

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 Director (Land) 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 :	<i>[dd/mm/yy]</i>												
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;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Language</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Speaking</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Reading</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Writing</u></th> </tr> </thead> <tbody> <tr> <td style="border: none;"><i>e.g. English</i></td> <td style="border: none;"><i>Fluent</i></td> <td style="border: none;"><i>Excellent</i></td> <td style="border: none;"><i>Excellent</i></td> </tr> </tbody> </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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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 give a brief description of the duties in which the Applicant was involved].</i></p> <table style="width: 100%; border: none;"> <tbody> <tr> <td style="width: 40%; border: none;">EMPLOYER 1</td> <td style="width: 30%; border: none;">FROM: <i>[e.g. January 1999]</i></td> <td style="width: 30%; border: none;">TO: <i>[e.g. December 2001]</i></td> </tr> <tr> <td style="border: none;">EMPLOYER 2</td> <td style="border: none;">FROM:</td> <td style="border: none;">TO:</td> </tr> <tr> <td style="border: none;">EMPLOYER 3</td> <td style="border: none;">FROM:</td> <td style="border: none;">TO:</td> </tr> <tr> <td style="border: none;">EMPLOYER 4 (etc)</td> <td style="border: none;">FROM:</td> <td style="border: none;">TO:</td> </tr> </tbody> </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:
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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 Director (Land)

Background and General Description

Cox's Bazar is the most visited tourist destination in Bangladesh, located along the Bay of Bengal in South Eastern Bangladesh. It is the prime tourism city in the country. This favorite tourism city has seen one of the country's fastest rates of population growth in recent years, fueled primarily by growth in both domestic and international tourism and related industries.

Cox's Bazar Development Authority (CoxDA), established in 2016 under the Ministry of Housing and Public Works, have undertaken a number of development works in recent years. In the urban areas of Cox's Bazar, several construction activities led by CoxDA are currently underway. The major initiatives are the Cox's Bazar Development Authority's office building construction project, the expansion of road and bus terminal with a view to resolving the traffic congestion in the city of Cox's Bazar, the Alternate Road Development Project along the green basin adjacent to the Bankkhali River and the recently taken plan of implementation of 220 acre residential land development project in Zilonza mouza and 383 numbers flats development project also had been taken. In future more land development works are to be taken by the authority.

In connection with these development works of the CoxDA land management is a vital issue. It is necessary to ensure proper land acquisition and proper use of land. Implementation of master plan by ensuring the legal use of the land an expert is required.

In order to support with land management activities of the Cox's Bazar tourism city the CoxDA needs an Assistant Director (Land) in the capacity of an Individual Consultancy. The Assistant Director (Land) Consultant will report to the Member (Engineering), CoxDA.

Objectives

- To effectively and efficiently coordinate the development activities of CoxDA-owned property to achieve business plans and financial objectives.
- To perform land development/management related works, E-nothi and administrative works assigned by the authority.
- To understand all components of the development processes and timing/sequencing of all phases of those processes.
- To play an integral role in the planning process for the jurisdictions of the CoxDA.
- To understand design-related components necessary to satisfy jurisdictional requirements.

Duties and Responsibilities

The Assistant Director (Land) consultant will:

- Assist the CoxDA in all facets of lands management where necessary such as, land use management policy, operational planning & evaluation;
- Assist the CoxDA in maintaining and updating the lands work plans, and budgets where required;
- Assist the CoxDA in land related legal activities;
- Make site inspections on related land development proposals, zoning or plans as required;
- Responsible for maintaining register of all leases;
- Be responsible for generating monthly activity reports/ ministerial administrative reports to the CoxDA on position duties;
- Contribute to all land management related works of CoxDA at the direction of Member (Engineering) and Secretary, CoxDA;
- Participate in the planning process and organize public meeting/seminar/workshop of the CoxDA;
- Perform duty assigned by the authority (e-nothi and administrative works, case related);

Selection Criteria

Candidates meeting the following requirements are encouraged to apply:

Educational Qualifications: At least Masters degree from a reputed university.

Relevant Working Experience:

- Minimum 03 (three) years' experience land development/administrative/related work.
- Strong background in law;
- Close familiarity with administrative work, land management issues and working experience in the above areas;
- 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;
- Experience in ICT related works;
- Familiarity with relevant local art, culture and traditions;
- Ability to build effective working relations with client and colleagues.

Computer Literacy

MS Word, MS Excel, MS Power Point, Adobe Illustrator, Photoshop.

Duration

The Assistant Director (Land) will be selected initially for 24 months. The duration may be extended based on requirement and performance of the incumbent.