

**Government of the Peoples Republic of Bangladesh**  
**Use of Electronic Voting Machine in order to Apply ICT in Election System (EVM) Project**  
**Election Commission Secretariat**  
**Bangladesh Election Commission**  
**Nirbachan Bhaban (8th Floor), Agargaon, Dhaka -1207.**  
[www.ec.org.bd](http://www.ec.org.bd)

**Request for Expression of Interest (Eoi) for Individual Consultant (National)**

Ministry/Division	Bangladesh Election Commission
Agency	Election Commission Secretariat
Procuring Entity Name	Project Director, Use of Electronic Voting Machine in order to Apply ICT in Election System (EVM) Project
Procuring Entity District	Dhaka
EOI for Selection of	Individual Consultant: 1.Project Management Consultant 2.Financial Management Consultant 3. Training Coordinator
Title of Service	REOI for 1. Project Management Consultant 2. Financial Management Consultant 3. Training Coordinator
EOI Ref no. & Date	SD-2, SD-3, SD-4 ; 25/04/2019
Procurement Method	Individual Consultant Service (ICS)
Budget & Source of funds	GoB
Development Partners	n/a
Project Name	Use of Electronic Voting Machine in order to Apply ICT in Election System (EVM) Project
EOI Closing Date	<b>9<sup>th</sup> May 2019</b> , 5.00 PM (EOI shall have to be submitted through standard application form which is available at the website of Bangladesh election commission ( <a href="http://www.ec.org.bd">www.ec.org.bd</a> ) or ( <a href="http://www.nidw.gov.bd">www.nidw.gov.bd</a> ) within EOI closing date and time. Copies of all Educational, Professional, Training and Experience certificate shall have to be submitted with EOI.
Brief Description of Assignment	Details scope of service is given at the ToR which is available at the website of Bangladesh Election Commission ( <a href="http://www.ec.org.bd">www.ec.org.bd</a> ) or ( <a href="http://www.nidw.gov.bd">www.nidw.gov.bd</a> )
Required Educational Qualification	<p><b>Project Management Consultant:</b></p> <ul style="list-style-type: none"> <li>• Master degree in social science, management, public administration or another discipline relevant to the assignment, from a recognized university.</li> </ul> <p><b>Financial Management Consultant:</b></p> <ul style="list-style-type: none"> <li>• Financial Management Specialist (FMS) should be a Chartered Accountant or Cost Management Accountant/ Masters in Accounting/ MBA (Finance)/ Masters in other relevant subject</li> </ul> <p><b>Training Coordinator:</b></p> <ul style="list-style-type: none"> <li>• Master's degree or equivalent in Social Science or related discipline;</li> </ul>
Experience and Skills Required	<p><b>Project Management Consultant:</b></p> <ol style="list-style-type: none"> <li>Minimum 10 years of progressive experience including at least 5 years as manager or Jr. consultant in development project or public sector organizations comparable to NID in size and technology orientation.</li> <li>Minimum 5 years of project management experience.</li> <li>Excellent capacity of writing and speaking both English and Bangla with computer skills.</li> </ol> <p><b>Financial Management Consultant:</b></p> <ol style="list-style-type: none"> <li>Must have 10 years practical experience in a supervisory position on financial management under any government/semi government organization.</li> <li>Knowledgeable in Government of Bangladesh (GOB) budgeting, fund release and reporting formalities, and disbursement procedures.</li> <li>Have had hands on experience in MS office and accounting software available in the market.</li> <li>Proven track record of ability to design accounts hierarchy table and develop accounts chart on both cash basis and accrual basis accounting conforming to DPP/TPP.</li> </ol>

	<p>e) Ability to develop simple accounting, bank reconciliation and store and fixed assets management guidelines and impart training to the project staff on financial management system.</p> <p><b>Training Coordinator:</b></p> <p>a) Working experience in similar position with GOB projects and international organizations.</p> <p>b) Experience working with the Election Commission will get preference.</p> <p>c) Excellent capacity of writing and speaking both English and Bangla;</p> <p>d) Excellent ICT &amp; computer skills;</p> <p>e) Diverse background of skills and experiences, creative energy for the job, strong interpersonal skills, facilitation, team building and motivation, management and leadership skills.</p>
Name of Official Inviting EOI	Lieutenant Colonel Md. Kamal Uddin
Designation and Address of official inviting EOI with contact details	Md. Kamal Uddin, Lieutenant Colonel, Project Director, EVM Project Phone: 55007593; e-mail : ecs.evmproject.gov@gmail.com



