

Government of the People's Republic of Bangladesh  
Office of the Executive Engineer  
Dhaka Division, Dhaka.  
Department of Public Health Engineering



Memo No: 46.03.2600.061.07.232.16- 938

Date: 05/01/2023

To : 1. The Manager, Advertisement  
The Daily -----

2. The Manager, Advertisement  
The daily -----

**Subject: Notice for Advertisement of "Request for Expression of Interest (EOI) For the Recruitment of 'Data Entry Operator' at Primary Education Unit (PEU) of DPHE."**

Ref: 1. Memo No. Focal Point Primary Unit, DPHE-83, Date: 25/08/2022

Please find enclosed herewith one copy of notice for advertisement, under the caption invitation of "Request for Expressions of Interest (EOI) for the 'Data Entry Operator' at Primary Education Unit (PEU) of DPHE."

It will be appreciated if you kindly publish the attached advertisement in your daily newspaper on 06 January, 2023. You are also requested to send two copies (as complementary) of the issue publishing the advertisement in your daily to the undersigned office.

Attachment: One copy of the notice.

(Bashir Ahammed)  
Executive Engineer  
DPHE, Dhaka Division, Dhaka.

Memo No: 46.03.2600.061.07.232.16- 938/1(1)

Date: 05/01/2023

Copy with enclosure to:

- ✓ 1. Programmer, MIS Unit, Planning Circle, DPHE, Dhaka. Please publish the EOI and ToR in DPHE Website.

(Bashir Ahammed)  
Executive Engineer  
DPHE, Dhaka Division, Dhaka.

Memo No: 46.03.2600.061.07.232.16- 938/2(3)

Date: 05/01/2023

Copy forwarded for information to:

1. Focal Point, Primary Education Unit, DPHE, Dhaka.
2. Focal Point, PEDP4 Project, DPHE, Dhaka.
3. Office copy.

(Bashir Ahammed)  
Executive Engineer  
DPHE, Dhaka Division, Dhaka.



**Request for Expression of Interest (EOI)**  
**For the Recruitment of 'Data Entry Operator' at Primary Education Unit (PEU) of DPHE.**

Memo No- 46.03.2600.061.07.232.16- 937

Date: 05/01/2023

The Fourth Primary Education Development Program (PEDP-4) is the continuation of Government's approach after PEDP3 in thriving the excellence of children through the fulfillment of several distinct milestones including construction of need-based infrastructures for sanitation and water supply. The program is supported by the Government of Bangladesh as well as several Development Partners (DPs).

Department of Public Health Engineering (DPHE) under the Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C) is involved in PEDP-4 in the capacity of implementation partner of Directorate of Primary Education (DPE) to provide the water supply and sanitation facilities in the primary schools of Bangladesh. For the smooth implementation of the program in program office, DPHE Dhaka district now invites eligible individuals to indicate his/her interest in providing the services as 'Data Entry Operator'. Interested Individual should provide information demonstrating that s/he has the required qualifications and relevant experience to perform the Services as follows:

Package No	Name of the Position	Required Qualification & Experience	Consultant's Assignment
HQDE-01	Data Entry Operator	<p><b>a) Educational Qualification :</b></p> <ul style="list-style-type: none"><li>At least H.S.C. with 02 years of general experience or Bachelor degree with 02 years of general experience.</li></ul> <p><b>b) Experience :</b></p> <ul style="list-style-type: none"><li>At least 02 years of proven work experience as a Data Entry Operator or Office Assistant cum Computer Operator.</li><li>Have in-depth knowledge in MS Office especially MS-Word, MS-Excel, MS-Access, MS-PowerPoint and prepare all sorts of reports and presentations both in Bangla and English associated with project implementation.</li><li>Competency in English language (reading, writing, listening and speaking) as well as having good typing speed in both Bangla (Bijoy/Avro) and English.</li><li>Excellent typing speed both in Bangla and English (minimum 40 words/minute in Bangla and 60 words/minute in English) with accuracy.</li><li>Must know about data entry in web-based software platforms and mobile applications.</li><li>Familiarity with administrative duties, office conducts and possesses good manners under workload with an ability to stay focused on assigned tasks.</li></ul>	<ul style="list-style-type: none"><li>Enter new data, update existing data and delete unnecessary data from office servers, files, PEDP-4 DPHE web based platform (TIMS) and mobile application along with generating and exporting data reports, spreadsheets, and documents as needed.</li><li>Store completed documents or information in designated locations as instructed by the Focal Point, Primary Education Unit, DPHE HQ.</li><li>Maintain internal communication in the PEDP-4 DPHE program office by dealing with incoming and outgoing mails/emails, drafting of letters in Bangla and English, filing of relevant documents, monitoring office supplies and print documents when required.</li><li>Preparing different reports/documents related to monthly/quarterly progress, preparing construction status reports, receiving and preparing water quality test reports, providing data on environmental &amp; social safeguard reports etc.</li></ul>



