

Office of the Project Director
Upazila Governance & Development Project (UGDP)
Room No: 509, 29, Agargaon
National Institute of Local Government,
Dhaka-1207

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**Corrigendum to Advertisement for recruitment of Upazila Development Facilitators
(UDF) under Upazila Governance & Development Project (UGDP)**

The Government of the People's Republic of Bangladesh (GOB) has received a credit under loan agreement BD-P85 from Japan International Cooperation Agency (JICA) towards the cost of Upazila Governance & Development Project (hereinafter referred to as "UGDP" or the "Project") and intends to apply part of the proceeds to cover eligible payments under the contract for providing support services by recruitment of 200 Upazila Development Facilitator (UDF) for the project as staff for specific period.

UDF will play a catalytic /facilitating role to **support** Upazila Chairman, UNO and other functionaries at upazila, union and district level in discharging their original functions. UDF will ensure smooth implementation of the UGDP at Upazila level. The scope of work of the UDF includes but not limited to:

1. UDF will provide **support** to Upazila Parishad and Upazila-level officers in implementation of the below mentioned tasks:
 - i) preparation of development plans (5-year and annual), which are the basis for sub-projects under the Project; ii) identification of priority development sub-projects (securing that they are selected on the basis of development plans); iii) preparation of sub-project documents; iv) submission of sub-projects' proposals to Local Government Division (LGD)/Project Management Unit (PMU); v) preparation of budget of sub-projects; vi) implementation of sub-projects; vii) financial management of sub-projects; viii) monitoring of and periodical visit to sub-projects; ix) preparation of annual and quarterly progress reports of the Project; x) to advice and promote the performance improvement of not-yet-selected Upazilas within the same district; and xi) any other coordination tasks assigned by project authority to achieve the afore-mentioned functions.
2. Make periodic visits to the "already-supported/graduated" Upazila Parishads to monitor that they maintain the enhanced capacity and comply with the internal administrative procedure of GOB as well as requirements pertaining to the Project (JICA loan project)
3. Support in accommodating monitoring, audit and governance performance assessment by the central government agencies including PMU, particularly in data-gathering with regard to performance indicators
4. Ensure people's participation in the Project through visit to and monitoring of Union-level activities such as Union Parishad monthly meetings, Union Development Coordination Committee (UDCC) meetings, Open budget meetings, Wardshava, etc.
5. Prepare monthly activity reports of UDF and send them to LGD/PMU
6. Inform LGD/PMU of problems and obstacles that need attention and specific assistance
7. Be stationed in one of the recipient Upazila Parishads but move to a newly joining recipient after two years)
8. Hand over the functions of UDF to Upazila Parishad and identified Upazila officers

Details are provided in the Terms of Reference (ToR) of the assignment

The qualification, competence and experiences required for the assignment are:

Key Qualification and Competencies includes:

- have minimum 3 years of experience of working with Local Government Institutions (LGIs)/other rural institutions or extensive working experience in development activities
- age limit is 45 years on the last date of the submission of the application but the age limit can be relaxed for highly experienced person working with LGIS at least 8 years or more

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- have Master Degree Graduate with Honors
- have sound knowledge of local government system in Bangladesh
- have excellent communication skills (written and oral)
- have excellent computer skills (word, excel and PP)
- have cultural, gender and religious sensitivity and adaptability
- Able to drive Motor Cycle

The UDFs will have to work at different upazila level as decided by the project authority, Selected candidates should have extensive field visits to rural areas to support and monitor the project activities. The UDFs will be paid a gross consolidated pay within the range of BDT 40,000 to 55,000 per month based on the experience and competence of the successful candidates. Deduction of Taxes and VAT will be applicable on the contract amount as per prevailing rate.

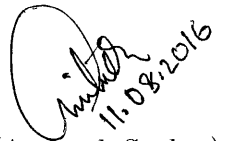
The UGDP-PMU now invites application from eligible candidates of Bangladesh to indicate themselves to serve as UDF. Applicants should submit their applications containing i) a cover letter, ii) a complete CV, iii) 02 Passport size Photograph, iv) Copy of Relevant Certificates-Academic and Experience, v) Copy of NID/Voter ID, vi) Certificates from relevant local Government authorities (UP/Pourashava/City Corporation). Candidates serving in government, semi-government, autonomous body should apply through proper channel.

The candidates will be selected through written test, computer test and oral interview. **The existing Quota systems (for Women, Disabled persons, Freedom Fighters, Tribal people) of the government will be followed during the selection of successful candidates.** It is expected that the selected candidates will resume their duties on **1st December, 2016** at different Upazilas. Annual Performance Assessment will be done by project authority and the continuation of the service will depend only on the satisfactory performance of the concerned person. **The service of the UDFs will not be continued after expiration of their contract and the specific time period to be determined by project authority.**

Interested candidates can download the ToR from LGD website (<http://www.lgd.gov.bd>)

Applications must be submitted by the applicants on or before 04 September, 2016 within 4:00 pm in a sealed envelope to the office of the undersigned. **The applicants already submitted their application need not to apply again.** On the top of the envelope it should be clearly written: **"Application for the position of Upazila Development Facilitator"**. **Only Shortlisted Candidates will be called for Written Test.**

The Authority reserves the right to accept or reject any or all applications without assigning any reason thereof.



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