

## **Application Forms**

Form A : Application Submission Form

Form B : CV of the Applicant

Form C : Remuneration and Reimbursable

# Form A. Application Submission

Date:.....

To:

Chairman  
Cox's Bazar Development Authority (CoxDA)  
BMA Bhaban, Kolatoli Road  
Cox;s Bazar

Dear Sir:

I am hereby submitting my Application to provide the consulting Services for Individual Consultant: Assistant Town Planner (.....) in strict accordance with your Request for Application dated ..... published in the .....

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and other documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Attachment: 1. Form B: CV  
2. Form C: Remuneration and Reimbursable

## Form B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>												
2	NAME OF PERSON :	<i>[state full name]</i>												
3	DATE OF BIRTH :	[ dd/mm/yy]												
4	NATIONALITY :													
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>												
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ].</i>												
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>												
8	LANGUAGES & DEGREE OF PROFICIENCY	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Language</u></td> <td style="text-align: center;"><u>Speaking</u></td> <td style="text-align: center;"><u>Reading</u></td> <td style="text-align: center;"><u>Writing</u></td> </tr> <tr> <td style="text-align: center;"><i>e.g. English</i></td> <td style="text-align: center;"><i>Fluent</i></td> <td style="text-align: center;"><i>Excellent</i></td> <td style="text-align: center;"><i>Excellent</i></td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>				
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<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>											
9	COUNTRIES OF WORK EXPERIENCE													
10	EMPLOYMENT RECORD  <i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>	<p><i>[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i></p> <p><i>[The Applicant should clearly indicate the Position held and <b>give a brief description of the duties</b> in which the Applicant was involved].</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">EMPLOYER 1</td> <td style="width: 30%;">FROM: <i>[e.g. January 1999]</i></td> <td style="width: 30%;">TO: <i>[e.g. December 2001]</i></td> </tr> <tr> <td>EMPLOYER 2</td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>EMPLOYER 3</td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>EMPLOYER 4 (etc)</td> <td>FROM:</td> <td>TO:</td> </tr> </table>	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>	EMPLOYER 2	FROM:	TO:	EMPLOYER 3	FROM:	TO:	EMPLOYER 4 (etc)	FROM:	TO:
EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>												
EMPLOYER 2	FROM:	TO:												
EMPLOYER 3	FROM:	TO:												
EMPLOYER 4 (etc)	FROM:	TO:												

11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT <i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>
12	COMPUTER SKILL
13.	OTHERS

**CERTIFICATION**

*[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			

## Form C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held.

### (1) Remuneration

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

**Note: A month consists of 30 calendar days.**

### (2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses ( <i>to be listed</i> )			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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# **Terms of Reference for Individual Consultant (Assistant Town Planner)**

## **Background and General Description**

Cox's Bazar Development Authority (CoxDA) was established in 2016 under the Ministry of Housing and Public Works. It is a new organization. The organization needs an Assistant Town Planner to assist the Town Planner for the planning of the development works of the Cox's Bazar tourism city. The Assistant Town Planner will carry all planning related works of CoxDA including all project works assigned by the Member (Engineering), Secretary and Deputy Town Planner/Authorized officer.

The Assistant Town Planner Consultant will report to the Member (Engineering), CoxDA.

## **Duties and Responsibilities**

The Assistant Town Planner consultant will:

- Contribute to all planning works of the CoxDA;
- Contribute to the design, supervision and estimation of all planning works of CoxDA;
- Perform duty assigned by the Authority in planning area;
- Perform duty assigned by the Authority (Land use clearance and Authorized section);
- Contribute to all planning works of CoxDA at the direction of Member (Engineering), CoxDA;
- Contribute to prepare new master plan of Cox's Bazar for CoxDA.

## **Selection Criteria**

Candidates meeting the following requirements are encouraged to apply:

Educational Qualifications: At least a BURP degree from a Public University.

Relevant Working Experience:

- Minimum 3 years' experience in the relevant field;
- Experience in GIS related works;
- Strong background in Urban/Town Planning;
- Close familiarity with Bangladesh's development problems and issues and working experience in the above areas;
- Familiarity with relevant local art, culture and traditions
- Excellent analytical and communications skills and ability to write clearly and concisely;
- Strong interpersonal skills and ability to work effectively in a team-based environment and under time constraints;
- Ability to provide the full range of operational assistance with independent responsibility;
- Demonstrated ability to carry out research and analytical tasks and to contribute to resolution of sector and country issues;
- Ability to build effective working relations with client and colleagues.

**Computer Literacy**

MS Word, MS Excel, Autocad, GIS, Image Processing etc.

**Duration**

Initially for 24 months, may be extended based on requirement and performance of the incumbent.