



Chittagong Regional Office: 1/E, Baizid Bostami Road, Behind Mimi Super Market, East Nasirabad, Panchlaish, Chittagong-4000.

CCR/2016-2017/O.M-24

Ref No:

Date:

14/11/2016

Invitation for Consultant for Printing of Booklet on Lesson Learnt & Good Agriculture Practice

Caritas Chittagong Regional Office is inviting applications from the eligible candidates for the position of Consultant as a temporary basis for Printing of Booklet on Lesson Learnt & Good Agriculture Practice under the Project entitles: **Improvement of food security for ethnic and marginal farmers of Chittagong hill tracts through sustainable agriculture**. A three-years project beginning from July 2013 to June 2016 have been implemented in 3 upazilas (Alikadam, Lama, Thanchi) under Bandarban, Manikchari Under Khagrachari and Rajsthalhi under Rangamati Hill Districts. This project is funded by the Secourse Catholique, Caritas France. Currently the project is on bridging phase period from July 2016 to June 2017. **Improvement of food security for ethnic and marginal farmers of Chittagong hill tracts through sustainable agriculture project** focused on promotion of livelihood and food security of 2,375 households of the poor and marginalized ethnic people & Bengali farmers through practice of Sustainable Agriculture (SA).

Details of Position with Educational qualifications and Requirements

- Position: Consultant**
- Good Writing Skill on Case studies and have vast experiences on Publication of educational materials & writings skill on Booklet.
- Age: 40-60 years
- Qualification: S/he should have Maters in journalism/Social science from any Public University with good academic records. S/he should have expertise of writing of case studies/booklets/training materials/ conduct training. Experience of Chittagong Hill tracts will be given preference.
- Experience of develop publications consultancy or Research in development projects in NGO sectors.
- Strong report writing skills Both Bangla and English.

Remuneration: Please submit your Technical and Financial proposal based on Per Day for 17 days (VAT and TAX will be deducted at source as per Govt. rule of the Country) by 22 November 2016 on 05:00 pm to address mentioned in below. Only selected candidate will be called for interview after reviewing by our Selection Committee to your financial and technical proposal

Selected participant food, accommodation and travel in the field as well as data collections and taking quality photos in working area will be borne by Caritas Bangladesh.

Key Responsibilities

- Reviewing the project documents, stories with concerned project personnel's, beneficiaries as well as data collection and taking quality photos
- The total duration for preparing the documents within 17 days.
- Based on the project model & components at least 12 case studies both in Bengali & English to be written with good quality pictures. Reflection on small refers of Good practices with picture (1 refers for 1 picture) & challenges during the project period will be written both in Bengali and English.
- Booklet will be containing of 50 pages comprise of 12 Case studies by ensuring good quality paper as per specifications and also good looking of cover page with must have a good pictures. (Booklet 500 set, size: 11.2x 8.3, paper glossy art paper, color: 4 color, weight: 120 gm). Draft booklet should be proved by Management of Caritas before printing.
- The selection of key beneficiaries for writing case study to be stipulated on the project working areas.
- To produce (printing & prepare) and deliver the soft copies all case studies for feed back project team, Regional & Central office.
- Finally submit at least 500 set booklets.

কারিতাস বাংলাদেশ

সমাজ কল্যাণ ও মানব উন্নয়নের জন্য বাংলাদেশের
কাথলিক বিশপ সম্মেলনীর একটি জাতীয় প্রতিষ্ঠান



Caritas Bangladesh

A National Organisation of the Catholic Bishops' Conference
of Bangladesh for Social Welfare and Human Development

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Page- 2

Tentative Time schedule:

Sl. No	Particulars	Tentative Time
1	- Review the project documents, meeting with stakeholders, beneficiaries - Data collection and photos taken from the project beneficiaries.	24-28 November 2016
2	Prepare draft story book, Taking feedback from Caritas Bangladesh and finalization	1-6 December 2016
3	Printing and Submission of Booklets	7-15 December 2016

Eligible and Interested candidates with requisite qualifications are invited to Submit a complete CV with details two passport size photographs and copies of all academic and experience certificates including National ID as well as technical and financial proposal to the following address: **Regional Director**, Caritas Chittagong Regional Office, 1/E, Baizid Bostami Road, East Nasirabad, Panchalash, Chittagong on or before **5:00 pm, 22 November 2016**. Only short-listed candidates will be called for discussion.


James Gomes
Regional Director
Caritas, Chittagong.

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Regd. under the Societies Registration Act XXI of 1860
No. 3760-B of 1972-73, Dated 13-7-1972

Regd. with NGO Affairs Bureau under the Foreign Donations (Voluntary Activities)
Regulation Ordinance, 1978, No. 009, Dated 22-4-1981
Regd. under the Micro Credit Regulatory Authority Act 2006
No. 00032-00286-00184, Dated 16-03-2008

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