The competent applicant is invited to provide information indicating that s/he is qualified to perform the services (complete CV along with description of similar assignments, experience in similar conditions, general qualifications and financial proposal).

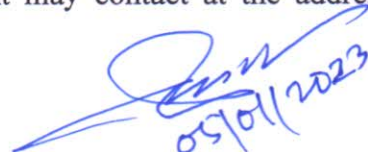
The Consultant will be selected and contracted as per the "Selection of Individual Consultant (SIC)" method as described in PPR-2008. Consultant having ongoing contract with any other government project or consultant already engaged in other district for the same assignment will not be considered for short listing.

The assignment will be effective from the date of joining to June/2025 or as the program completion period. Interested applicants may obtain the detailed Terms of Reference (ToR) upon request from the address provided below either by e-mail or in person during the office hours (08-00 AM to 03-00 PM). The ToRs are also available at the DPHE website (<http://www.dphe.gov.bd>).

Expression of Interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 3.00 pm (BST), 23<sup>rd</sup> January, 2023 and clearly marked "Request for Expression of Interest", package number, name of the position applied for and name and address of the individual.

The authority reserves the right to accept or reject any or all of the EOIs or cancel the EOI process at any stage without assigning any reason whatsoever and without incurring any liability to the affected applicants.

For further information and clarification, intending applicant may contact at the address given below during office hours (08-00 AM to 03-00 PM).



(Bashir Ahammed)  
Executive Engineer  
Department of Public Health Engineering  
Dhaka District  
Email: [ee.dhaka@dphe.gov.bd](mailto:ee.dhaka@dphe.gov.bd)

**Terms of Reference (ToR) for  
Engagement of Data Entry Operator (Individual)  
under Fourth Primary Education Development Program (PEDP4)**

**1. Background**

Bangladesh, a country with its astonishing economic boom has cherished the golden jubilee of its independence. For a rapidly developing country like Bangladesh, it is utmost important to ensure holistic development of the children which includes both intellectual and emotional development in such a manner that they can uphold the nation from all aspect. The Fourth Primary Education Development Program (PEDP-4) is the continuation of Government's approach after PEDP3 in thriving the excellence of children through the fulfillment of several distinct milestones including construction of need-based infrastructures for sanitation and water supply. The program is supported by significant contributions from Government as well as Development Partners (DPs). Department of Public Health Engineering (DPHE) under Local Government Division (LGD) of Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C) is involved in the capacity of implementation partner to provide the water supply and sanitation facilities in the primary schools of Bangladesh. As per MoU signed in between DPE and DPHE and as per revised DPP (RDPP) of PEDP-4, DPHE will install 20,000 new drinking water sources in the primary schools, conduct water quality testing of 65,000 water points, construct 58,000 new Wash Blocks in 29,000 primary schools, conduct major maintenance of 10,000 wash blocks constructed in PEDP3, install water supply and sanitation facilities in the DD, DPEO, UEO, URC, PTI offices in the project tenure (July/2018 to June/2025) with an aim to provide safe drinking water and sanitation services in the primary schools under PEDP-4. Considering the work volume and diversity of work it is necessary to engage a Data Entry Operator for ease of workload and the smooth implementation of the project.

