

BANGLADESH RURAL ELECTRIFICATION BOARD

DHAKA, BANGLADESH

**PBS Instruction : 300-54**

**BREB Instruction : 400-26**

**SUBJECT: APPOINTMENT OF LOCAL CONSULTANT FOR BREB/ PBSs.**

Date of Approval : 26-06-1990

Date of Last Revision : 19-02-2020

**1. PURPOSE:**

This Instruction sets forth:

- A. To provide policy guidelines for appointment of local consultant(s) in order to have expert opinion/services for the Palli Bidyut Samities(PBSs) in the field of management/ technical/ finance/ member service for enhancing proficiency of the BREB/PBSs to attain ultimate objectives of the RE Program.
- B. To minimize dependency on foreign experts in order to become self-reliant in all fields of activities of the PBS(s).
- C. To mitigate/overcome/resolve any special situation or crisis in BREB/PBSs.

**2. GUIDELINES:**

**A. Requisite Qualification and Experience for becoming local consultant :**

- (1) Any Bangladeshi\_National with requisite qualification and experience, provided that:
- (2)
  - a) He/She is not in service in a Govt./ Semi-Govt./ Autonomous body/ Corporation/ PBSs.

**Revision:**

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Consultant TAPP BREB

(Md. Duhidul Islam)  
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(Md. Ahsanul Haque)  
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(Debasish Chakraborty)  
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Asst. Secy. (Board), BREB.

- b) He is not convicted by any court of the land and must have clean personal and professional background.
- c) His/Her age should be above 50 years but not exceeding 67 years.
- (3) Candidates must have at least a Bachelor or equivalent degree with at least 20 (twenty) years of service experience in the relative fields in the BREB/PBSs,

## B. APPOINTMENT PROCEDURES:

- (1) A Committee as constituted below will examine the application of the eligible candidates and will submit the name(s) of qualified candidates for appointment as Local Consultant.

### (2) COMMITTEE

Sl. No.	Designation	Position
1.	Chairman, BREB	Chairman
2.	All full-time Members, BREB	Member
3.	Secretary, BREB	Member-Secretary

- (2) The appointment shall be confirmed after it is approved by the Chairman, BREB

- (3) The appointment shall be on contract basis.

- (4) The contract form with the terms & conditions for employment, Scope of Services and other facilities will be developed by BREB.

Secretary, BREB will act as focal point in this regard and coordinate the process of appointment of Local Consultant.

- (1) The procedures for appointment of Local Consultant shall be as follows:
- a. When an office of BREB or any PBS or BREB Authority alone feels for the greater interest of RE program to have expertise services of local consultant

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from any discipline of Management/ Technical/Finance/Member Service, the requisition proposal for the same shall be sent to the Member-Secretary of the concerned Committee (Secretary, BREB) in written for further action.

- b. The Committee shall identify/determine the Scope of Services, fee/ remuneration & financial benefits, source of fund, mode of payment, facilities to be provided for performing the consulting jobs etc. in compliance with the provisions of Public Procurement Act. and Regulations and the existing relevant BREB and PBS instruction as well.
- c. The Member-Secretary of the Committee shall prepare the terms & conditions for employment of the Local Consultant and prepare PROPOSAL Form/document and notification thereof in compliance with the provisions of Public Procurement Act. and Regulations and the existing relevant BREB and PBS instruction as well. All of the above documents shall be approved by the Committee.
- d. The Committee shall identify the persons from the competent and prospective personnel with the requisite qualification and work experience of BREB/PBS for sending PROPOSAL to them and prepare a list of the same.
- e. The Member-Secretary of the Committee shall issue the PROPOSAL in the prescribed Form/document as per list prepared by the Committee, subject to approval from the Chairman, BREB.
- f. The Committee shall evaluate the PROPOSAL(s) submitted by the incumbents in this respect, considering the qualification, experience and capacity to perform the jobs be assigned to them and prepare a panel for negotiation.

The Committee shall also identify the office where the Local Consultant will render service and the officer as counter part to whom he will report. .

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- g. The Committee shall negotiate with the candidates as per merit list of the panel in regard to remuneration, reimbursable expenditure and other facilities etc.
- h. After negotiation with the paneled candidates, the Committee will finalize the proposal of consultant. The Committee will also make a list of senior consultant, if any suitable candidate is found available.
- i. The Member-Secretary of the Committee shall place the proposal of the Local Consultant(s) to the BREB Chairman for approval and upon approval will arrange for appointment.

**C. Fees/Remuneration and Source of Fund**

- (1) Fees/remuneration shall be fixed up the Local Consultant as per Negotiation. :
- (2) Local Consultant shall get monthly Medical Allowance at the rate of 5% (five percent) on consolidated fee/remuneration.
- (3) The Local Consultant appointed for at least 6(six) months will be entitled to Festival Bonus at the rate of 50% (fifty percent) on consolidated fee/remuneration.
- (4) TA/DA will be admissible at the rate that Senior General Manager is entitled as per PBS Instruction 300-28.
- (5) Income tax on fee/remuneration shall be borne by the Local Consultant.
- (6) Transportation, if available may be provided on approval from the Chairman, BREB.
- (7) The fees/remuneration shall be borne by the surplus earning PBS/ PBSs as determined by the Chairman, BREB.

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