

Section 2. Terms of Reference

The Terms of Reference contain the following sections, expanded as deemed necessary:

- (a) Back ground and general descriptions;
- (b) Objectives of the Services required;
- (c) Scope of the Services required (duties and responsibility);
- (d) Selection Criteria
- (e) Indicative Work Programme and Location(s) of the various activities to be carried out by the Consultant.

The 'Terms of reference' as stated in Section 2, shall be modified at the time of Negotiation as "Description of Services" in ANNEX 'A' of the Contract Agreement.

[The Client should explain in clear terms what is required of the Applicant if he/she is to be hired.]

Sample TOR & Advertisement

Job Title	Junior Consultant
Job Family	Electricity Production
Location	Chittagong Hill Tracts, Bangladesh
Appointment	Local Hire
Job Posted	12-August-2021
Closing Date	02-September 2021; at 13.00
Language Requirements	Bangla [Essential]; English [Essential]
Computer literacy	Ms Office, Online Meeting & Internet Browsing
Appointment Type	Time Based for the Term (Duration: 21 months), may be extended based on project extension, requirement and performance of the incumbent.

Background and General Description

The Chittagong Hill Tracts Development Board (CHTDB) of the Ministry of Chittagong Hill Tracts Affairs is seeking an experienced consultant to assist implementing its newly launched project titled "Installation of Solar Photovoltaic System (SPVS) for supply of electricity in remote areas of CHTs Region (2nd Phase)". This position is initially a fixed-term position for 21 months and could be renewed if needed and warranted by the candidate's performance. This is subject to local recruitment.

Our Objectives:

- Installation of solar photovoltaic system with a view to providing solar energy to the remote areas of CHT, which cannot be connected to the national grid in the next 20-25 years.
- Free solar power supply to improve the living standards of poor people living in remote areas of the CHT.
- Power supply to households/para centers/ student hostels / orphanages / orphanages and community centers in remote areas of the area.
- Increase in power generation in renewable energy sector.



Our Structure:

The Junior Consultants will work closely under direct guidance & supervision of Consultant

Duties and Responsibilities

The Junior Consultants are being hired :

- To ensure installations of solar systems according to the approved design.
- Supervise the installations works at the project areas selected by authority and submit reports to the Consultant
- Supervise the proper installation of solar systems.
- Inspect & ensure actual quality of the solar systems and accessories supplied by the supplier
- On-the-spot inspection of project implementation work in remote project areas and submit of report to the Consultant
- Survey and prepare report by collecting information of the beneficiaries at field level.
- To evaluate the efficiency of already installed solar systems (under 1st phase of this project) and submit report to Consultant
- Certify the completed works and submit reports to Consultant
- Submit reports according to Annex C: Consultant's reporting Obligations
- Any other works by the authority.

Selection Criteria

Candidates having the following requirements are encouraged to apply:

- Diploma in Electrical/Electronic Engineering from any reputed Polytechnic Institute with Minimum CGPA 2.50 in the scale of 4.00
- Minimum 03 (three) years of working experience in the relevant field (Supervision of solar supply & installation) in CHT area.
- Experience in evaluating the specifications of solar panels, batteries, charge controllers and other components of the solar system.
- Having computer knowledge and MS Office & internet browsing skills.
- Must have practical experience working in similar projects in remote hilly areas under government / semi-government / autonomous organization.
- Must have a valid driving license to ride a motorcycle.
- Strong interpersonal skills and ability to work effectively in a team-based environment and under tight time constraints;
- Applicants from CHT will get priority.



Section 3. Application Forms

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration and Reimbursable



Form 3A. Application Submission

[Location: dd/mm/yy]

To
Project Director
Installation of Solar Photovoltaic System (SPVS) for supply of electricity in remote areas of CHTs Region (2nd Phase)
Chittagong Hill Tracts Development Board (CHTDB), Rangamati

Dear Sir

I am hereby submitting my Application to provide the consulting Services for **Junior Consultant** in strict accordance with your Request for Application dated [11/08/2021].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Mobile:

E-mail:

Attachment:



Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT	<i>Junior Consultant</i>			
2	NAME OF PERSON	: <i>[state full name]</i>			
3	DATE OF BIRTH	: <i>[dd/mm/yy]</i>			
4	NATIONALITY	: <i>Bangladeshi</i>			
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>			
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>			
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>			
8	LANGUAGES & DEGREE OF PROFICIENCY (other than Bengali Language)	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
		<i>English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
9	COUNTRIES OF WORK EXPERIENCE				
10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i> <i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i>			
	EMPLOYER 1	FROM: <i>[e.g. Jan 2014]</i>		TO: <i>[e.g. December 2020]</i>	
	EMPLOYER 2	FROM:		TO:	
	EMPLOYER 3 (etc.)	FROM:		TO:	
11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a A4 size page].</i>			
12	COMPUTER SKILL				

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Print name

Date of Signing

dd / mm / yyyy

Mobile:

E-mail:



Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1**.

(1) Remuneration

Rate (per month in Tk)	Staff Time (No. month)	Total (Tk)
	21	

Note: A month consists of 30 calendar days.

(2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (to be listed)			
Supporting documents and vouchers must be attached with the invoice			
		Sub-total	

CONTRACT CEILING (1) + (2)	to be filled by applicants
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In words:



ANNEX A: Description of the Services

Background of the project:

The Government of the People's Republic of Bangladesh has set a goal to reduce poverty in the shortest possible time to achieve high economic growth. Stable and secure power supply ensures rapid economic growth which can reduce poverty. To this end, the government has formulated the "Power Sector Master Plan (PSMP) 2016" to ensure sustainable power supply, economic growth, energy security and environmental protection. The project is a step taken by the government in the power sector to meet the demand for "affordable and reliable electricity for all by 2021".

