

**Government of the People's Republic of Bangladesh**  
**Ministry of Local Government Rural Development & Cooperatives**  
**Local Government Division**

**Upazila Governance & Development Project (UGDP)**

**REQUEST FOR EXPRESSIONS OF INTEREST**

**For Selection of Upazila Development Facilitators (UDF) as the  
Individual Consultants (National)**

Package No.: UGDP/SD-26/5

Memo No.: 46.600.020.00.00.06 (3).2024-25/1205

Date: 2 March 2025

- I. **Project Background:** The Government of the People's Republic of Bangladesh (GOB) has received a credit under Loan Agreement BD-P85 from the Japan International Cooperation Agency (JICA) toward the cost of the Upazila Governance & Development Project (hereinafter referred to as 'UGDP' or 'the Project') and intends to apply part of the proceeds to cover eligible payments under the contract for providing support services. This includes the recruitment of 4 (four) Upazila Development Facilitators (UDFs) as individual consultants under the Package UGDP/SD-26/5 to fill the vacancy of the UDFs.
- II. **Scope of Services and Responsibilities:** The UDF (Individual Consultant) will support the Upazila Parishad and Upazila-level officers in implementing the project works. The scope of services and responsibilities are detailed in the TOR which is available in UGDP website ([www.ugdp-lgd.org](http://www.ugdp-lgd.org)).
- III. **Qualification and experiences/competencies:**
  - A master's degree/graduate with honors in any field.
  - At least 3 (three) years of work experience as a project management/supervision consultant in public organizations, government/semi-government institutions, international donor-funded projects, or development projects.
  - The age limit is 45 years as of the last date of application submission, but it may be relaxed for experienced candidates who have worked with LGIs for at least 8 (eight) years or more.
  - Sound knowledge of the local government system in Bangladesh.
  - Excellent spoken and written skills in both Bengali and English.
  - Proficiency in computer applications, including Microsoft Word, Excel, and Power Point.
  - Cultural, gender, and religious sensitivity and acceptability.
  - Ability to drive a motorcycle.
  - Preference will be given to candidates with a minimum of three (3) years of experience in development partner assisted projects (e.g., JICA, ADB, WB, AIIB).
- IV. **Duration and location of the assignment:** The assignment of the UDF is tentatively scheduled to begin on April 1, 2025, for a duration of 9 (nine) months each under package UGDP/SD-26/5 on a full-time basis. The project is expected to continue until December 2025, with the location being any Upazila in Bangladesh.
- V. Upazila Governance & Development Project (UGDP) now invites eligible applicants to express their interest in providing the requested services under the package. Interested applicants should submit relevant information demonstrating their qualifications including a complete CV, academic records with evidence, details of similar assignments, and other relevant credentials with evidence, covering a forwarding letter describing briefly the reasons that the applicant considers him/her-self best suited to perform the assignment.
- VI. Interested applicants may obtain the Terms of Reference (TOR) to understand detail requirement upon request from the address provided below either by e-mail or in person during the office hour (9.00 AM to 3.00 PM). The TOR and the application forms is also available in UGDP website ([www.ugdp-lgd.org](http://www.ugdp-lgd.org)).
- VII. Expression of Interest (EOI) must be submitted in writing to the address below, along with a soft copy via e-mail, no later than 14:00 hours on 18 March 2025. The submission should be clearly marked as "REOI for the position of Upazila Development Facilitator (UDF)", including the package number, the applicants name and address.
- VIII. The authority reserves the right to accept or reject any or all EOIs without assigning any reason, whatsoever.

  
**Dr. Abu Nasar Mohammad Abdullah**

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