

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:



