Government of the people's Republic of Bangladesh
Information and Communication Technology Division
Learning and Earning Development Project
ICT Tower. Agargaon,Dhaka-1207
www.ictd.gov.bd

Sub: Request for Application of Individual Consultant

1	Ministry/ Division	Information and Communication Technology Division
2	Agency	Same
3	Name of Procuring Entity	Learning & Earning Development Project
4	Procuring Entity District	Dhaka
5	Invitation for	Selection of Individual Consultant.
6	Invitation Ref & Date	56.00.0000.030.11.016.19-149 Date: 14/03/2019
Key Information		
7	Procurement Method	Standard Request for Application (SRFA)
8	Project Code	224022100
9	Budget & Source of Fund	GoB
10	Project Name	Learning & Earning Development Project
11	SRFA Closing Date & Time	05/04/2019 & Time 3.00 pm
Name and Address of the Office		
12	Place of Selling /receiving/Opening Tender Documents	Learning & Earning Development Project, ICT Division, Level-6, ICT Tower, Agargaon, Dhaka-1207.
Key Information For Applicant		
13	Brief Description	
	Name of The Post (Number)	Business Development Consultant (01 Person)
	Responsibility, Educational Qualification & Experience	**Responsibility:** - Business Plan Development Consultant will work under the Project Director for such task as he /she may assign but will be especially responsible for the following- ➢ Develop a Business plan for the training program and monitor the successful implementation of the business plan. ➢ Others duty assigned by the Project Director. Details TOR will be attached with SRFA. **Educational Qualification:** - Minimum Masters Degree or four years Bachelor in Business Studies or Development Studies or other Related Subjects. **Experience:** - At least 5 years experience in the relevant field. - Experienced in freelancing, digital marketing and online business development. - Experienced in preparing training curriculum and guideline. - Strong computer proficiency and advance knowledge in online business platforms, transactions and hands on skills in same area.
Procuring Entity Details		
14	Name and Designation of the official Inviting SRFA	Md. Akhtar Mamun, Project Director (Deputy Secretary)
15	Address of the official Inviting SRFA	Learning & Earning Development Project, ICT Division, Level-6, ICT Tower, Agargaon, Dhaka-1207.
16	Contact Details the official Inviting SRFA	Learning & Earning Development Project, ICT Division, Level-6, ICT Tower, Agargaon, Dhaka-1207. Phone: 02-55006797

The procuring entity reserves the right to accept or reject any or all of the applications/proposals and also the procurement process at any stage without showing any reason.

Md. Akhtar Mamun
Project Director (Deputy Secretary)
Learning and Earning Development Project.