

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- 934

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 'Estimator/ Draftsman' 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 'Estimator/ Draftsman' 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- 934/1(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- 934/2(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 'Estimator/ Draftsman' at Primary Education Unit (PEU) of DPHE.

Memo No-46.03.2600.061.07.232.16- ৯৩৩

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 'Estimator/ Draftsman'. 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
HQEC-01	Estimator/ Draftsman	<p>a) Educational Qualification :</p> <ul style="list-style-type: none">At least Diploma in Civil Engineering with 05 years of general experience. <p>b) Experience :</p> <ul style="list-style-type: none">At least 03 years of specific job experience in analyzing plans and designs and preparing cost estimation, bill of quantities (BoQ), revised estimates, non-tender items of construction of buildings and relevant infrastructures and installation of water sources.Overall and in-depth knowledge on the latest schedule of rates of PWD/LGED/DPHE.Have in-depth knowledge on MS Office especially MS-Word, MS-Excel, MS-Power point, MS-Access etc. It is expected that S/he is fluent in operating MS-Excel with the utilization of various formulas for quick linkages and output.Must have experience in data entry in web-based software platforms and mobile applications.	<ul style="list-style-type: none">Preparation of Cost Estimates both in terms of material and labor cost based on updated design of Wash Blocks and Water Sources.Finalize Technical Specifications, Bill of Quantities (BoQ) based on the prepared cost estimates and latest schedule of rates of DPHE/PWD/LGED.Assist in preparation of tender documents regarding infrastructure development related to Water Supply and Sanitation.Finalize revised estimate and non-tender items submitted by the Upazila/district Engineers (AE/SAE/EE) based on approved design and actual work done.Drafting of various engineering designs of wash blocks, water sources and related services as per actual site and soil condition in Auto-Cad platform and revise the design as per actual need.

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), 23rd 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).

Handwritten signature in blue ink, with the date 05/01/2023 written below it.

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

**Terms of Reference (ToR) for
Engagement of Estimator/ Draftsman (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 Estimator/ Draftsman for the smooth implementation of the project.

2. Scope of Work

The Estimator/ Draftsman will be based on the Office of the Focal Point, Primary Education Unit, DPHE, Dhaka. S/he will be responsible for analyzing plans & updated designs, conducting detailed estimation of various program related sub-components such as wash blocks, water sources, water supply and sanitation works in DD, DPEO, URC, PTI Offices etc. and preparing Bill of Quantities based on the latest DPHE/PWD/LGED schedule of rates. In addition, the consultant will assist the Focal Point, PEDP4 in verification of revised estimates, non-tender items, confirmation of construction and implementation quality control through frequent communication with relevant primary schools/offices. Moreover, S/he will provide necessary support in cad-drafting of various engineering designs of wash blocks, water sources and related services as per actual site and soil condition in consultation with program consultants and focal point, PEDP4. The Estimator/ Draftsman will supply various estimate related data to the Focal Point, PEDP4 in preparing different reports/documents related

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to monthly/quarterly progress, store water quality test report, provide necessary data on environmental & social safeguard report etc.

3. Detailed Tasks

The Estimator/ Draftsman will work under the guidance of the Focal Point, PEDP4. In addition, S/he will provide required support to the consulting team of PEDP-4 as and when required.

Key tasks (but not limited to) of the estimator/draftsman shall be as follows:

- a) Analyzing plans & updated designs of various program related sub-components such as wash blocks, water sources, water supply and sanitation works in DD, DPEO, URC, PTI Offices etc.
- b) Conducting detailed estimation of program related sub-components such as wash blocks, water sources based on the latest approved designs.
- c) Preparing Technical Specifications, Bill of Quantities (BoQ) based on the latest schedule of rates of DPHE/PWD/LGED.
- d) Preparing material estimates and labor estimates for each work component.
- e) Researching, sourcing, negotiating and obtaining the best prices and quotes from suppliers.
- f) Analyzing data that can affect material and labor costs.
- g) Assisting in verifying revised estimate and non-tender items submitted by the Upazila/district Engineers (AE/SAE/EE) based on approved design and actual work done.
- h) confirmation of construction and implementation quality control through frequent communication with relevant primary schools/DPE offices.
- i) Visiting project sites to gather information.
- j) Staying aware of the latest construction technologies and keeping up to date with the latest regulatory and legislative requirements issued by the government from time to time.
- k) Provide necessary support in cad-drafting of various engineering designs of wash blocks, water sources and related services as per actual site and soil condition in consultation with program consultants and focal point, PEDP4.
- l) Providing data during preparation of related reports (monthly, quarterly and half yearly progress report) regarding infrastructure development, water supply and sanitation.
- m) Liaison with LGED, DPE and other relevant stakeholders for efficient information flow on design, estimates and schedule of rates.
- n) Providing data support especially those related to the design, layout plan and estimates for analyzing and updating PEDP4 Web based Software (TIMS) and Mobile Application prepared at DPHE level.
- o) Assist in preparation of power point presentations to the focal point, PEDP4 (DPHE Part) and program consultants as and when sought.
- p) Undertaking any other activities relating to estimation and drafting of PEDP4 as assigned by the Focal Point, PEDP4.