(Md. Kamal Uddin)  
Lieutenant Colonel  
Project Director (EVM Project)

**Terms of Reference (ToR)**  
**of**  
**Project Management Consultant (National)**

**Objectives and Scopes of Service:**

The Consultant's overall objective in this assignment is to provide to NIDW management all support required to ensure utilization of EVM in different election's, Capacity development of the electoral personnel and ensure huge awareness program for the voters and election officials. This will be accomplished primarily but not exclusively through the following core activities within the project scope:

- Introducing state-of-the art resource management, administration and operational control systems
- Deploying and operating under international quality and security standards state-of-the-art technology facilities for using EVM and election management.
- Maintaining highly accurate data bases needed for the NIDS, linking these data bases as necessary to provide seamless identity verification (e-ID) services, and ensuring the integrity, security and privacy of the data at all times of elections.

**Responsibilities:**

The overall responsibility of the Project Management Consultant is to manage the activity of the project. He will work under direct supervision of the Project Director. His specific responsibilities include but are not limited to:

- Maintain at all times project implementation, procurement and resource utilization plans fully compatible with the Plan of elections. Develop a managerial dashboard for rapid summary information on the status of these plans, and a computerized tool that automatically reflects in all of them the effects of any change.
- In close cooperation with the IT team, develop the terms of reference for and supervise third party system integration services to develop and deploy state-of-the-art resource management, administration and operational control systems for EVM.
- Develop and supervise implementation of a comprehensive capacity building program for EC personnel responsible for all facets of the EVM.
- Supervise implementation of a comprehensive communications program targeted to all EC's stakeholders, to be designed and executed by a third party.

**Qualification and Experience:**

- Master degree in social science, management, public administration or another discipline relevant to the assignment from a recognized university.
- Minimum 10 years of progressive experience including at least 5 years as manager or Jr. consultant in development project or public sector organizations comparable to NID in size and technology orientation.
- Minimum 5 years of project management experience.
- Excellent capacity of writing and speaking both English and Bangla with computer skills.

**Terms of Reference  
of  
Financial Management Consultant (National)**

**Objective and Scope of the Services**

The main objective of the FM service is to provide financial management support to Election Commission Secretariat, directly reporting to the Project Director (PD). His/her duties will include but not be limited to the following:

- **Financial Management Manual:** Prepare a financial management manual that would be embodied in the Project Implementation Manual. The FM manual would include authorities and responsibilities of project staff in respect of various segments of FM functions, recording and processing procedures for payments, fund flow arrangements, budgeting and forecasting requirements, and reporting requirements, formats of vouchers, registers and reports, a comprehensive chart of accounts to capture all requisite information, outline of a computerized accounting system to generate timely and accurate financial statements and reports, accounting policies, fund flow and book keeping and reporting procedures including arrangements for consolidation of reports received from various implementing agencies, internal audit and internal control arrangements, external audit interface and compliance arrangements.
- **Budgeting:** Assist the Project Director in consolidating the project budget on the basis of approved as implementation plan. He will also have to provide some standard ratio analysis and taxation accounting (VAT, TAX, CD/VAT etc).
- **Computerized Accounting System:** The FMS will arrange to implement a Computerized Accounting System (CAS) for adopting the system for the project with capturing data.
- **Fund Management:** FM would assist the PD in obtaining quarterly fund release for GOB allocated fund and requisite government approval for use of fund for the project activities.
- **Processing Payments:** Ensure appropriate continuous arrangement in place for smooth processing, approval and payments of bills for procurement of goods, works and services for the project from all sources of funds complying relevant GOB rules, maintaining requisite files, records and books, following internal control and safeguard measures.
- **Internal Control:** Ensure that all policies and procedures are in compliance with funding source policies, procedures and requirements and will review the efficacy of internal controls in place and suggest adopting best practices to improve internal governance and to reduce opportunities for corruption
- **Books and Records:** The FMS will ensure maintenance of the adequate registers, books and records in appropriate order to meet the statutory requirements of stakeholders.