**2. Scope of Work**

The Data Entry Operator will be based on the Office of the Focal Point, Primary Education Unit, DPHE, Dhaka. S/he will provide data related technical support to the Focal Point, PEDP4, DPHE, Dhaka along with other officials and consultants working in the Primary Education Unit (PEU), DPHE Head Quarter (HQ) for pursuing smooth implementation of Water Supply and Sanitation activities in the Primary Schools and DPE related offices under PEDP4. In addition, he/she will assist the Focal Point, PEDP4 in sending and receiving data in the form of emails and email attachments which are part and parcel of day to day activities of the office. The said Data Entry Operator will help the Focal Point, PEDP4 in preparing different reports/documents related to monthly/quarterly progress, prepare construction status report, receive and prepare water quality test report, provide data on environmental & social safeguard report etc. The data entry operator will maintain internal communication in the

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program office by dealing with incoming and outgoing mails/emails, relevant documents, keep records of official meetings of unit focal point and program focal point, and keep track of movement of the consultants.

### 3. Detailed Tasks

The Data Entry Operator will work under the guidance of the Focal Point, PEDP4.

Key tasks (but not limited to) of the data entry operator would be as follows:

- a) Gathering, collating, sorting, compiling and preparing documents, materials, and information for data entry.
- b) Reviewing all source documents and information for accuracy and informing the concerned officer/consultant of any error or inconsistency.
- c) Conducting research to obtain information for incomplete documents and materials and obtain missing documents or information.
- d) Combine and rearrange data from source documents where required.
- e) Enter new data, update existing data and delete unnecessary data from office servers, web based platform (TIMS) and mobile application along with generating and exporting data reports, spreadsheets, and documents as needed.
- f) Transcribe information into required electronic format and keep regular backups.
- g) Scan documents into a document management system in office server, web based platform (TIMS) and mobile application.
- h) Store completed documents or information in designated locations as instructed by the Focal Point, Primary Education Unit, DPHE HQ.
- i) Maintaining log books or records of activities and tasks in the office registrar and in the web based platform (TIMS) and mobile application.
- j) Maintaining internal communication in the program office by dealing with incoming and outgoing mails/emails, drafting of letters in Bangla and English, filing of relevant documents, monitoring office supplies and print documents when required.
- k) Keep records of official meetings of unit focal point and program focal point of DPHE and keep track of movement of the consultants.
- l) Respond to requests for information and access relevant files.
- m) Comply with data integrity and security policies.
- n) Preparing different reports/documents related to monthly/quarterly progress, preparing construction status reports, receiving and preparing water quality test reports, providing data on environmental & social safeguard reports etc.

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- o) Undertaking any other activities relating to data entry of PEDP4 as assigned by the Focal Point, PEDP4.

#### 4. Output and Reporting Requirements

- a) Enter new data, update existing data and delete unnecessary data from office servers, files, PEDP-4 DPHE web based platform (TIMS) and mobile application along with generating and exporting data reports, spreadsheets, and documents as needed.
- b) Store completed documents or information in designated locations as instructed by the Focal Point, Primary Education Unit, DPHE HQ.
- c) Maintain internal communication in the PEDP-4 DPHE program office by dealing with incoming and outgoing mails/emails, drafting of letters in Bangla and English, filing of relevant documents, monitoring office supplies and print documents when required.
- d) Transcribe information into required electronic format and keep regular backups.
- e) Preparing different reports/documents related to monthly/quarterly progress, preparing construction status reports, receiving and preparing water quality test reports, providing data on environmental & social safeguard reports etc.
- f) Download work progress from Web based Software and Mobile Application (TIMS).
- g) Any other reports related to data entry as required by the Focal Point, Primary Education Unit, DPHE HQ.
- h) The engaged consultant must submit the 'time sheet' and 'details accomplished work' on a monthly basis to the Focal Point of Primary Education Unit (DPHE).

#### 5. Monitoring, Review and Evaluation Arrangements

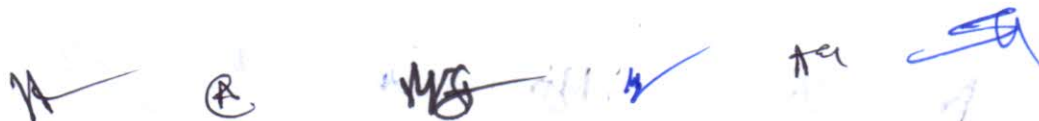
The Data Entry Operator will be under direct supervision of the Focal Point, PEDP4. Therefore, s/he will be monitored and evaluated by the Focal Point, PEDP4. His/her work will be reviewed and evaluated on the basis of the deliverables and progress reports as mentioned in section 4.

