strategic assistance to encourage participation of women in open community meetings on budgeting, and scheme selection, design and implementation; (v) Prepare internal social inclusion guidelines, monitoring formats and information brochures for social inclusion in general and participation of women in LGSP-II activities in particular; (vi) Develop gender and participation training modules, support training of Master Trainers, Upazila Resource Teams, District Facilitators, Performance Auditors, as well as the UPs on social and gender inclusion issues and, if necessary, assist with the revision of Training Modules and curriculums; (vii) Provide technical assistance to the LGSP-II management and LGD on measures to enhance women's participation in decision making, in view of the social and gender inclusion objective of the project; (viii) Assess the extent to which women's needs and preferences have been addressed in scheme selection, design and implementation and representation of women in WCs and SSCs, and prepare a quarterly status report for review by the National Project Director (NPD), DPD, development partners and other stakeholders; (ix) Review a representative random sample of the UPs in the individual districts to examine (a) how many of the WCs are chaired by women UP members; and (b) proportion of representation of women in the SSCs; (c) the percentage of BBGs allocated to, or spent on, schemes prioritized by women; and (d) the nature/characteristics of the women-prioritized schemes. The consultant will prepare a six-monthly report for review by the NPD, DPD, development partners and other stakeholders; (x) Contribute to project progress reports on overall implementation of the social and gender inclusion guidelines, indicating issues that are to be addressed for improved performance by the UPs. (xi) Undertake field visits to ascertain the extent of participation by women in community consultations, implementation status of women-prioritized schemes, complaints / grievances lodged by women, (xii) Collate appropriate performance and monitoring indicators to input into the Monitoring and Evaluation (M&E) Framework of the project and provide inputs for various studies/evaluations that may be carried out from time to time. Details are provided in the Terms of Reference (TOR) of the assignment.

The qualifications and experiences required for the assignment are:

- (i) **Qualification:**  
• Masters Degree in Social Science or any other related discipline
- (ii) **Experience:**  
• At least 10 years of practical and hands-on experience of working on issues involving social inclusion, especially those related to gender. The ideal candidate should have 5 years of experience in gender related issues in national or international organizations.  
• Experience in local governance issues, knowledge of local government system - rules, regulations, acts in Bangladesh will be a plus.  
• Experience in developing gender and participatory training modules and implementation of such programs.

The Local Government Division now invites eligible Applicants to indicate their interest in providing the services. Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with other details and expected remuneration).

The Consultant will be selected using the Selection of Individual Consultant method in accordance with the World Bank Guidelines on "Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011". It is expected that the services will be commenced on January, 2012 and shall be completed on June, 2016 at the office of the undersigned.

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GD-5070

**Government of the People's Republic of Bangladesh**  
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**Bangladesh Secretariat, Dhaka**

No.46.018.029.00.00.001.2011 (Part-2)- 29

Date: 30.11.2011

**Request for Expression of Interest (EOI) for Senior Management Information System (MIS) Specialist (Contract Package No.S-04)**

The Government of the People's Republic of Bangladesh has applied for a credit from the International Development Association (IDA) towards the cost of Second Local Governance Support Project (LGSP-II) and intends to apply a part of the proceeds to cover eligible payments under the contract for providing consultancy services by hiring a Senior Management Information System (MIS) Specialist for the project as an individual national consultant.

The main responsibility of the Sr. MIS Specialist is to coordinate on all matters relating to the web based LGD-MIS and ensure that it is designed, developed, implemented, operationalized and maintained as per the agreed implementation plan. The Senior MIS Specialist will report to the National Project Director. The Sr. MIS Specialist will also support the Computer Cell/MIS Department in relation to the Web based MIS being developed under LGSP II for LGD.

The scope of work includes but not limited to: The Senior MIS Specialist shall (A) play active role in the (i) procurement of service provider for development of LGD MIS, its deployment & training and maintenance, and (ii) procurement of hardware of LGD MIS; (B) perform other tasks that include: (i) Day to day management of the LGD-MIS; (ii) Development of RFPs for procurement of MIS service provider and procurement of hardware; (iii) Establishment of LGD - MIS Department; (iv) Monitoring LGSP project budget for MIS; (v) Preparing reports for management; (vi) Taking part in meetings; (vii) Developing and Organizing IT related training; (viii) Provide client support; and (ix) Any other task that may be assigned by management; (C) For Technical Tasks - Database Management: perform the database related technical tasks the Sr. MIS specialist will be supported by the two MIS staff provided by the MIS firm. In addition the MIS firm will also provide the back up support for any debugging, and modification/ development of new data entry forms and reports. The key tasks of the Sr. MIS Specialist will include, but not be limited to the following: (i) Ensuring complete, timely and accurate data entry by LGIs in coordination with the other LGD staff and LGSP II technical specialists; (ii) Maintenance of the management information systems, databases, and Web operations and ensuring its availability to users; (iii) Establishment and administration of efficient email system; (iv) Replication Data; (v) Controlling privileges & permissions to database users, maintaining user accounts, and profiles; (vi) Monitoring database server performance, error log, event log, transaction log etc.; (vii) Database backup schedules and recovery; (viii) Database and application level security; (ix) Installing and upgrading DBMS; (x) Monitoring and improving application performance (queries, indexing etc); (xi) Designing and developing new reports as required by users; (xii) Maintenance and updating of the User's Manual; (xiii) Consultation with users and program management to determine user needs and to define solutions to meet user requirements; (xiv) Development of new modules. (D) Technical Tasks - Network and HW: The overall hardware support will be provided by the HW firm. The day to day management of the HW will be the responsibility of the BCC. The Sr. MIS specialist's main task in relation to the hardware shall be to ensure that the network infrastructure is up and running and available at all times and to guide and assist the BCC, the HW firm and LGD. Details are provided in the Terms of Reference (TOR) of the assignment.

The qualifications and experiences required for the assignment are:

- (i) **Qualification:**  
• A master's in Computer Science, MIS, IT or any other related discipline.  
• Candidates with additional professional certification would be preferred.
- (ii) **Experience:**  
• At least fifteen years practical experience in the field of software development and network administration of which at least 10 should be in software development with a focus on web based applications.  
• Practical hands on experience in operating a large network, developing integrated software and managing a MIS Department.  
• Working level knowledge of standard operating systems (Windows), database software packages (MS SQL, Oracle), Crystal Report and development tools.  
• Strong and effective communication skills both in oral and written form.  
• Ability to plan, organize and coordinate work assignments effectively under a demanding environment.


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