



Government of the People's Republic of Bangladesh
Prime Minister's Office
Invest Bangladesh Authority
Biniyog Bhaban
E-6/B, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207



Memo No. 03.07.0000.000.050.11.0001.25- ১৭৫৩(১)

Date: 08 September 2026

e-Proposal Notice (OTM)

Proposal is invited in the National e-GP system portal (<http://eprocure.gov.bd>) for the Procurement of

Proposal ID No	Name of Work	Last Selling Date and Time	Closing and opening date and time
1330924	Selection of Individual Consulting Services Infrastructure & Design Consultant (Civil) (Individual Consultant) for Invest Bangladesh Authority (National)	04.10.2026 14:00	05.10.2026 13:00

This is an online proposal, where only e-proposal will be accepted in the National e-GP portal and no offline/hard copies will be accepted. Further information and guidelines are available in the National e-GP system portal and from helpdesk (helpdesk@eprocure.gov.bd). The procuring entity reserves the right to accept or reject all Proposals.

(Md. Helal Ahmed)

Director (Deputy Secretary)

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Terms of Reference (ToR)
for
Selection of “Infrastructure Consultant (Civil)” (Individual Consultant, National) for BEZA
(Time Based Contract)

1. Background and general descriptions

Bangladesh Economic Zones Authority (BEZA) launched in 2010 aims to establish economic zones in all potential areas of Bangladesh including backward and underdeveloped regions with a view to trigger rapid economic development through introduction of multi-sectoral industries, diversified employment, massive production and creating export opportunities. BEZA has taken initiative to develop economic zones in different parts of Bangladesh, especially in the backward areas for a balanced development across Bangladesh. At present various infrastructures development activities are being implemented in various Economic Zones and huge development initiatives are underway.

In view of the above, there is a need for a national individual Consultant in the position of **“Infrastructure Consultant (Civil)”** for structural design of various infra-structures, supervision of Infrastructure Construction and maintaining coordination among different contractors/consulting firms, Investors, Stakeholders as well as other govt. organizations in structural design related to the development of Infrastructures.

In this purpose, BEZA has allocated some fund from its own resources and intends to recruit an individual consultant (national) for the position of **“Infrastructure Consultant (Civil)”** for twelve months. The contract (duration) might be renewable annually based on performance.

2. Objective of the services

The main objective of the consulting services is to carry out the detailed structural designs, drawings, preparation of BoQ, cost estimations and construction supervision of various infrastructures such as buildings, roads, culverts, bridges, boundary wall, Water Treatment Plant (WTP), Sewerage Treatment Plant (STP), Common Effluent Treatment Plant (CETP) etc. in accordance with the standard practices for development of Economic Zones.

3. Scope of the services

The duties and responsibilities of the proposed expert include but not limited to:

- ✦ Preparing structural design of various infrastructures namely buildings, roads, culverts,

bridges, boundary wall, WTP, STP, ETP/CETP, etc. as per BNBC, ACI, AASHTO guidelines as well as using ETABS/ STAAD. Pro and other up-to-date software;

- ✦ Preparing relevant drawing and detailed design (conceptual and structural both), technical specifications and estimating official cost, BoQ of all civil works for tender purpose;
- ✦ Reviewing the existing structural design and drawings, preparing working drawings and technical specifications for construction, supervising the execution of the works using internationally accepted standards;
- ✦ Checking of structural drawings for industrial unit setup submitted by the investors in various **Economic Zones** based on **BEZA Building Regulation, BNBC & NFPA code**;
- ✦ Monitoring implementation progress of civil works and verifying bills for payment purposes;
- ✦ Monitoring the contracts and implementation of activities so that they are in harmony with development objectives;
- ✦ Coordinating activities and progress with relevant stakeholders & work as counterpart expert for BEZA;
- ✦ Supervising construction sites to ensure works as per the design and technical specifications laid out in the contract and report to BEZA on progress performance conducted by the Contractor;
- ✦ Reviewing necessary documents, visit the work site, and finalize necessary amendments including variation within a reasonable time (If required);
- ✦ Verifying various Test Results of materials related to technical issues to ensure proper Quality Control; and
- ✦ Attending meetings at various forums to represent BEZA and assist BEZA officials on technical issues.
- ✦ Assist BEZA officials in procurement process such as preparing Tender Documents.
- ✦ Any other relevant works as required by the Authority.

