

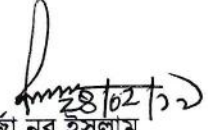
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তারিখ: ১২ ফাল্গুন, ১৪২৫
২৪ ফেব্রুয়ারি, ২০১৯

অফিস আদেশ

সকলের অবগতির জন্য জানানো যাচ্ছে যে, জাতীয় পরিকল্পনা ও উন্নয়ন একাডেমি (এনএপিডি)'র কনসাল্টেন্সী নীতিমালা-২০১৮ অনুমোদিত হয়েছে। সদয় অবগতির জন্য প্রেরণ করা হলো।

সংযুক্তি: বর্ণনা মোতাবেক


মির্জা নূর ইসলাম
সহকারী পরিচালক
ফোনঃ ৫৮৬১১৩৬২

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বিতরণঃ সকল কর্মকর্তা।

অনুলিপি:

- ১। সিস্টেম এনালিস্ট (অ.দা.), এনএপিডি (ওয়েব সাইটে প্রকাশের অনুরোধসহ)।
- ২। মহাপরিচালক মহোদয়ের স্টাফ অফিসার, এনএপিডি।
- ৩। হিসাবরক্ষণ কর্মকর্তা/ক্যাফেটেরিয়া সুপার/কেয়ার টেকার, এনএপিডি।
- ৪। অতিরিক্ত মহাপরিচালক মহোদয়ের ব্যক্তিগত সহকারী, এনএপিডি।
- ৫। পরিচালক (প্রশিক্ষণ)/(প্রশাসন ও অর্থ)/(গবেষণা ও প্রকাশনা) এর ব্যক্তিগত সহকারী, এনএপিডি।
- ৬। অফিস কপি/মাস্টার কপি।

National Academy for Planning and Development (NAPD)
Ministry of Planning
3/A, Nilkhet, Dhaka-1205

Research & Publication Division

Consultancy Policy for NAPD Faculty Members

1. Title and Commencement

1.1 This policy document shall be called Consultancy Policy of National Academy for Planning and Development.

1.2 The policy will come into force on the date of its approval of the BOG.

2. Definition of Consultancy

Consultancy means the provision of services by a faculty member or more than one faculty members of the Academy or NAPD as an organization to meet a specific need of a client as per an official contract or correspondence, where

- **Services** means consultancy services;
- **Clients** means government bodies, autonomous bodies, NGOs, private firms, other national and international organizations;
- **Academy** means National Academy for Planning and Development
- **Policy** means a course or principle of action adopted or proposed by an organization.

3. Objectives

Involvements of faculty members and NAPD as an expert organization in consultancy works are expected to:

- Help client organizations in improving their performance and activities;
- Help themselves to apply theoretical knowledge and gain practical experiences;
- Bring opportunities for faculty members to enhance their professional competency; and
- Contribute for improvements of the Government and their client organization to formulate development policy strategies and documents related to development projects in terms of effectiveness and efficiency.

4. Role of R&P Division

- Explore consultancy market both home and abroad;
- Establish network with other public sectors training institutions of home and abroad;
- Prepare proposal and participate in bidding in according with PPR, 2008;
- Allocate consultancy work among the faculty on subject based area of specification as per the mandate of NAPD.

5. Areas of Consultancy

1. Planning and Project Management
2. Project Appraisal
3. Preparation of Development Project Proposal
4. Research in public sector management
5. Training and Development
6. Governance Issues: Innovation in Governance
7. Evaluation of Govt. Development Project
8. Environment Impact Assessment (EIA)
9. Human Resource Management and Development
10. Organization needs assessment & Effectiveness



11. Public Procurement
12. Post Training Utilization
13. Training curriculum Development
14. Governance, development, poverty reduction, financial management etc.
15. Others

7. Types of Consultancy

- Short term consultancy (Less than six months)
- Long term consultancy (More than six months)
- Specific/Individual project duration.

Short term and long term consultancy may be part-time or full-time job/work depending on the nature of the services and need of the client organization. It should be ensured that official duty is not hampered due to the consultancy service.

8. Criteria for selection of faculty members:

- i. Faculty members with relevant academic background and experience will be considered as a member of the consultancy team.
- ii. There will be a committee consisting of Director (R&P), Director (Training), Director (Admin & Finance), Instructor-2 and Research Officer-1. Director (R&P) will act as Member Secretary and Additional Director General will be the ex-officio Chairperson of the committee. Director General may approve from the list recommended.


9. Administrative Formalities to be Followed

- i. If the Academy receives any offer of consultancy, it will send to the Committee. The Committee will scrutinize the proposal and propose potential faculty members for the consultancy. Director General may, after examining the proposal, will approve it to take necessary action on it.
- ii. If any individual faculty member receives offer of consultancy directly from any organization s/he will submit a copy of the letter of request/offer to the Committee. The Director General will be requested by the Committee to issue an official order so that the incumbent can start the assignment on time.
- iii. At the beginning of each month, **Concerned Committee** will submit information about any new consultancy works undertaken by any faculty member to the Research and Publication Division in a prescribed form.
- iv. External expert may be included in the committee with the approval of the Director General.

10. Money Disbursement

- i. All fund disbursed for consultancy services shall be in favor of Director General of NAPD.
- ii. If the faculty member receives any remuneration from the client organization he/she will have to deposit 10% of the remuneration to the Academy fund.
- iii. If the consultancy is conducted by the committee, the committee will deposit 20% of the remuneration to the academy fund.
- iv. The Director General of the academy may issue necessary directives which are beneficial for this academy from time to time.
- v. All logistics required for the consultancy services should be procured from the budget specified for the service in accordance with PPA-2006 and PPR-2008.


মোহাম্মদ আব্দুর রহমান
প্রশিক্ষক-১


মোঃ হাসান তারিক
পরিচালক (গবেষণা ও প্রকাশনা)