

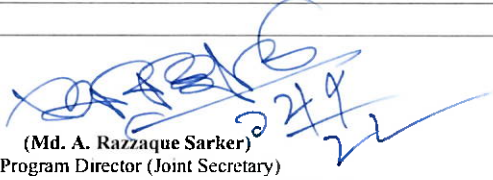
Government of the People's Republic of Bangladesh
Government Employee Management System (GEMS)
Ministry of Public Administration
Bangladesh Secretariat, Abdul Gani Road, Dhaka-1000
(Public Administration Computer Centre (PACC), Room No. 105/kh, Building-3)
Expression of Interest (EOI) for hiring Consultant (Functional)

Ministry/Division	:	Ministry of Public Administration
Agency	:	Ministry of Public Administration
Procuring Entity Name	:	Program Director, Government Employee Management System (GEMS)
Procuring Entity Code	:	Not used at present
Procuring Entity District	:	Dhaka
Expression of Interest for Selection of	:	Individual Consultant (National) (Time-Based)
Eoi Ref No and Date	:	05.00.0000.217.11.013.22.14 Date: 12/07/2022
KEY INFORMATION		
Procurement Sub-Method	:	Selection of Individual Consultants (SIC)
FUNDING INFORMATION		
Budget and Source of Funds	:	GoB
PARTICULAR INFORMATION		
Program Name	:	Government Employee Management System (GEMS)
Scheme Name	:	-
EOI Closing Date and Time	:	EOI shall be submitted to the program office on or before 2:00 pm, 28/07/2022 in sealed envelope delivered to the undersigned and be clearly marked "Request for Expressions of Interest for Selection of [Name of the position]". Contact address with email and mobile number of the applicant should be written on the left side of the envelope. Necessary documents in support of educational qualifications, experience and skills have to be submitted.

INFORMATION FOR APPLICANT

Title of Service	No. of Service	Minimum Qualification	Minimum General Experience	Brief Description of Assignment
Functional Consultant	2	Masters in any discipline	Minimum 15 years' experience in Government service including in the central government. Knowledge and understanding about Government structure, decision-making process and existing HRM system in the public sector.	Review documents, collect and analyze data, prepare reports and policy documents for GEMS. Review and finalize different documents prepared by GEMS team for publication. Preparation of plan and relevant documents for Training required for GEMS and meet the requirement of the technical expertise that may arise. Manage to conduct research/study/analysis on existing organizational management and structure of the Government offices.
Consultant (Executive)	1	Graduation in any discipline	Minimum 5 years' experience as office executive. Knowledge and understanding about Government office.	Provide day to day administrative and general services to all the components of GEMS team relating to logistics, office administration, housekeeping, transport, catering, construction, office maintenance, and utilities for GEMS team. Carryout necessary paper works in the office for record keeping, correspondences and updating related files and arranges timely submission and payment of all bills.
Junior Consultant	1	Graduation in any discipline.	Minimum 3 years' experience as office executive or junior consultant. Knowledge and understanding about Government office management system.	Provide administrative and logistic support in managing the day-to-day operations of the office. Assist in documentation and publications. Provide support for arranging training/ workshops/ seminar/ meetings. Drafting documents. Maintaining files and records. Assist the authority in daily activities of the Program.

Other Details (if applicable)	:	A copy of the terms of reference (TOR), Request for Application (RFA) and necessary forms may be obtained from the office of the undersigned during 09.00 to 17.00 hours till 27/07/2022 and in website of Ministry of Public Administration (www.mopa.gov.bd).
Association with foreign firms is	:	Not Applicable
EOI Detail Information		
Phasing Of Services	Location	Start Date (Tentative)
Single: Time Based	Dhaka	August /2022
COMPLETION DATE		
As per contract		
PROCURING ENTITY DETAILS		
Name of Official Inviting EOI	:	Md. A. Razzaque Sarker
Designation of Official Inviting EOI	:	Joint Secretary & Program Director, Government Employee Management System (GEMS)
Address of Official Inviting EOI	:	Ministry of Public Administration, Bangladesh Secretariat, Abdul Gani Road, Dhaka-1000 (PACC, Room No. 105/kh, Building-3)
Contact details of Official Inviting EOI	:	Cell: 01712803934, Phone: 02-55100512, Email: paccbr@mopa.gov.bd
Detail information available in the website	:	www.mopa.gov.bd
The procuring entity reserves all the right to accept or reject any or all EOIs		


(Md. A. Razzaque Sarker)
Program Director (Joint Secretary)
Government Employee Management System (GEMS)
Ministry of Public Administration
Website: www.mopa.gov.bd