

Government of the People's Republic of Bangladesh  
Office of the Executive Engineer,  
Department of Public Health Engineering, Store Division,  
9/A Dr. Ibrahim Shoroni, Segunbagicha, Dhaka.

Memo No. 1115 /DPHE/Store Div/Dhaka

Date:29/04/2014

**Subject: Request for Expression of interest (EOI) for recruitment of Short term consultant at CDMP-II under DPHE to "Best practice documentations on community based water option management".**

The Office of the Executive Engineer, Store Division Dhaka, Department of Public Health Engineering (DPHE) intends to proceed for procurement of services from national consultants for the post of Short term consultant at CDMP-II under DPHE to Best practice documentations on community based water option management".

The consultant's will be responsible for find out the best practice documentation on community based water option management.

**The service includes but not limited to:**

- Exclusive Field visit.
- Identify the information needs by various wings of DPHE about the planning, design and implementation of community based water supply pertaining to DRR & CCA its subsequence significance.
- Consultant has to take the acceptance from the PD about the format of documentation whether the information included is sufficient or not.
- Develop best practice documentation format and system on community based water option management. This documentation should be substantially informative incorporating all aspects of DRR and CCA which can be used by DPHE and should be user friendly to the community.
- The consultant will assist the Field monitoring and documentation officer by providing the documentation process approaches and guideline. He has to take necessary information form the Field Monitoring and Documentation officer to prepare the documentation process.
- Share the knowledge/findings with Project Director, Documentation and Monitoring officer and other staffs during study.
- Present the draft final report in a meeting/workshop.

**Qualification and Experiences required for the assignment are:**

- Post graduation or equivalent qualification degree in Civil/Environmental/Water Resource/ Sanitary Engineering
- At least 5 years experience in documentation with PHE/PHP with NGOs or Government project.
- Sector experience in WASH (water /sanitation/hygiene), disaster risk reduction and emergency response.
- Preference will be given for having experience of similar research in Water Sector.

**Duration of the Assignment**

The duration of the assignment will be for 06 (Six) months. But this will depend on performance of the individual in the position.

**Remuneration**

The consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made upon satisfactory performance output certified by the Approving Authority.

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Department of Public Health Engineering (DPHE) now seeks applications from eligible Applicants to indicate their interest in providing the services. Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with detail information about employment history with duties and responsibilities, academic details, major publication (if any), contact address including telephone number and e-mail (if any). The Consultant will be selected using the Selection of Individual Consultants method in accordance with the PPR. Only short-listed candidates will be contacted.

Interested Applicants may obtain the Terms of Reference (TOR) upon request from the address provided below either by e-mail or in person during the office hours (09-00 AM to 05-00 PM). The TOR is also available at the DPHE website (<http://www.dphe.gov.bd>).

Expression of Interest (EOI) must be submitted in 06 (six) copies including 01 (one) main copy by the applicant on or before May 29, 2014 within 1:00 PM in a sealed envelope delivered to the under signed and clearly marked "Expressions of Interest for Short term consultant at CDMP-II under DPHE to Best practice documentations on community based water option management". EOIs received after the deadline of submission will not be considered for short listing.

**Special instructions:**

- (d) The authority reserves the right to accept or reject any or all of the EOIs or cancel the EOI Process at any stage without assigning any reason whatsoever and without incurring any liability to the affected applicant(s).
- (e) The employer will not be responsible for any cost or expenses incurred by the applicants in connection with the preparation or delivery of the EOI.
- (f) DPHE will not be responsible for any delay in submission including delay due to postal or any other reason.

For any clarification and background information, intending entities may contact DPHE at the given address.

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*Md. Abdul Monnaf*  
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