4. Output and Reporting Requirements

- a) Preparation of Cost Estimates both in terms of material and labor cost based on updated design of Wash Blocks and Water Sources.
- b) Finalize Technical Specifications, Bill of Quantities (BoQ) based on the prepared cost estimates and latest schedule of rates of DPHE/PWD/LGED.
- c) Assist in preparation of tender documents regarding infrastructure development related to Water Supply and Sanitation.
- d) Finalize revised estimate and non-tender items submitted by the Upazila/district Engineers (AE/SAE/EE) based on approved design and actual work done.
- e) Drafting of various engineering designs of wash blocks, water sources and related services as per actual site and soil condition in Auto-Cad platform and revise the design as per actual need.
- f) Upload updated design, estimates, layout plan of work progress in PEDP4 Web based Software and Mobile Application (TIMS).
- g) Any other reports as required by the Focal Point, PEDP4 project.
- 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 Estimator/ Draftsman will be under direct supervision of the Focal Point, PEDP4. S/he will assist the consulting team of PEDP-4, DPHE as and when required. Therefore, he/she 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 Estimator/Draftsman shall have the following qualifications and experience:

- a) At least Diploma in Civil Engineering with 05 years of general experience.
- b) At least 03 years of specific job experience in analyzing plans and designs and preparing cost estimation, bill of quantities (BoQ), revised estimates, non-tender items of construction of buildings and relevant infrastructures and installation of water sources.
- c) Prior work experience in Govt. Organization as Sub-Assistant Engineer/ Estimator/ Draftsman under development or revenue budget will be an added advantage.
- d) Overall and in-depth knowledge on the latest schedule of rates of PWD/LGED/DPHE.
- e) Have in-depth knowledge on MS Office especially MS-Word, MS-Excel, MS-Power point, MS-Access etc. It is expected that S/he is fluent in operating MS-Excel with the utilization of various formulas for quick linkages and output.
- f) Experience in preparation of MS Office based reports and presentations both in Bangla and English associated with program implementation.

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- g) Must have experience in data entry in web-based software platforms and mobile applications.
h) 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, and 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.

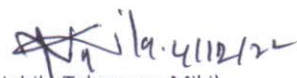
10. **Remuneration:** Negotiable (on a monthly basis)

11. Duration of the Assignment

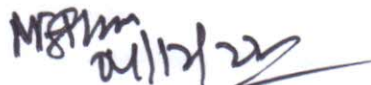
The assignment will be effective from the date of joining until June/2025 or up to the end of the program that comes first.

12. Place of Assignment

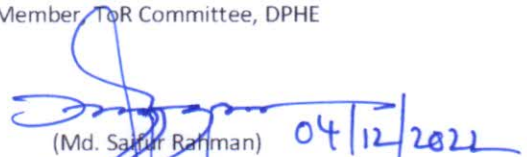
Office of the Focal Point, PEDP4, DPHE, Dhaka.


(Nabila Tabassum Miki)

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


(Mohammad Fayazul Islam Soman)

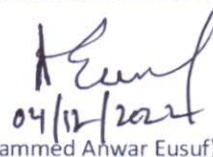
Executive Engineer, Ground Water Division
Department of Public Health Engineering, Dhaka
&
Member, ToR Committee, DPHE


(Md. Saifur 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)

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

Approval as proposed.

মোঃ সাহিফুর রহমান
প্রধান প্রকৌশলী
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর
বাংলাদেশ সরকার, ঢাকা।