

Government of the People's Republic of Bangladesh
 Chief Adviser's Office
 Bangladesh Investment Development Authority
 Registration and Incentives-Foreign Industry
 Biniyog Bhaban
 Plot: E-6/B, Agargaon, Sher-E-Banglanagar, Dhaka-1207
 www.bida.gov.bd

Memo No: 03.07.2680.245.99.690.25.185


Date: 21.04.2025

Request for Expression of Interest (REOI)

1.	Ministry	:	Chief Adviser's Office
2.	Agency	:	Bangladesh Investment Development Authority (BIDA).
3.	Procuring Entity Name	:	Bangladesh Investment Development Authority (BIDA).
4.	Procuring Entity District	:	Dhaka
5.	Expression of Interest for	:	Recruitment of A. Senior Business Development Manager (coverage)- one position B. Senior Relationship Manager- one position C. Associate Relationship Manager- one position D. Business Development Manager- one position for Business Development Team of Bangladesh Investment development Authority
6.	EOI Ref. (Package) No.	:	PS-BIDA-1
7.	EOI Publication Date	:	22 April 2025
8.	Budget and Source of Fund	:	GOB (Revenue)
9.	EOI Closing Date and Time	:	20 May 2025 at 3.00 PM
10.	Brief Description of the Assignment	:	A. Senior Business Development Manager: Lead the identification and execution of new investment opportunities, by providing strategic and operational support while also coordinating with relevant authorities to facilitate necessary permits and approvals. B. Senior Relationship Manager: To serve as the main contact for key investors, by addressing their needs and goals and use insights from investor trends and feedback to improve engagement strategies. C. Associate Relationship Manager: To assist in managing investor relationships by addressing their needs, identifying challenges or opportunities, and recommending practical, balanced solutions. D. Business Development Manager: To identify new investment opportunities and markets and develop strategic plans to promote growth and enhance competitiveness.
11.	Qualification and Experiences	:	A. Senior Business Development Manager: Senior-level experience in investment promotion or client management in top banks or corporations. Master's degree / equivalent and professional training required. Strong client management, international exposure, and familiarity with investment trends and public service culture are essential. B. Senior Relationship Manager: Senior-level experience, preferably as VP or Senior Manager equivalent, in top banks or corporations. Master's

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		<p>degree/equivalent and professional training required. Strong communication skills, international exposure, and familiarity with investment trends, regulations, and public service culture are essential.</p> <p>C. Associate Relationship Manager: Mid-senior level experience (e.g., AVP in banks, Manager in multinational firms). Master's degree/ equivalent and professional training required. Strong communication skills, knowledge of investment policies, global trends, and public service culture are essential.</p> <p>D. Business Development Manager: Mid-senior level experience (e.g., AVP in banks, Manager in multinationals) with a Master's / equivalent degree and professional training. Demonstrated business growth, strong financial knowledge, and familiarity with investment policies, global trends, and public service culture are essential.</p>
12.	Others Details	<p>: Duration of employment: 06 (six) months Number of position: 4(four). Work station: The work station will be BIDA Head Office. However, the Consultant should have field visits across the country located in different areas of Bangladesh. The Consultant should have to attend meeting outside Dhaka Head Office. Commencement of services: 01 June 2025 (Indicative)</p>
13.	Name and address of official inviting EOI and Contact Details	<p>: Mst. Shamima Akter Director, (Registration and Incentives-Foreign Industry) Bangladesh Investment Development Authority Chief Adviser's Office Biniyog Bhaban (Level 4) Plot# E-6/B, Agargaon, Dhaka-1207, Bangladesh Phone: +88-02-44826771</p>
14.	Particular Instruction:	<p>: (a) Consultants will be selected in accordance with the procedure set out in Public Procurement Act 2006' and Public Procurement Regulations 2008 and its update; (b) The detailed job description and particulars are stated in TOR which is available at www.bida.gov.bd; (c) Applicants are requested to submit their interest through SRFA-PS4 Form 3A: Application Submission Form; Form 3B: CV of the Applicant; Form 3C: Remuneration and Reimbursable (available in www.bida.gov.bd) along with two passport size photographs and all documents supported to CV; (d) Interested applicants are requested to send their Expression of Interest for the position within the specified deadline mentioned above in sealed envelope, clearly marked "Requested for Expression of Interest (REOI) for (i)Senior Business Development Manager (coverage), (ii) Senior Relationship Manager, (iii) Associate Relationship Manager, (iv) Business Development Manager to the undersigned by direct delivery or ordinary mail services. No online submission (e.g email, fax... etc.) is acceptable; and (e) The Procuring Entity reserves the right to reject all EOIs for any reason whatsoever.</p>

 21.4.2025

(Mst Shamima Akter)
Director (Deputy Secretary)
Phone: +88-02-44826771