- Fixed Assets Record: Ensure that the computerized fixed assets records are maintained and user of each asset and the annual and periodical inventory of the assets and updating of the records.
- Preparation of Financial Statements and Reports: The FMS will coordinate and ensure that the annual financial statements and other monthly and quarterly reports.
- Internal Audit: The FMS will take initiatives for Internal Audit which would be conducted throughout the project by an external firm if any. The FMS will present the internal audit report findings to the Project Steering Committee for its review and instructions to follow up.
- Special Assignments: Participate in Project Procurement/Tender Committee meetings and activities; assist/advise the PO in all financial matters as and when required.

#### **Qualification and Skills**

- Financial Management Consultant (FMC) should be a Chartered Accountant or Cost Management Accountant/ Masters in Accounting/ MBA (Finance)/ Masters in other relevant subject
- Must have 10 years practical experience in a supervisory position on financial management under any government/semi government organization.
- Knowledgeable in Government of Bangladesh (GOB) budgeting, fund release and reporting formalities, and disbursement procedures.
- Have had hands on experience in MS office and accounting software available in the market.
- Proven track record of ability to design accounts hierarchy table and develop accounts chart on both cash basis and accrual basis accounting conforming to DPP/TPP.
- Ability to develop simple accounting, bank reconciliation and store and fixed assets management guidelines and impart training to the project staff on financial management system.

**Terms of Reference  
of  
Training Coordinator (National)**

**Objective and Scope of the Services**

The overall responsibility is to coordinate plan, design, manage and implement training programs/activities of the Electronic Voting Machine (EVM) Project.

- Overall supervision and responsibility for timely implementation/completion of training activities related to Electronic Voting Machine (EVM) and human resource development;
- Provided information and assistance in the development of a training plan, training design, trainer and participant materials, and implementation of training;
- Coordinate with Electoral Training Institute (ETI) of Election Commission Secretariat on development of training plan and delivery of training to the intended participants e.g. officers of Election Commission Secretariat and relevant stakeholders;
- Mentored and assisted ETI staff on establishing quality control mechanisms for cascade training;
- Provide guidance on implantation of full evaluation and monitoring systems for all relevant trainings conducted;
- Development of high-quality multi-media training materials for effective conduction of planned training courses such as Modules, manuals, posters, leaflets, CDs;
- Work with the procurement and Finance department in identifying the options for the procurement of high-quality multi-media training materials for the trainings;
- Facilitate Electoral Training Institute (ETI) in developing training operational plan incorporating planned training courses of the project and training materials/ logistics for the trainings;
- Provide required support to the Program, Communications and ICT component in preparing and developing documents, materials related to awareness development and capacity building of the officers and staff;
- Maintain effective liaison and coordination with civil society organizations and other stakeholders;
- Plan, design and arrange coordination and planning meetings and workshops for officers and staff of Election Commission Secretariat, Project, Partners stakeholders and project beneficiaries;
- Prepare training and other need based report and provide data/information as per requirement of Management;
- Provide inputs and services as per requirement of the Management of the Project with the objective of achieving high level of project performance and results.
- Provide mentoring, administrative, planning, logistical and backstopping support for the overall implementation of the project.

**Qualifications**

- At least a master's degree or equivalent in Social Science or related discipline;
- Working experience in similar position with GOB projects and international organizations;

- Experience working with the Election Commission will get preference;
- Excellent capacity of writing and speaking both English and Bangla;
- Excellent ICT & computer skills;
- Diverse background of skills and experiences, creative energy for the job; strong interpersonal skills, facilitation, team building and motivation, management and leadership skills.

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

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>								
2	NAME OF PERSON :	<i>[state full name]</i>								
3	DATE OF BIRTH :	<i>[ dd/mm/yy]</i>								
4	NATIONALITY :									
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	<table border="0"> <tr> <td><u>Language</u></td> <td><u>Speaking</u></td> <td><u>Reading</u></td> <td><u>Writing</u></td> </tr> <tr> <td><i>e.g. English</i></td> <td><i>Fluent</i></td> <td><i>Excellent</i></td> <td><i>Excellent</i></td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>							
<i>e.g. 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 <b>every employment held and state the start and end dates of each employment]</b></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 <b>give a brief description of the duties in which the Applicant was involved].</b></i>								



EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>
EMPLOYER 2	FROM:	TO:
EMPLOYER 3	FROM:	TO:
EMPLOYER 4 (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 page A4].</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 / yy			