

Surveillance and Security for Eighty-Five Sarkari Shishu Paribar through Controlled entry and Digital monitoring system -Project

E-8/B-1, Agargaon, Sher-e Bangla Nagar, Dhaka-1207.

No:41.01.0000.105.07.003.22.010

Date: 17 April 2022

**Request for Expression of Interest (REOI)
for Junior Consultant (Individual Consultant)
(Package No. SD-01)**

The project titled 'Surveillance and Security for Eighty-Five Sarkari Shishu Paribar through Controlled entry and Digital monitoring system' to be implemented by the Department of Social Services (DSS) under the Ministry of Social Welfare (MSW) and intends to apply part of the proceeds for consulting services. The **Individual Consultant** consulting services include to provide but not limited to the following services:

(i) **Junior Consultant (Individual Consultant) (Package No. SD-01):** 1 Position (24 mm)


Scope of Work:

Under the general supervision and guidance of the PD, he/she (Junior Consultant (Individual Consultant)) will be responsible for the following (but are not limited to):

- Provide significant expert advice and strategic guidance to multiple stakeholders in the project, including DSS, its IT/ITES unit, local IT/ITES-related associations and companies, academia, etc;
- Provide advisory guidance for the design and implementation of the IT/ITES component and all other IT/ITES related subjects;
- Provide advisory guidance and inputs to relevant consulting firms on the IT/ITES strategy development and promotion of adoption;
- Provide advice and guidance on proposals and negotiations between DSS and potential IT/ITES vendors;
- Provide other strategic inputs as and when necessary to help ensure the effectiveness of DSS efforts;
- To assist PD in preparing all technical documents related to project implementation;
- Implementing software through functional testing, master data validation process integration, post GO live support, case log study, change management request and user/end user training (if any);
- Facilitate DSS in the use of IT equipment and Software by understanding the functions of the users and analyzing current processes and procedures; advising on appropriate means to meet computing needs and assist PD in the preparation of associated technical bidding documents;
- Work closely with the IT (Hardware/Software) firm to coordinate and explain specification, business rules that help deliver the task and check the update of tasks.
- Understand the operational process through analysis of user requirements and help IT (Hardware/Software) firms to transform that process flow through logic;
- Develop and provide system requirement specification with standard change request management that helps to maintain schedule and problem logs throughout project life cycle to ensure each problem is solved within schedule;
- Understanding of workflow or modification of existing programs and ability to write technical business document for the program;
- Analyze, troubleshoot and maintain hardware/software systems;
- Lead the effort to prepare User Acceptance Tests (UAT) cases and train UAT team accordingly;
- Lead the User Acceptance Test (UAT) of the system before deploying to production;
- Ensure smooth delivery and operation of IT services (hardware & software) by monitoring system performances regularly;
- Supervise all related IT operational activities supported by the Project and report to PD regularly;
- Train and supervise the function of the field who collect and provide data to the system;
- Review deliverables of related vendors;
- Visit frequently/regularly (when needed) the installation/construction spot/site of the project throughout the county and submit regular report to PD.
- Liaise with Government agencies and related institutions to facilitate smooth data exchange for enrolment authentication and electronic payment of safety net benefits to DSS program beneficiaries;
- Any other task assigned by PD and DSS.

Qualification, Experiences and Skills required:

- Bachelors in Computer Science/IT/ Engineering Related Subject from a government recognized University;
 - Minimum 5 years combined experience in Electronics/in a Hardware and Software companies. Consultant having extensive hands-on experience on hardware or smart device, software design and development will be given preference;
 - Demonstrated successful experience managing complex technical project;
 - Excellent communication skills (speaking and writing) in English and Bengali;
 - Experience in working in government project will be given preference;
 - Consultant having local or international recognition for innovation or cutting-edge technology integration will be given preference.
 - Experience in Procurement of Government of Bangladesh;
 - Understanding of PPR, 2008.
2. DSS now invites eligible applicant(s) to indicate their interest in providing the services mentioned above. Interested Consultants need to provide information demonstrating that they have the required qualifications and relevant experience to perform the services. Applicants are required to submit their Expressions of Interest (EOI) comprising of a CV (including employment history with duties and responsibilities) **[one hard copy and also a soft copy in CD (MS word format)]** and a forwarding letter describing briefly the reasons that the applicant considers him/her-self best suited to perform the assignment.
3. The duration of the services will be twenty-four (24) months. However, the contract period may be increased or decreased based on project needs.
4. Application submission form, Details Terms of Reference (TOR) and other information will be available upon request from the address provided below either through email or in person. Application submission form and ToR are also available in CPTU & DSS's website (<http://www.cptu.gov.bd> & <http://www.dss.gov.bd/>).
5. Selection of the Consultant will follow the procedures for Selection of Individual Consultants as described in the Public Procurement Rules, 2008.
6. Expression of Interest shall have to be submitted to the following address (in person, by mail or through email) by **05 May 2020 by 03:00 pm** and be clearly marked as **'Expressions of Interest for the position of Junior Consultant (Individual Consultant) (Package No. SD-01)'** in the email's subject line or on top of the envelope.
7. The Procuring Entity reserves the right to accept or reject any or all EOIs without assigning any reason whatsoever.


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