## Form 3A. Application Submission

[*Location*: 23/04/2017]

To:

Project Director

Up gradation of PKI (Public Key Infrastructure) System

and Capacity Building of CCA Project Office.

Dear Sirs:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

|  |  |
| --- | --- |
|  | Signature |
|  | Print name |
|  | Address:  Tel: |

**Attachment:**

## Form 3B. Curriculum Vitae (CV) of the Applicant

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | PROPOSED POSITION FOR  THIS PROJECT : | *[From the Terms of Reference, state the position for which the Consultant will be engaged.].* | | | | |
| 2 | NAME OF PERSON : | *[state full name]* | | | | |
| 3 | DATE OF BIRTH : | [ dd/mm/yy] | | | | |
| 4 | NATIONALITY : |  | | | | |
| 5 | MEMBERSHIP IN PROFESSIONAL  SOCIETIES | *[state rank and name of society and year of attaining that rank].* | | | | |
| 6 | EDUCATION | *[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ].* | | | | |
| 7 | OTHER TRAINING | *[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].* | | | | |
| 8 | LANGUAGES & DEGREE OF  PROFICIENCY | Language | Speaking | | Reading | Writing |
|  | *e.g. English* | *Fluent* | | *Excellent* | *Excellent* |
| 9 | COUNTRIES OF WORK EXPERIENCE |  | | | | |
| 10 | EMPLOYMENT RECORD  *[starting with present position list in reverse order* **[every employment held and state the start and end dates of each employment]** | *[The Applicant should clearly* *distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].*  *[The Applicant should clearly indicate the Position held and* ***give a brief description of the duties*** *in which the Applicant was involved].* | | | | |
|  | EMPLOYER 1 | FROM: *[e.g. January 1999]* | | TO: *[e.g. December 2001* | | |
|  | EMPLOYER 2 | FROM: | | TO: | | |
|  | EMPLOYER 3 | FROM: | | TO: | | |
|  | EMPLOYER 4 (etc) | FROM: | | TO: | | |
| 11 | WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT | *[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].* | | | | |
| 12 | COMPUTER SKILL |  | | | | |

CERTIFICATION

*[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | | |
| Print name |  | | |
| Date of Signing  dd / mm / yyyy |  |  |  |

## ANNEX A: Description of the Services

1. **Description of the Service:**

Providing Forensic Criminal Investigative Services for the CCA Office. Consultant will be responsible for conducting research and providing recommendations in the areas of: digital forensics, evidence collection, examination/analysis, detection, anti-forensics, encryption, artifacts from current and emerging computer mobile device operating systems, and computer based monitoring of criminal activities. Develop Computer forensic and investigation relevant policy, procedure, process, template etc. monitoring and supervise forensic lab development.

1. **Detailed negotiated TOR providing a description of Services to be provided:**
2. **Job Title: Senior Consultant (Forensic) – 01 person**

**Job responsibilities:**

* Develop Computer forensic relevant process, procedure, policy, template etc.
* Monitor and guide to establish digital forensic lab
* Provide forensic training to internal personnel
* Work in a team environment to assess CCA office’s needs and propose full-service solutions to address those needs.
* Advise CCA office and relevant personnel on strategies, tools and best practices for electronically stored information (ESI) collection and forensic analysis.
* Provide on-site and remote installation, configuration and administration of collections tools and processes.
* Conduct forensic collections of electronic evidence, including computer-related equipment, network devices, and information systems.
* Data extraction from forensic images for eDiscovery platforms.
* Use forensic software/hardware applications to analyze electronic media.
* Prepare written report of forensic examination findings to include procedures used and evidence locations.
* Ensure continuous integrity of collected source data and media.