4. Academic qualifications and experiences

a) Academic qualifications

The required academic qualifications of the services are:

- A minimum Bachelor Degree in Civil Engineering from any reputed University; and
- Master Degree and more in Civil Engineering will be given preference.

b) Required experiences & adequacy

The required experiences of the position are:

- ✦ At least fifteen (15) years relevant experience in the field of engineering, structural design &

supervision and procurement of development project in Bangladesh under public sector. Candidates having longer period of experience will be given preference;

- ✦ Specialized knowledge in different infrastructural development (e.g., Land Filling, Construction of Embankment, Buildings, Road, Drain, Culvert etc.);
- ✦ Knowledge and understanding of technical aspects of civil works and experiences in EPC, FIDIC contracts;
- ✦ Proficiency in structural analysis and design with the application of appropriate software like STAAD-Pro, ETABS etc.
- ✦ Work experience in the government department will be preferred.
- ✦ Work experience in Economic Zones and Export Processing Zones will be given preference.
- ✦ Proven experiences of Procurement in public sector following PPR 2025.

c) Required training

- ❖ Training of Procurement on PPR, FIDIC, JICA and National e-Government Procurement (e-GP); and
- ❖ Training on Waste Water Treatment.

d) Suitability for the assignment

- Professional affiliation with National/ International body;
- Experience of working in Economic Zones/ EPZ, industrial project, urban development etc.; and
- Experiences in preparation of Development Project Proposal (DPP) as per Planning Commissions' guidelines of the government of Bangladesh.

5. Duration of assignment and commencement

- Duration of employment: Initial contract **for 12 (twelve) months.**

Note: The contract (duration) might be renewable annually based on performance.

- Number of positions: **1 (one)**
- Workstation: BEZA's Head Office, Agargaon, Sher-e-Bangla Nagar, Dhaka
- Commencement of services: 1st September ,2025 (Indicative)

6. Counterpart support (to be provided by the Client)

The BEZA will provide institutional support where necessary. The incumbent should have

fluency in English and the necessary computer skill to furnish the jobs/assignments. The office accommodation will be available in the working station of BEZA's premises, and no transport/vehicle is provided for come/go to office.

7. Reporting requirement

The consultant will be responsible for providing services to the concerned Director(s). He will assist in ensuring the timely completion of all civil work activities in accordance with the authority's requirements from time to time. Monitor the Projects and submit progress report on monthly basis.

8. Payment

All remuneration and fees will be paid in Monthly basis. The payment will be made in BDT. It is noted that all leaves and absences will be managed under existing government Rules and Regulations.

9. Institutional arrangements

The consultant must work closely with the concerned officials under the supervision of Director General (Planning & Development) of BEZA. The consultant would be responsible for anticipating the potential issues on infrastructure design in close consultation with the authority and must report to concerned Director(s)/Project Director(s).

10. Others

The working hours of the consultant will be same as the govt. office. The consultant shall spend extra hours beyond the govt. office working hours to meet the urgent deadlines. The consultant shall also perform field trips at different stages of Planning, Surveying, Designing and Construction of Infrastructure.

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Nazmin
6.7.26
Nazmin Nahar
Deputy Director (Planning-4)
Bangladesh Economic Zones Authority
Prime Minister's Office

06/7/26
মুহাম্মদ আবুল মুনির মিয়া
নির্বাহী প্রকৌশলী
বাংলাদেশ অর্থনৈতিক অঞ্চল কর্তৃপক্ষ
প্রধানমন্ত্রীর কার্যালয়

06.07.26
মোঃ হেলাল আহমেদ
পরিচালক (পরিকল্পনা-৪) (অতিঃ দায়িত্ব)
বাংলাদেশ অর্থনৈতিক অঞ্চল কর্তৃপক্ষ
প্রধানমন্ত্রীর কার্যালয়