



Bangladesh Country Coordinating Mechanism (BCCM)
Ministry of Health and Family Welfare
BCCM Secretariat

TOR for Intern- IT Support and Website Maintenance

Background:

The Bangladesh Country Coordinating Mechanism (BCCM) was established in July 2002 in response to the requirements of the Global Fund (GFATM). Its primary role is to access and oversee the management of funds received from the GFATM and to complement Bangladesh's efforts to fight the three diseases, namely HIV/AIDS, Tuberculosis and Malaria. As one of the key elements in the Global Fund architecture, BCCM is central to the GFATM's commitment to national and local ownership of the country proposals and to inclusive and participatory decision-making by a variety of national and international stakeholders. The BCCM Secretariat was established to facilitate the functioning of the CCM through providing administrative and logistic supports. Maintaining rapport and constant communications with all the stakeholders has been one important responsibility of the Secretariat. The Global Fund documents, publications including the founding documents to be published on the BCCM website regular basis and on demand. To inform CCM stakeholders update about BCCM activities, decisions and the GF activities and updates. In order to notify BCCM Members and alternate members, PRs, SSRs as well as observers about different meetings and events related to BCCM needs regular and continuous maintenance of BCCM website. For this reason, the BCCM Secretariat is in need of Intern Professional from qualified IT support and Website maintenance for next one-year monthly honorarium basis.

BCCM Secretariat will request EOI for Intern - IT Support and Website Maintenance. S/he shall have the responsibility to maintain BCCM website with regular and continuous update with BCCM website including BCCM activities, meeting and events and Global Fund's update and necessary IT support for BCCM Secretariat.

Terms and Reference:

Responsibilities: Intern - IT Support and Website Maintenance will be responsible for:

- Regular upload and publish all CCM related documents (final or draft) i.e. meeting notice, meeting minutes, reports, newsletters, photograph etc. on the BCCM website.
- Regular update BCCM related information on the BCCM Website as instructed
- Maintaining security and privacy of BCCM website according to Bangladesh Law and legislation related Information Technology
- In addition to the maintenance of the website, s/he will be responsible for IT related issues of BCCM Secretariat
- Any other duties instructed by Deputy Coordinator of BCCM Secretariat

Term of agreement and Others:

- The appointment will be for one year in which 06 months will be probation period.

- Intern - IT Support and Website Maintenance will start his/her work from the date of signing of this TOR.
- BCCM will reserve the rights to amend/ cancel agreement. In case of cancellation at least one-month's prior notice will be provided
- Intern - IT Support and Website Maintenance can cancel his/her agreement with BCCM with at least one-month prior notice
- Intern - IT Support and Website Maintenance will directly report to the Deputy Coordinator regularly for his assignment and responsibilities

Payment:

- Intern - IT Support and Website Maintenance to be paid monthly BDT 16,400 (Equivalent to Two Hundred US Dollar considering the exchange rate 1 USD= 82.00 BDT).
- **The payment** will be done at the end of the month through account payee cheque only.
- No other transport cost and allowances will be paid for Intern - IT Support and Website Maintenance.

Required qualifications are:

- Bachelor Degree in Computer Science and Engineering (CSE) or Electrical and Electronic Engineering (EEE);
- Training on Website development and Maintenance is preferable;
- Working experience for Website development and maintenance will be preferred;
- Computer and internet trouble shooting skills will be added value;
- Wide and local networking management skills.
- Age not more than 30 years

Contract and Salary:

It will be full time job and contract will be for one year but initially for 6 months. Based on performance of service will be extended for next 6 months. Intern will get monthly equivalent amount USD200/- (Two Hundred US Dollar) in Bangladesh Taka at exchange rate of 1 USD= 82.00 BDT. No other benefits will be admissible. But for local travel will be applicable as actual if needed.