The Chittagong Hill Tract (CHT) covers an area of 13,295 square kilometers and has three districts Rangamati, Khagrachari & Bandarban. These areas are extremely inaccessible due to the combination of steep hills and narrow valleys. There are vast forests, mountains and valleys covering three-quarters of these areas. Only 5 percent of the total area of the Chittagong Hill Tracts is arable land.

The traditional agricultural economy here is dependent on zoom farming. Due to the hilly terrain, the communication system here is inaccessible and time consuming. That is why the remote areas of the Chittagong Hill Tracts are still lagging behind in modernization as compared to other parts of the country.

Electricity is now essential to meet the basic needs of the people. But many parts of the three hill districts are inaccessible hilly terrain and it is almost impossible to provide national grid connection here. That's why the most fraternal way to electrify these areas is off-grid solar photovoltaic home and community systems, which are reliable, clean and environmentally friendly. In Bangladesh, the Renewable Energy Policy was approved on 18 December 2008.

Considering the issues: Initiatives were taken to take up the project under the Ministry of Power, Energy and Mineral Resources. Note that most of the people living in remote hills are dependent on zoom farming and are very poor financially. Therefore, in the interest of implementing the government's vision 2021, the committee formed by SREDA, considering the socio-economic condition of the people in the CHT region, recommends free ownership of solar home / community systems to be set up in these areas like ongoing CHT Development Board projects and TR / Kabita program.

The project titled "Installation of Solar Photovoltaic System (SPVS) for supply of electricity in remote areas of CHTs Region" ended on June 2019. The Implementation Monitoring and Evaluation Division of the Ministry of Planning, in Recommendation No. 19.1 of the Completion Evaluation Report of the recently completed project, recommended to bring the entire population of remote hilly areas under the power facility. In view of this, an initiative was taken to implement the project titled "Installation of Solar Photovoltaic System (SPVS) for supply of electricity in remote areas of CHTs Region" (Phase-2)

Objectives of the projects:

- The remote areas of the hill districts which cannot be connected to the national grid in the next 20-25 years will be brought under the power facility by installing solar photovoltaic systems. Free solar power supply to improve the living standards of poor people living in remote areas in hilly areas.



- To provide electricity to the neighborhood based community centers / hostels / orphanages / orphanages and religious institutions established in the remote areas of the region.
- Increased power generation in the renewable energy sector.

Logistics and facilities to be provided to the Junior Consultants by the Client are listed below:

- Office space with necessary furniture and electric connection;
- Support staff; (As per DPP)
- Office equipment like computer, printer etc;
- Motorbike for travel
- Stationery facilities for production and binding of reports etc.
- Any other facilities agreed by both the Client & the Junior Consultant.

Duty Station for Junior Consultants:

The duty station for the Junior Consultants is in the remote off-grid areas of the three hill districts (Rangamati, Khagrachari & Bandarban) at which the services are to be provided. To fulfill duties and responsibilities, the Junior Consultants will require traveling/stay in the project areas.

Work plan

The intended dates for completion of various tasks are:

SL.	Solar System	Unit	Quantity	Scheduled Dates
1	Solar Home System	Set.	40,000 (Forty Thousand)	December 2022 (Out of 40,000 set 20,000 set by Sept. 2022)
2	Solar Community System	Set.	2,500 (Two thousand & Five hundred)	December 2022

Details Address of the Client:

Project Director

Installation of Solar Photovoltaic System (SPVS) for supply of electricity in remote areas of CHTs Region (2nd Phase)

Chittagong Hill Tracts Development Board (CHTDB)

Head Office, Rangmati

Phone: 0351-63315

E-mail: mp@chtdb.gov.bd

Website: www.chtdb.gov.bd



ANNEX B: Cost estimates of Services and Schedule of Rates

(A) Remuneration

Name of Consultant	Monthly Rate (Taka)	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
		21	
		Sub-Total (A)	

(B) Reimbursable

Items of reimbursable	Unit	Qty	Rate(Taka)	Total (Taka)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
Supporting documents and vouchers must be attached with the invoice		Sub-total (B) =		

CONTRACT CEILING (A) +(B) =	Total =
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ANNEX C: Consultant's reporting Obligations

Sl.	Reports	Contents of Reports	Persons to Receive them	Date of Submission
1.	Inception Report (Part-1)	Verify the list of beneficiary families/community centres/para centres/hostels/orphanage and submit it for approval.	Consultant	According to the Project Work Plan.
2.	Inception Report (Part-2)	Evaluation of the efficiency of already installed solar systems under the project titled "Installation of Solar Photovoltaic System (SPVS) for supply of electricity in remote areas of CHTs Region"	Consultant	February 2022
3.	Monthly Report	Inform the Consultant whether the solar systems supplied by the supplier are being supplied as per the specification given in the contract.	Consultant	By first 03 (three) working days of every month. If all three working days are holiday, then the first working day after holiday
4.	Monthly Report	Inform the Consultant whether the solar systems have been installed accordingly.	Consultant	By first 05 (seven) working days of every month.
5.	Monthly Report	Supervision activities of the Work Assistants.	Consultant	By first 07 (seven) working days of every month.
6.	Interim Progress Report (a) First Status Report	Installation of Solar Home System	Consultant	15 January 2023
	(b) Second Status Report	Installation of Solar Community System	Consultant	15 February 2023
7.	Draft Report	Evaluate the project objectives, outcome, output, activities etc.	Consultant	15 April 2023
8.	Final Report	-	Consultant	15 May 2023

