Government of the People's Republic of Bangladesh
Ministry of Public Administration
Government Employee Management System (GEMS)
Bangladesh Secretariat
Dhaka-1000

Expression of Interest (EoI) for Hiring Consultant

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		05.00.0000.248.07.003.22.360 Date 24/07/2023
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 **01:00 pm, 17/08/2023** 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		

Consultant (IT)

Title of Service	No of Service	Man Month	Minimum Qualification	Minimum General Experience	Brief Description of Assignment
Team Leader (IT) MoPA/GEMS-GD-008	1	12	Master's in Computer Science and Engineering/Electrical and Electronics Engineering/ Information and Communication Technology, preferably post graduation or higher education in the related Subject	Minimum 10 years' experience in IT field with at least 5 years in Managing an IT team. Experience in developing and implementing IT systems for government organizations; Should have experience in architect and lead project with government affiliation. Should process exceptional skill in requirement specification, Development, execution monitoring, control and interpretation. Should have strong analytical skills expertise In using SDLC Methodologies, analysis techniques, Modeling tools Modeling techniques, Requirements management tools and as per ToR.	Plan and Supervise Government Employee Management System (GEMS) design, development, quality assurance, testing, Implementation and Maintenance. Lead the IT consultants /staffs and assign them day to day work for GEMS. And other assigned related tasks by the Programe Director (PD).
Senior Consultant (Analyst) MoPA/GEMS-GD-009	1	12	Masters in Computer Science and Engineering/ Information and Communication Technology, preferably post-graduation/higher education in the related subjects.	Minimum 8 years' experience in software development and software business analysis; 3 years' experience in business analysis preferably in government office; must have sound Knowledge in preparing conceptual, Logical and physical data modeling, Data Dictionaries, Data Mapping, Gap Analysis and as per ToR.	Business analysis, coding program and documentation for GEMS. And other assigned related tasks by the Program Director and Team Leader (IT)
Senior Consultant (Software/Apps Developer) MoPA/GEMS-	3	12	Graduation in computer Science and Engineering /Information and Communication	Minimum 8 years' experience in software development; 2 years working experience with government software system Development; 2 years working experience with HRM software Development;	Work Closly with the PD/DPD and Team Leader (IT). Code Writing, Test Programming and

GD-010			Technology, preferably in post graduation/higher Degree in the related subjects.	Capable to develop software in any language preferably JAVA as per Organizational Needed and as per ToR.	Deployment for GEMS
Consultant (Networking/ Infrastructure Specialist) MoPA/GEMS-GD-012	1	18	Graduation in Computer Science / Computer Science and Engineering /Electronics and Telecommunicatio n Engineering/ Information and Communication Technology	Minimum 5 years' experience in IT Infrastructure Manage; Minimum 3 years' experience to manage government Projects Database Infrastructure; Must have Knowledge DevOps tools Docker, Jenkins, kubemetes, Grafana, nginx, kong ingress, git, Nagios and as per ToR.	Work closely with the Team Leader (IT). Design, establishment and implementation of GEMS Network
Junior Consultant (Software /Apps Developer) MoPA/GEMS-GD-013	3	12	Graduation in Computer Science and Engineering/ Information and Communication Technology.	Minimum 3 years' experience in software development; 1 Year working experience in government software Development System;. Capable to develop software in JAVA any languages as per organizational need and as per ToR.	Work closely with the Team Leader (IT). Code Development and test Programming for GEMS
Consultant (Documentatio n) MoPA/GEMS-GD-016	1	12	Graduation in computer Science/Computer Science and Engineering/ Information and Communication Technology.	Minimum 5 years' experience in IT with software development; 2 years' experience in technical documentation and as per ToR.	Work closely with Team Leader (IT). Preparation of GEMS Technical Documentation; User Manual and all Tutorials of GEMS Development
Consultant (Testing) MoPA/GEMS-GD-017	1	12	Graduation in Computer Science / CSE / EEE / Information and Communication Technology;	Minimum 5 years' experience in IT; with 1 year experience in software testing; ISTQB Certification will be added Value. and as per ToR.	Work closely with the Team Leader (IT). Development of quality test plans and conduct tests.
Consultant (Security Expert) MoPA/GEMS-GD-018	1	12	Graduation in Computer Science / Computer Science and Engineering / Electrical and Electronics Engineering / Information and Communication Technology;	Minimum 5 years' experience in designing and implementation software security system; Experience conducting assessment for Solution consisting of a verify of technology stacks and architectural implementation and Hosting providers and as per ToR.	Work closely with the Team Leader (IT); Design and Development of Security system of the GEMS Software.
Junior IT consultant (Support Engineer) MoPA/GEMS-GD-019	3	12	Graduation in Computer Science and Engineering / Information and Communication Technology;	Minimum 2 Years' experience in Software Development and Support (Front end/ back end) hardware management and providing user support and as per ToR.	Work closely with the Team Leader (IT). Provide day to day support and perform the tasks given by the senior consultants.
Consultant (Functional)					
Senior Functional Consultant MoPA/GEMS-GD-021	01	12	Masters in any discipline	Minimum 20 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. and as per ToR.	Work closely with PD/APD (HRM), Provide Expert Guidance in Development and operationalization of GEMS
Functional Consultant MoPA/GEMS-GD-022	02	12	Masters in any discipline	Minimum 15 Years' experience in the Government Service including in Bangladesh Civil Service.; Knowledge and Understanding about Government Structure, Decision making	Work closely with Project Director (PD); Provide Expert Guidance in Development of

Consultant/Position	No.	Months	Education	Experience	Responsibilities
				process and existing HRM System in the Public Sector and as per ToR.	GEMS and on Training
Consultant (Executive) MoPA/GEMS-GD-023	01	18	Masters in any discipline	Minimum 10 Years' experience with Government and Non-Government Organizations; Government service will be preferable; Minimum 5 Years' experience as office executive; Minimum 2 Years' experience as Government Procurement process; Experience in Project Management from an International Organization will be preferable and as per ToR.	Work closely with PD & DPD (A&F). Data processing, documentation, publication, file management, process invoices, support training arrangement, transport and catering services
Junior Consultant (Accounts) MoPA/GEMS-GD-025	01	18	Graduate in any discipline	Minimum 15 Years' experience in financial management and accounting system; Minimum 10 Years' experience Government official audit and accounts system and as per ToR.	Working with the PD and DPD (A&F) to support office administrative and finance related works
Consultant (Training) MoPA/GEMS-GD-026	01	12	Graduation in any discipline	Minimum 4 years' experience as office executive or junior consultant; Minimum 01 years working experience with Knowledge and understanding about Government office management system and organization of training; Experience on preparation of training materials; Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate); Hands-on experience on organizing training events and as per ToR.	Work closely with PD Map-out training plans and schedules, design, develop and arrange training programs
Junior Consultant MoPA/GEMS-GD-027	02	18	Graduation in discipline	Minimum 3 Years' experience in office Executive or Junior Consultant. Minimum 1 Years' working experience with Knowledge and Understanding about Government office management system and as per ToR.	Working with the DPD (Administration and Finance) to support office administrative works

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 9.00 to 15.00 hours till 16/08/2023 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	Completion Date
Single: Time Based	Dhaka	September 2023	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, Dhaka (Public Administration Computer Centre (PACC), Room No. 105/kh, Building-3)
Contact details of Official Inviting EOI	:	Cell: 01712803934, Phone : 02-55100512 , Email : gems@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)
Joint Secratery (PACC)
&
Program Director
Government Employee Management System
E-mail: gems@mopa.gov.bd