

Government of the People's Republic of Bangladesh
Office of the Project Director
SMoDMRPA-Project, DDM
Venture Tower (Level-3) Plot-3, Mohakhali C/A, Dhaka-1212.

Memo No: 51.01.0000.019.11.717.20- 794

Date: 21-01-2020

Ministry/Division	Ministry of Disaster Management and Relief
Agency	Department of Disaster Management
Procuring Entity Name	Project Director (Additional Secretary) Strengthening of the Ministry of Disaster Management and Relief (MoDMR) Programmes Administration (Component-2 of the Safety Net System for the Poorest (SNSP))
Procuring Entity Code	
Procuring Entity District	Dhaka
EOI for Selection of	Program Specialist (Community Service & Gender)
EOI Ref No:	51.01.0000.019.11.717.20-794 [Contract Pacakage No: SI-8A]
Date:	29-12-2020
Key Information	
Procurement Sub-Method	Selection of Individual Consultant
Funding Information	
Budget and Source of Fund	Development Budget Grant/Credit
Development Partners	International Development Association (IDA)
Particular Information	
Project/Programme Name	Strengthening of the Ministry of Disaster Management and Relief (MoDMR) Programmes Administration (3 rd Revised) (Component-2 of the Safety Net System For the Poorest (SNSP))
EOI Closing Date and Time	January 21, 2021; 4.30 PM
Project Closing Date	June 30, 2023
Information for Applicant	
Brief Description of Assignment	The tasks of the consultant have given below: a) Supervise and coordinate field operations with regards to community services and awareness; b) Work also in the capacity of the Project's Gender Focal Point and ensure in the Project activities, integration of and adherence to IDA's Gender policies. c) Support the preparation of bidding documents for appointing specialized agencies to support implementation; d) In collaboration with the Program Specialist (Community Workfare), coordinate and supervise the day-to-day operations on the selection of beneficiaries and sub-projects in consultation with relevant stakeholders; e) Facilitate review, troubleshooting and approval processes as required; f) Maintain coordination with the activities implemented by MoDMR/DDM under the same Project; g) Carry out any other relevant periodic duties that may be assigned by the Project Director/concerned authority from time to time.
Job Location	Coxs Bazar
Education and Qualification & Experience Required	a) At Least Masters Degree in any Dicipline. At least five (5) years of relevant operational experience and proven track record is required with specific experience/expertise in the following areas:



	<p>b) Working on projects covering a broad range of social development issues including community services and awareness generation;</p> <p>c) Having strong communication capability with relevant govt. organization and other agencies;</p> <p>d) Working on the empowerment of women and girls and/or other gender focused issues;</p> <p>e) Ability to think strategically and conduct dialogue on social development policies and priorities, while maintaining a strong sense of realism with regard to context, conditions and competing demands for resources;</p> <p>f) Field experience highly desirable on related issues;</p> <p>g) Having practical experience in sensitizing host communities in relevant field;</p> <p>h) Excellent command in spoken and written in Bengali and English skills;</p> <p>i) Involvement on Volunteerism is desirable.</p> <p>j) Having practical experience on implementation of social safety net programs;</p> <p>k) Incumbent having professional experience in any International Organization will be given priority.</p>
Other Details (if applicable)	<p>l) Expression of Interest (EOI) is invited from the interested candidates with two passport size photos, CV, copies of educational and experience certificates in a sealed envelop, clearly marked "Request for Express of Interest (ROEI) for Program Specialist (Community Service & Gender)" by delivery/courier service within the above closing date and time to below contact details.</p> <p>m) Candidates will get the Standard Request for Proposal along with ToR in the Project website: www.snspp.ddm.gov.bd.</p>
Associate with Foreign Firm	N/A
Procuring Entity Details	<p>Project Director (Additional Secretary) Strengthening of the Ministry of Disaster Management and Relief (MoDMR) Programmes Administration</p>
Name of Official Invitation EOI	Md. Siddiquir Rahman
Designation of the Official Inviting EOI	Project Director
Contact Details	<p>SMDMRPA-Project, Department of Disaster Management Venture Tower (Level-3) Plot-3, Mohakhali C/A, Dhaka-1212. Phone: 02-222290360 Email: pdsnspp15@gmail.com</p>
The Procuring Entity reserves the right to accept or reject any or all EOIs without assigning any cause or reason thereof.	

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27.12.2020

Md. Siddiquir Rahman
 Project Director
 (Additional Secretary)
 SMDMRPA Project
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