Election Commission Secretariat
Preparation of Electoral Roll with Photographs and
Facilitating the Issuance of National Identity Card Project
Islamic Foundation Building
Agargaon, Dhaka

No: IDEA/Pro/S16.2/2011/475

Date: 07 June, 2016

Request for Expressions of Interest
Asset Management Consultant

The Government of the People's Republic of Bangladesh has received a credit from the World Bank (WB) for implementing Identification System for Enhancing Access to Services (IDEA) project under Bangladesh Election Commission (BEC). The project's objective is to establish a secure, accurate and reliable National ID system in Bangladesh.

The BEC intends to apply part of credit to cover eligible payments for the services of an individual consultant, who will work as Asset Management Consultant. Asset Management Consultant will be responsible for assisting the project regarding inventory management, distribution and proper management of Assets. He will directly report to the Project Director, IDEA Project.

Educational Qualification and Experience

Should be Masters or equivalent preferably in Finance. Should have at least 10 years practical experiences in inventory management, distribution, Admin and General Services. Must have at least three years working experience in a development organization in Managerial position. Working experience with any project under Bangladesh Election Commission or with NID card production and distribution process will be given preference. Must have excellent computer skills, strong administrative and analytical skills.

Assignment Duration & Selection Procedure:

The total duration of the assignment is estimated to be about one (1) year, with a provision of extension subject to Project requirement. Asset Management Consultant will be selected in accordance with the procedures set out in the World Bank's guidelines, "Selection and Employment of Consultants by World Bank Borrower" and also in accordance with the Public Procurement Regulations, 2008.

Complete EOIs must be submitted to the following address by 28 June, 2016. EOIs should contain the interest in the assignment and include an updated professional resume. Interested consultants may obtain further information, including the detailed terms of reference (ToR) from the Address below during office hours and from the website.

Sultanuzzaman Md Saleh Uddin
Brigadier General
Project Director
Identification System for Enhancing Access to
Services (IDEA) Project
Bangladesh Election Commission Secretariat
Islamic Foundation Building, Agargaon, Dhaka
Phone: 8181717, Fax; 8181721
E -mail: pd.idea.bd@gmail.com
Web site: www.ecs.org.bd

TOR (Terms of Reference)

Of

ASSET MANAGEMENT SPECIALIST (NATIONAL)

Required Educational Qualification:

1) Masters or equivalent (Preferably Major in Finance)

Required Practical Experience:

1) The incumbent must have at least 10 years experience in Inventory Management, Distribution, Human Resources, and Admin & General services.

2) Must have at least three years working experience with a development organization in Managerial/ Expert position.

3) Working experience with any project under Bangladesh Election Commission will get preference.

4) Must have capacity to handle a group of employees and coordinate the activities between Printing and Distribution section.

5) Should have practical experience to deal with all Thana/ Upazila and District level offices throughout the country in terms of providing logistic support.

6) Must have excellent computer skills, strong administrative and analytical skills.

7) Should have experience of handling at least 1 million NID/ Smart Cards, inventory and their onward distribution to all Thana/Upazila and District Election office.

8) Experience of printing Voter list and their onward distribution to all Thana/Upazila and District Election office will be an added advantage.

9) Must have capacity to liaison with the responsible firm for transportation of NID cards to various District/Upazila/Thana Election Offices.

Key Responsibilities of the Incumbent:

1) Development and implementation of policy regarding Inventory management, distribution, and proper utilization of assets.

2) Rearrangement of equipment/ items between 518 Thana/Upazila Election office, 64 District Election office and 10 REO office in order to ensure that all Election offices are equipped with ICT equipment.

3) Maintain computerized Inventory management system, updating of assets in the database and in the register as per GOB system.

4) Developing and implementation of asset tracking procedure for already delivered assets to various District, Thana/ Upazila Election Offices, Government sectors and also to project staff.

5) Prepare various statements by following NEX (National Execution) and other GOB guidelines to ensure smooth closing of the project.

6) Responsible for ensuring logistic support to all Districts, Thana/Upazila election offices during Voter List Update Program 2011.

7) Responsible for delivery of required equipment/item as per allocation sheet, ensure safety & security of assets, calculation of Generator fuel consumption etc.

8) Responsible for reception of ID Cards from Printing Section and distribute the same to all District and Thana/ Upazila Election Offices throughout the country.