

Government of the People's Republic of Bangladesh
Scheme on Improving the Budget Process through Capacity Development of BMCs and BWGs
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Finance Division, Ministry of Finance
Shaheed Prokoushali Bhaban, IEB Headquarter (4th Floor), Shahbag, Dhaka-1000

EOI Ref. No-07.00.0000.000.11.004.20- **692**

Date: **10/11/2024**

Ministry/Division	:	Ministry of Finance		
Agency	:	Finance Division		
Procuring Entity Name	:	National Program Director Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS) Finance Division, Ministry of Finance		
Procuring Entity Code	:	Not used at present		
Procuring Entity District	:	Dhaka		
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 & World Bank		
PARTICULAR INFORMATION				
Program Name	:	Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)		
Scheme Name	:	Scheme on Improving the Budget Process through Capacity Development of BMCs and BWGs		
EOI Closing Date and Time	:	EOI shall be submitted on or before 27/11/2024 at 2:00 pm in sealed envelope delivered to the undersigned and be clearly marked "Request for Expressions of Interest for Selection of Junior Consultant- Administrative support". 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 Education Qualification	Minimum General Experience	Brief Description of Assignment
Junior Consultant- Administrative support	03	Graduation in Business or any discipline	Minimum 5years' job experience, preferably in providing administrative support.	Provide support to general administration, logistics and personnel management related works
Other Details (if applicable)		:	Applicants must have to apply through the proper channel and agree to work on lien (In case of government employee). Applicants are requested to submit hard copies of application with necessary documents at Program Office during 9.00 am to 5.00 pm within deadline . A copy of the terms of reference (TOR) and necessary forms of the assignment may be obtained from the Website: www.spfms.gov.bd or www.mof.gov.bd .	
Association with foreign firms		:	Not Applicable	
Eoi Detail Information				
Ref No	Phasing of Services		Location	Starting Date
01	Single: Time Based		Dhaka	January, 2025 (Tentative)
PROCURING ENTITY DETAILS				
Name of Official Inviting EOI		:	Bilquis Jahan Rimi	
Designation of Official Inviting EOI		:	National Program Director (Additional Secretary)	
Address of Official Inviting EOI		:	The Institution of Engineers, Bangladesh (IEB) Shaheed Prokoushali Bhaban, IEB Headquarter (4th Floor), Ramna, Dhaka-1000	
Contact details of Official Inviting EOI		:	Phone: 0255110546, Email: tosaiful@gmail.com	
The procuring entity reserves all the right to accept or reject all Eoi				

N.B: Experience may be relaxed in case of highly qualified person depending on the field of assignment.


(Bilquis Jahan Rimi)

National Program Director (Additional Secretary)
Strengthening Public Financial Management Program
to Enable Service Delivery
Finance Division, Ministry of Finance