#### 6. Qualifications and Experience

The Data Entry Operator shall have the following qualifications and experience:

- a) At least H.S.C. with 02 years of general experience or Bachelor degree with 02 years of general experience.
- b) At least 02 years of proven work experience as a Data Entry Operator or Office Assistant cum Computer Operator.
- c) Prior work experience in Govt. Organization as Data Entry Operator or Office Assistant cum Computer Operator under development or revenue budget will be an added advantage.

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- d) Have in-depth knowledge in MS Office especially MS-Word, MS-Excel, MS-Access, MS-PowerPoint and prepare all sorts of reports and presentations both in Bangla and English associated with project implementation.
- e) Competency in English language (reading, writing, listening and speaking) as well as having good typing speed in both Bangla (Bijoy/Avro) and English.
- f) Excellent typing speed both in Bangla and English (minimum 40 words/minute in Bangla and 60 words/minute in English) with accuracy.
- g) Experience in using office equipment such as printers, scanners, photocopiers etc.
- h) Must know about data entry in web-based software platforms and mobile applications.
- i) Familiarity with administrative duties, office conducts and possesses good manners under workload with an ability to stay focused on assigned tasks.
- j) The applicant must submit their CV or Experience Details in the format for Individual Consultant as obtained from CPTU website along with financial proposal.

#### **7. Logistics and Facilities:**

Consultants will be provided with a seating arrangement in conjunction with computer, printer, scanner facilities. All these logistics have to be returned after the completion of the contract. S/He will ensure her/ his office conveyance by herself/ himself.

#### **8. Selection Method:**

The said consultant shall be selected based on 'Selection of Individual Consultant' method.

#### **9. Age limit: Maximum 40 years**

#### **10. Remuneration: Negotiable (on a monthly basis)**

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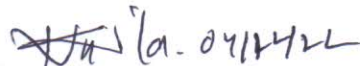


## 11. Duration of the Assignment

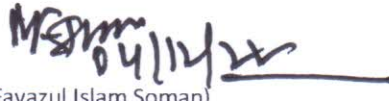
The assignment will be effective from the date of joining until June/2025 or up to the end of the program that comes first.

## 12. Place of Assignment

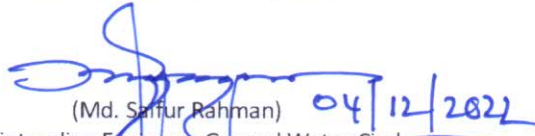
Office of the Focal Point, PEDP4, DPHE, Dhaka.

  
(Nabila Tabassum Miki)

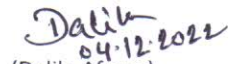
Executive Engineer,  
Survey Investigation & Research Division,  
Department of Public Health Engineering, Dhaka  
&  
Member Secretary, ToR Committee, DPHE

  
(Mohammad Fayazul Islam Soman)

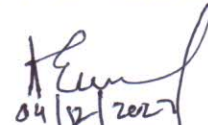
Executive Engineer, Ground Water Division  
Department of Public Health Engineering, Dhaka  
&  
Member, ToR Committee, DPHE

  
(Md. Sarfur Rahman) 04/12/2022

Superintending Engineer, Ground Water Circle  
Department of Public Health Engineering, Dhaka  
&  
Member, ToR Committee, DPHE

  
(Dalila Afroze)

Executive Engineer, Design Division  
Department of Public Health Engineering, Dhaka  
&  
Member, ToR Committee, DPHE


  
(Mohammed Anwar Eusuf)

Superintending Engineer, Planning Circle  
Department of Public Health Engineering, Dhaka  
&  
Member, ToR Committee, DPHE

  
(Md. Sarwar Hossain) 4/12/22

Addl. Chief Engineer (Works)  
Department of Public Health Engineering, Dhaka  
&  
Convener, ToR Committee, DPHE

Approved as proposed

  
০৪ সাইফুর রহমান  
প্রধান প্রকৌশলী  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর  
বাংলাদেশ সরকার, ঢাকা।