**Experience/Skills: Senior Consultant (Forensic)**

* Experience in Forensic or IT Security related job
* Minimum ten years of computer Forensic experience, preferably in the forensic regulatory institute or similar organization.
* Minimum three years hands-on security operations experience including interdisciplinary experience with four or more of the following: Cyber Threat Analysis, Digital Computer Forensics, Incident Response, Application Security, Operating Systems Security, Cryptographic Controls, Networking, Programming languages
* Advanced understanding of Chain of Custody procedures, forensic lab best practices, and evidence handling and preservation
* Experience creating Forensic instructions, templates and procedures, policy
* Strong understanding and working knowledge of Windows, Linux, Mac OS, iOS, and Android Filesystem and structure
* Experience working with Access Data, Encase Enterprise Examiner or another similar tool
* Experience working with Mobile Forensic (such as Oxygen) Enterprise Examiner or another similar tool
* Strong written and verbal communication skills, Excellent report writing skills, Operating system knowledge in the areas of Windows 2000/XP/2003/Vista/8/10. UNIX/Linux and Macintosh skills are a plus.

**Professional Certification:**

Must have two Certificate of the following

* Computer Hacking Forensic Investigator , Certified Computer Examiner, Certified Forensic Computer Examiner, Prince 2 Practitioner or PMP Certificate

**Preferred Additional Qualification:**

* EC-Council ECSA or equivalent certificate, IRCA approved ISO 27001 LA auditor/Training, ISACA COBIT 5 Certificate

**Education**

Bachelor degree in Computer Science, Engineering, or other related field

1. **Job Title: Consultant (Forensic) – 01 person**

**Job responsibilities:**

* Develop Computer forensic relevant process, procedure, policy, template etc.
* Monitor and guide to establish digital forensic lab
* Provide forensic training to internal personnel
* Work in a team environment to assess CCA office’s needs and propose full-service solutions to address those needs.
* Assist senior consultant to perform his duties
* Advise CCA office and relevant personnel on strategies, tools and best practices for electronically stored information (ESI) collection and forensic analysis.
* Provide on-site and remote installation, configuration and administration of collections tools and processes.
* Conduct forensic collections of electronic evidence, including computer-related equipment, network devices, and information systems.
* Data extraction from forensic images for eDiscovery platforms.
* Use forensic software/hardware applications to analyze electronic media.
* Prepare written report of forensic examination findings to include procedures used and evidence locations.
* Ensure continuous integrity of collected source data and media.

**Experience/Skills: Consultant (Forensic)**

* Experience in Forensic or IT Security related job
* Minimum five years of computer Forensic experience, preferably in the forensic regulatory institute or similar organization.
* Minimum two years hands-on security operations experience including interdisciplinary experience with four or more of the following: Cyber Threat Analysis, Digital Computer Forensics, Incident Response, Application Security, Operating Systems Security, Cryptographic Controls, Networking, Programming languages
* Advanced understanding of Chain of Custody procedures, forensic lab best practices, and evidence handling and preservation
* Experience creating Forensic instructions, templates and procedures, policy
* Strong understanding and working knowledge of Windows, Linux, Mac OS, iOS, and Android Filesystem and structure
* Experience working with Access Data, Encase Enterprise Examiner or another similar tool
* Experience working with Mobile Forensic (e.g. Oxygen) Enterprise Examiner or another similar tool
* Strong written and verbal communication skills, Excellent report writing skills, Operating system knowledge in the areas of Windows 2000/XP/2003/Vista/8/10. UNIX/Linux and Macintosh skills are a plus.

**Professional Certification:**

Must have one Certificate of the following

* Computer Hacking Forensic Investigator, Certified Computer Examiner, Certified Forensic Computer Examiner, Prince 2 Practitioner or PMP Certificate

**Preferred Additional Qualification:**

* EC-Council ECSA or equivalent certificate, IRCA approved ISO 27001 LA auditor/Training, ISACA COBIT 5 Certificate

**Education**

Bachelor degree in Computer Science, Engineering, or other related field.

### *Address of the Client*: Syed Zahurul Islam, Project Director, Upgradation of PKI (Public Key Infrastructure) System and Capacity Building of CCA Office.

***Logistics and facilities to be provided to the Consultant by the Client are listed below:***

* *Office space with furniture including file cabinet and electric connection;*
* *Office equipment like computer, printer etc;*
* *Any other facilities agreed by both Client & the Consultant.*