

Government of the People's Republic of Bangladesh
Strengthening the Religious and Socio-Economic Capacity of the purohit and Sebahit (2nd phase)
Hindu Religious Welfare Trust
Ministry of Religious Affairs
1/I, Paribagh, Shahbagh, Dhaka

EOI Ref. No - 16.05.0000.003.14.326.15/268

Date: 04/04/2021

Ministry/Division	:	Ministry of Religious Affairs		
Agency	:	Hindu Religious Welfare Trust		
Procuring Entity Name	:	Project Director Strengthening the Religious and Socio-Economic Capacity of the purohit and Sebahit (2 nd Phase) Hindu Religious Welfare Trust Ministry of Religious Affairs		
Procuring Entity Code	:	224324300		
Procuring Entity District	:	Head Office and District Offices of Bangladesh		
Expression of Interest for Selection of	:	Individual Consultant (National) (Time-Based)		
KEY INFORMATION				
Procurement Sub-Method	:	Selection of Individual Consultants (SIC)		
FUNDING INFORMATION				
Budget and Source of Funds	:	GoB		
PARTICULAR INFORMATION				
Project Name	:	Strengthening the Religious and Socio-Economic Capacity of the purohit and Sebahit (2 nd phase)		
EOI Closing Date and Time	:	EOI shall have to be submitted manually on or before 02/05/2021 at 2:00 pm in sealed envelope and delivered to the undersigned and clearly marked "Request for Expressions of Interest for Selection of [Name of the position]". Necessary documents in support of educational qualifications and experience & skills shall have to be submitted.		
INFORMATION FOR APPLICANT				
Title Of Service	No. of Service	Minimum Qualification	Minimum General Experience	Brief Description of Assignment
Junior Consultant (Training)	36	<ol style="list-style-type: none"> 1. Master Degree with honors in any discipline 2. Candidate from the Sanatan community would be given preference 3. Good Interpersonal and communication skills 	<ol style="list-style-type: none"> 1. At least 3 years' working experience in the field of training of any Govt. / Autonomous institutions or Govt. project of Bangladesh. 2. Should be familiar with policies, rules and regulations of the Govt. project/ organizations/ agencies. 3. At least 3 years' of Training management experiences in the same type of religious training oriented Govt. Project/ Autonomous Institutions. 4. Good understanding of the training modules related with this project. 5. Should have office management skills. 6. Preferences would be given to those who have previously worked in the 1st phase of this project/ similar type of project. 	<ol style="list-style-type: none"> 1. Will accomplish training programs according to the instructions from the Project Director and make all necessary arrangements prior to district level training. 2. Will enlist Purohit and Sebahit as participants before training in the corresponding districts. 3. Will act as a course coordinator of the training program. 4. Will contact resourceful persons of various departments and invite them as trainer to take classes in the training programs according to different module sessions. 5. Will be responsible for the expenses incurred due to training programs. All expenses must be made abiding PPA-2006 and PPR-2008 and must maintain all financial documents. 6. Will perform all administrative functions, manage human resources, procure goods, monitor and visit training programs in person. 7. Will establish good relationship with related stakeholders. <p>i.e. Duties and Responsibilities may vary according to the instructions of the project Director.</p>

Name Of Service	No. of Service	Minimum Qualification	Minimum General Experience	Brief Description of Assignment
Junior Consultant (Training management & ICT)	1	<p>1. B.Sc Engineering in Electronics and Telecommunication Engineering/ Information Technology with Master Degree in any discipline</p> <p>2. Candidate from the Sanatan community would be given preference</p> <p>3. Good Interpersonal and communication skills</p>	<p>1. At least 3 years' working experience in the field of training of any Govt. / Autonomous institutions or Govt. project of Bangladesh.</p> <p>2. Should be familiar with policies, rules and regulations of the Govt. project/ organizations/ agencies.</p> <p>3. At least 3 years' of administrative work experiences in the same type of religious training oriented Govt. Project/ Autonomous Institutions.</p> <p>4. Should have Knowledge on how to prepare reports related to Govt. projects.</p> <p>5. 3 months' Training/ Internship Certificate under Information Technology (IT) division of any reputed organization.</p> <p>6. Good understanding of the training modules related with this project.</p> <p>7. Preferences would be given to those who have previously worked in the 1st phase of this project/ similar type of project.</p> <p>8. Writing efficiency in both Bengali and English is preferable.</p>	<p>1. Will work on office management in accordance with the Project Director.</p> <p>2. Will manage and monitor ongoing training programs in field levels.</p> <p>3. Will convey project Director's training related instructions to the district level consultants.</p> <p>4. Will submit necessary reports to the ministries and prepare working paper and minutes of any project meeting. Will also assist Project Director in procurement of goods and services.</p> <p>5. Will provide all IT related support like Integrated Budget and Accounting System (iBAS++) entries, PMIS entries and other hardware related support.</p> <p>6. Will communicate with the Database Administrator to update Purohit and Sebahit list.</p> <p>7. Will prepare project's monthly progress reports for ADP meeting along with project's evaluation and completion report.</p> <p>8. Will communicate with all other stakeholders related to the project.</p> <p>i.e. Duties and Responsibilities may vary according to the instructions of the project Director.</p>

Other Details (if applicable) : Applicants are requested to visit online (Website: www.hindustrust.gov.bd) to download a copy of RFA along with Terms of Reference (TOR) and submit hard copies of application with necessary documents at Office of Hindu Religious Welfare Trust [1/I Paribagh, Shahbagh, Dhaka] during office hours (9.00 am to 5.00 pm) within 02/05/2021.

Association with foreign firms is : Not Applicable

Eoi Detail Information

Ref No	Phasing Of Services	Location	Start Date	Completion Date
01	Single: Time Based	Head Office and District Offices of Bangladesh	May , 2021	June , 2023

PROCURING ENTITY DETAILS

Name of Official Inviting EOI	:	Dr. Dilip Kumar Ghosh
Designation of Official Inviting EOI	:	Project Director
Address of Official Inviting EOI	:	Strengthening the Religious and Socio-Economic Capacity of the purohit and Sebahit (2 nd Phase), Hindu Religious Welfare Trust (1 st floor), 1/I, Paribagh, Shahbagh, Dhaka
Contact details of Official Inviting EOI	:	Phone : 02-9677449, Email : hindustrustbd@gmail.com

The procuring entity reserves all the right to accept or reject all Eoi


 (Dr. Dilip Kumar Ghosh) 04.04.2021
 Secretary (Deputy Secretary)
 Hindu Religious Welfare Trust &
 Project Director (Addl. Charge)
 Strengthening the Religious and Socio- Economic Capacity of
 the purohit and Sebahit (2nd phase)
 Ministry of Religious Affairs
 Phone: 02-9677449
 Website: www.hindustrust.gov.bd