

**University Grants Commission of Bangladesh**  
**Office of the Project Director**  
**Higher Education Quality Enhancement Project (HEQEP)**  
**Dhaka Trade Center (8<sup>th</sup>) Floor**  
**99 Kazi Nazrul Islam Avenue, Dhaka-1215**

Ref: UGC/HEQEP/Procurement/ S 6/09/ 587

Dated: May 03, 2010

**Request for Expression of Interest (REoI)**  
**for**  
**Specialist for Investment Studies on Digital Library**  
**Service (Package: S 6)**

**1. Introduction**

The Government of the Peoples Republic of Bangladesh has undertaken the Higher Education Quality Enhancement Project (HEQEP) with the support of the International Development Association (IDA). The University Grants Commission of Bangladesh is the implementing agency of the Project. A part of the IDA fund will be utilized in payments for individual consultancy services who will undertake a comprehensive study for establishment and maintenance of digital library in the project.

**2. Objectives**

The objectives of the study are to assess the extent and need for electronic journals, books, peer-reviewed literature and publications by the researchers and institutions in Bangladesh, review the existing IT infrastructure and connectivity in the public universities and the improvements needed, and to decide on the modes of subscription and integration with BdREN and TEIN3.

**3. Qualifications and Experience**

- Master's degree in any subject from a recognized university of Bangladesh or abroad. Preference shall be given to Master's degree in library science/mass communication and journalism/economics/business studies/development studies/ electronics/computer science;
- Minimum 3 years experience in carrying out a wide range of empirical researches and/or surveys/studies;
- Excellent understanding of the global electronic resources accessible through the Internet and first hand experience of dealing with such resources. Experience of working with digital libraries in Bangladesh or elsewhere will be an added advantage;
- Ability to communicate with a wide range of stakeholders, including government officials;
- Ability to travel and work in all public & private universities in Bangladesh;
- Excellent communication skills in Bengali and English;
- Excellent skills in report writing in English and its presentation;
- Computing skills, including knowledge of databases, word-processing and spreadsheets applications

4. The estimated duration of the service will be for four person months. The consultant will have to prepare a draft report and share with PD, HEQEP/UGC within three months from the start of the consultancy and the final report will have to be submitted within the four months.
5. Expression of Interest including expected remunerations shall have to be submitted on or before **2:00 pm, May 25, 2010** on working days during office hours in sealed envelope to the Project Director, HEQEP, and be clearly marked "Expressions of Interest for **“Specialist for Investment Studies on Digital Library”**". Applications should be submitted directly or sent via post/ email at the address of the undersigned. Applications through e-mail should preferably have the same text in the subject line of the e-mail.
  - The applicants may submit supporting documents in favor of their experience and qualifications along with the EOI
  - Consultant will be selected using the selection of individual consultant method in accordance with Public Procurement Act, 2006 and Public Procurement Rules, 2008.
  - The authority reserves the right to accept or reject all EoIs.
6. The Terms of Reference and other relevant information are available in the web address: [www.ugc.gov.bd](http://www.ugc.gov.bd); <http://cptu.gov.bd> and <http://www.heqep-ugc.gov.bd> Interested applicant may get detail information and related documents i.e. the Terms of Reference (ToR) from the office of the undersigned during office hour before 2:00 pm, **May 25, 2010**.

Ruknud-Deen Ahmed  
Project Director, HEQEP  
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Email: pd\_heqep@yahoo.com

**University Grants Commission of Bangladesh**  
**Higher Education Quality Enhancement Project (HEQEP)**  
**IDA Credit No. 4544-BD**

**Terms of Reference**  
**for**  
**Specialist for Investment Studies on Digital Library**  
**(Package No.-S6)**

**1. Introduction**

Some 20 universities and research institutions in Bangladesh are now accessing digital library facilities in a limited way and with very poor connectivity. Besides, inadequate bandwidth, lack of resources to upgrade IT infrastructure and poor facilities provided to the teachers and students, particularly in the public universities, are major constraints in the use of the digital library. To address this situation, HEQEP will facilitate access to the global repository of knowledge through subscription to a digital library for the participating universities by through a consortium. As an upfront activity a comprehensive study will be conducted during the first year of project implementation.

**2. Objective**

The objectives of the study are to assess the extent and need for electronic journals, books, peer-reviewed literature and publications by the researchers and institutions in Bangladesh, review the existing IT infrastructure and connectivity in the public universities and the improvements needed, and to decide on the modes of subscription and integration with BdREN and TEIN 3.

**3. Key Responsibilities**

- (a) Review the extent and capacity of the existing Digital Library facilities utilized by universities and research institutions in Bangladesh;
- (b) Review previous assessment/studies done on Digital Library facilities in Bangladesh;
- (c) Review the extent of need and demand for Digital Library/electronic subscription by the public and private universities and research institutions;
- (d) Prepare an inventory of electronic journals and book publishers, database/knowledge resources firms, publishing houses, and peer-reviewed literature available on the web and identify the tools to track them and how those can be accessed;
- (e) Identify the international Digital Libraries that can be accessed from Bangladesh and find out the processes for accessing them;
- (f) Assess the existing IT infrastructure in public and private universities for meaningful use of the proposed digital library and propose the infrastructural improvements needed;
- (g) Review and propose the modes of Digital Library subscription by public and private universities including the mechanism for cost recovery;
- (h) Prepare an implementation plan to establish Digital Library and assess its future needs in the higher education sector and research institutions;
- (i) Produce a draft policy on Digital Library for UGC to guide future actions;
- (j) Prepare a draft institutional structure of the consortium for managing the Digital Library;
- (k) Identify the training needs and prepare a detailed training plan for the stakeholders of proposed Digital Library;

#### **4. Counterpart Support**

The UGC/HEQEPU will provide office space, logistics and institutional support to the consultant for carrying out the assignment.

#### **5. Reporting Arrangement**

The consultant will report directly to HEQEP PD. However, consultant will work closely with the HEQEPU and UGC for day-to-day activities as a team. The consultant will submit written report on progress of work every month after beginning of the assignment. He will finalize the study report in one month after incorporating all observations and reviews on the draft final report before the conclusion of the assignment.

#### **6. Qualification and Experience**

- Master's degree in any subject from a recognized university of Bangladesh or abroad. Preference shall be given to Master's degree in library science/mass communication and journalism/economics/business studies/development studies/ electronics/computer science;
- Minimum 3 years experience in carrying out a wide range of empirical researches and/or surveys/studies;
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- Ability to communicate with a wide range of stakeholders, including government officials;
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- Excellent communication skills in Bengali and English;
- Excellent skills in report writing in English and its presentation;
- Computing skills, including knowledge of databases, word-processing and spreadsheets applications.

#### **7. Duration**

The estimated duration of the service will be for four person months. The draft report will be prepared and shared with PD, HEQEP /UGC within three months from the start of the consultancy and the final report will be prepared within the fourth month.