**Section 1 - Instruction to Consultant**

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| 1. Name of the Assignment | *Knowledge Management Officer for ELCG* |
| 1. Method of Selection | QCBS (Quality and Cost Based Selection)  Technical Evaluation: 80%  Price Evaluation: 20% |
| 1. JICA’s Officer In-charge | 1. Sara Watanabe (Ms.) [Email: Watanabe.Sara@jica.go.jp] 2. Alimul Hasan (Mr.) [HasanAlimul.BD@jica.go.jp]   Address: JICA Bangladesh Office, 3rd Floor, Bay’s Galleria, 57 Gulshan Avenue (CWS-A19), Gilshan-1, Dhaka  Tel: (880-2) 989-1897, 1899 |
| 1. Type of Contract | Lump-sum contract |
| 1. Contents of Application Pack | 1. Curriculum Vitae 2. Price Quotation |
| 1. Application Submission Deadline | Date: 17 November 2020  Time: 16.30 Local time |
| 1. Application Submission Address | Application shall be sent in PDF format to the email address below:  bd\_oso\_rep@jica.go.jp  Email subject should be clearly mentioned as “Application for the post of consultant “Knowledge Management Officer for ELCG*”.* |
| 1. Ability Examination | Those who passed the primary selection will be invited to 2nd selection (Written or Viva-voce or both) |
| 1. Expected date for 2nd selection examination | 01 December 2020 |
| 1. Expected date for the commencement of the services | 01 February 2021 |
| 1. Taxes | JICA does not bear any responsibility for the payment of income tax of the consultant |

**Section 2 – Cover Letter**

To: Chief Representative {Location, Date}

JICA Bangladesh Office

Subject: Application for the Position of Consultant (Knowledge Management Officer for ELCG)

Dear Sir,

{Not more than two (2) pages that demonstrates how the candidates' qualifications meet the work requirements as follows:

1. **Education:** how your education level meets the minimum requirements.
2. **Work Experience:** how your prior work experience meets the minimum work experience requirements and how your prior work experience equips you to successfully perform the duties mentioned above.}
3. **Ability**1: Briefly explain your ability of ‘Identify and document lessons learned, best practices and innovations (‘knowledge’) from across the sector response’ in relation with above a) and b).
4. **Ability**2: Briefly explain your ability of ‘Develop periodical situation reports and other knowledge products’ in relation with above a) and b).
5. **Ability**3: Briefly explain your ability of ‘Develop new and innovative ways to share knowledge’ in relation with above a) and b).

Sincerely,

(Signature of the Applicant)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name of the applicant)

**Section 3 – Form of Expected Remuneration**

To: Chief Representative {Location, Date}

JICA Bangladesh Office

Dear Sir:

I, the undersigned, offer to provide the consulting services for *Knowledge Management Office for ELCG* in accordance with your Request for Application dated *[insert date].*

The remuneration offered by this application is {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including of all the indirect local taxes.

**The Remuneration: BDT/Month**

Yours sincerely,

Authorized signature {in full and initials}:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information (Phone and Email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attached: Curriculum Vitae

# Section 4 - Form of Curriculum Vitae

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| --- | --- |
| **Position Title** | Knowledge Management Office for ELCG |
| **Name of Expert:** | {Insert full name} |
| **Date of Birth:** | {Insert day/month/year} |
| **Country of Citizenship / Residence** | {Insert name of country} |

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:**

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. }

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position.**  **Contact info for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| {e.g., May 2005-present} | {e.g., Ministry of ……, advisor/consultant to…  For references: Tel…………/e-mail……;  Mr. Hbbbbb, deputy minister} |  |  |
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**Job-related training courses, job-related skills, or job-related honors, awards or accomplishments:**

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**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**

**Contact information:** (e-mail, phone)

**List of références (3 références) :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Name, Designation, Organisation** | **Contact number** | **Email** |
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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

Name of Applicant Signature Date{day/month/year}

Attachments:

1. Recent Passport size photographs (Taken within six months)
2. A copy of Passport or NID or Driving License