

**Job Opportunity at Governance Innovation Unit (GIU),**  
**Prime Minister's Office, Dhaka**  
**Request for Expressions of Interest (REoI)**

Memo No-03.03.2690.093.07.002.22-597

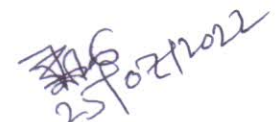
Date-25 July, 2022

<b>GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH</b>		
1	Ministry/Division	Prime Minister's Office
2	Agency	Governance Innovation Unit (GIU)
3	Client Name	Governance Innovation Unit (GIU)
4	Client Code	Not used at present
5	Client District	Dhaka
6	Expression of Interest for Selection of	i) Individual Consultant (Maintenance & Administration), ii) Individual Consultant (Logistics)
7	EOI Ref No	03.03.2690.093.07.002.22-598 03.03.2690.093.07.002.22-599
8	Date	25 July, 2022
<b>KEY INFORMATION</b>		
<b>FUNDING INFORMATION</b>		
10	Source of Funds	GOB
11	Development Partners (if applicable)	Not Applicable
<b>PARTICULAR INFORMATION</b>		
12	Project / Programme Code (if applicable)	120014301
13	Project / Programme Name (if applicable)	Good Governance & Strengthening the Capacity of Public Administration
14	EOI Closing Date and Time	<b>16 August 2022, 5.00 pm, Bangladesh Standard time.</b>
<b>INFORMATION FOR APPLICANT</b>		
16	Brief Description of Assignment	Please visit GIU website for the full Terms of Reference (ToR) <a href="http://www.giupmo.gov.bd">www.giupmo.gov.bd</a>
17	Qualification and Experience	<b>Name of the Post : Individual Consultant (Maintenance &amp; Administration), EoI No-22/1</b> Number of Post: 1 Duration: From the contract signing date to June 2023 Age: The maximum age on 16 August, 2022 is 35 years. <b>Qualifications:</b> 1. The candidate must be a citizen of Bangladesh (by birth). 2. Must have a Bachelor degree in any discipline. Candidates having Master's degree will be given preference. 3. Candidates having 1 year working experience in any scholarship management activity will be given preference.

a

		<p>4. Candidates having experience of working in Prime Minister's Office will be given preference.</p> <p><b>Name of the Post : Individual Consultant (Logistics)</b>  <b>EoI No-22/2</b>  Number of Post: 1  Duration: From the contract signing date to June 2023  Age: The maximum age on 16 August, 2022 is 35 years.</p> <p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. The candidate must be a citizen of Bangladesh (by birth).</li> <li>2. Candidates having BSc Engineering degree are required. Mechanical /Electrical and Electronic Engineering will be given preference.</li> <li>3. Candidates having 1 year working experience in any scholarship management activity will be given preference.</li> <li>4. Candidates having experience of working in Prime minister's Office will be given preference.</li> <li>5. Candidates having experience as working as consultant will be given preference.</li> </ol>
18	Other Details (if applicable)	<p>The following conditions must be followed in the submission of the initial proposal:</p> <ol style="list-style-type: none"> <li>1. Appointment to the said post is entirely temporary and will expire as soon as the contract expires.</li> <li>2. Two passport size colored photographs and photocopy of relevant certificates/papers have to be submitted along with the filled prescribed application form.</li> <li>3. The last date of submitting the EoI is <b>16 August 2022, 5.00 pm, Bangladesh Standard time.</b> Applicants can deliver their application by post, courier service or e-mail to the address, <b>"Director General, Governance Innovation Unit, Prime Minister's Office. Old Parliament Building, Tejgaon, Dhaka-1215."</b>  E-mail-<a href="mailto:dggju2020@gmail.com">dggju2020@gmail.com</a></li> <li>4. The evaluation committee will consider the educational qualifications, working experience and suitability for the selection of candidates.</li> <li>5. Candidate's candidature will be cancelled if any</li> </ol>

		<p>information provided by the candidate or submitted documents are proved to be fake, false or forged.</p> <p>6. The Authority reserves the right to reduce / increase / cancel the number of posts mentioned in the recruitment notification.</p> <p>7. The decision of the authority regarding the appointment will be final.</p>
<b>CLIENT DETAILS</b>		
21	Name of Official Inviting EOI	Dr. Mohammad Abdul Latif
22	Designation of Official Inviting EOI	Director General, Governance Innovation Unit
23	Address of Official Inviting EOI	Governance Innovation Unit, Prime Minister's Office. Old Parliament Building, Tejgaon, Dhaka-1215.
24	Contact details of Official Inviting EOI	Tel. No. +88-02-55029621 e-mail <a href="mailto:dggju2020@gmail.com">dggju2020@gmail.com</a>
25	The Client reserves the right to reject all EOI's	

  
 (Dr. Mohammad Abdul Latif)  
 Director General  
 Governance Innovation Unit,  
 Prime Minister's Office, Dhaka.  
 Tel. No+88-02-55029621,  
 E-mail-[dggju2020@gmail.com](mailto:dggju2020@gmail.com)