

Government of the People's Republic of Bangladesh  
Strengthening Institutional Capacity to Reduce Short Lived Climate Pollutants (SLCPs)  
**Department of Environment**  
E-16 Agargaon, Sher-E-Bangla Nagar, Dhaka-1207

Memo No: 22.02.0000.026.14.194.2016.121

Date: 22 September 2016

**Subject: Selection of consultant/Junior consultant for the Project- “Strengthening Institutional Capacity to Reduce Short Lived Climate Pollutants (SLCPs)”.**

The Department of Environment (DOE) is going to engage the following consultant/Junior consultant in the respective assignments for the project titled, “Strengthening Institutional Capacity to Reduce Short Lived Climate Pollutants (SLCPs)” being implemented with the technical assistance of the UNEP. The consultants would be procured for full time assignments, and the remuneration for the person’s engagement in the assignment is negotiable. The consultant/Junior consultant would be working under the supervision of and reporting to the Project Director. Required qualification and experiences along with the main tasks to be performed by the consultants are given below:

Name of Post	Educational qualification	Experience	Main Responsibilities
Consultant / Project Coordinator 01 (One)	PhD/Post Graduate degree in relevant subject	<ul style="list-style-type: none"> <li>• Minimum 15 years of working experience (in case of PhD degree);</li> <li>• 20 years of working experience (in case of post graduate degree);</li> <li>• A minimum of 5 years of experience in Climate Change field is necessary;</li> <li>• Candidate experienced in the relevant field-physical/environmental science will be preferred.</li> <li>• Proven track record in dealing with large projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Project Director in establishing and managing National SLCPs Unit in DOE and coordinate SLCPs activities in the country;</li> <li>• Assist the Project Director in creating and mobilizing an Advisory Group that assists SLCP mitigation;</li> <li>• Work with Swedish Environment Institute to improve Nation Action Plan (on SLCPs) data, modelling and assumptions as well as to upgraded toolkit application for Bangladesh;</li> <li>• Work closely with the National SLCP Unit in developing communication strategy and implementation plan on SLCPs;</li> <li>• Work closely with UNEP Management and project partners involved in achieving Project Outcomes and Outputs;</li> <li>• Ensure proper management of funds consistent with UNEP requirements, and budget planning and control;.</li> <li>• Undertaking any other activities that may be assigned by the Steering Committee.</li> </ul>

Consultant / Project Assistant 01 (One)	Post graduate degree in environmental Management, Social Science (Statistics) or a related subject	5 Year working experience in <ul style="list-style-type: none"><li>• Microsoft packages – Word, Outlook, Power point, Database and Excel;</li><li>• Working in an office environment</li><li>• High level administration and report writing skills</li></ul>	<ul style="list-style-type: none"><li>• Undertake duties as directed by the Project Director/Project Coordinator to support the delivery and implementation of the project;</li><li>• Track project deliverables, using appropriate tools;</li><li>• Constantly monitor and report on progress of the project to all stakeholders;</li><li>• Handle requests for information and data;</li><li>• Schedule and coordinate meetings/workshop, appointments;</li><li>• Prepare agendas for meetings and prepare schedules</li><li>• Minute taking;</li><li>• Contribute to the work of the project as appropriate;</li><li>• Undertake any other duties as appropriate and within the post holder’s capabilities.</li></ul>
--	--	--	--

The interested individuals are requested to submit their resume in a sealed envelope with a one-page cover letter expressing why incumbent is suitable for the assignment. The application with attested copies of academic attainments has to be submitted to the Office of the Project Director, SLCP Project, Dept of Environment, E-16 Agargaon, Sher-E-Bangla Nagar, Dhaka-1207, Bangladesh on or before 13 October 2016. The Resume should include the information as follows: a) Name and Designation, b) Date of Birth, c) Present and Permanent Address with e-mail and telephone numbers, d) Information on all academic degrees including the proof of Specializations, e) List of the research paper or publication (if any) with relevance to the assignment, f) List of the most relevant experiences/assignments/research undertaking/studies (if any) accomplished, g) Length of Experiences (if any) in the relevant professional service, h) Availability for the assignment and i) others (if any).

(Masud Iqbal Md. Shameem)  
Project Director  
Tel:8181786