Government of the People’s Republic of Bangladesh

Bangladesh Meteorological Department

Office of the Project Director

Bangladesh Weather and Climate Services Regional Project (Component-A)

Meteorological Complex, E-24, Agargaon, Dhaka-1207.

Contract Agreement for Internship Program

Time-Based (Individual)

(IDA Financed)

Contract Title: Institutional internship program under BMD for scientific research

Contract No.:

Dhaka

**\_\_\_ June 2021**

**CONTRACT FOR INTERNSHIP PROGRAM**

**TIME BASED (INDIVIDUAL)**

**(IDA FINANCED)**

**CONTRACT AGREEMENT**

This CONTRACT (hereinafter called the “Contract”) is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, Bangladesh Meteorological Department (hereinafter called the “Client”) having its address at Meteorological Complex, E-24, Agargaon, Dhaka-1207, Bangladesh and, on the other hand, *[Mr./Ms. name of Internship / Research Fellow]* (hereinafter called the “Internship / Research Fellow or Short-Term Intern / Long-Term Intern”) having his/her address at *[insert address]*.

WHEREAS, the Client wishes to have the Internship / Research Fellow performing the activities hereinafter referred to, and

WHEREAS, the Internship / Research Fellow is willing to perform these activities,

NOW THEREFORE THE PARTIES hereby agree as follows:

**1. Activities**

1. The Internship / Research Fellow shall perform the activities specified in Annex A (Scope of Work) which is made an integral part of this Contract "the Activities".
2. The Internship / Research Fellow shall provide the reports / deliverables listed in Annex B (Reporting Obligations of Internship / Research Fellow) within the time periods mentioned in such Annex.

**2. Terms**

The Internship / Research Fellow shall perform the Activities during the Contract period commencing from *[Date Month Year]* and continuing till *[Date Month Year]*, or any other period as may be subsequently agreed by the parties in writing.

**3. Payment**

**A. Ceiling**

For the Activities rendered pursuant to Annex A, the Client shall pay the Internship / Research Fellow an amount not to exceed a ceiling of BDT *[insert amount]* (in word: *[insert amount in word]*).

**B. Remuneration**

The Client shall pay the Internship / Research Fellow for Activities rendered at BDT *[insert amount per month]* (in word: *[insert amount per month in word]*) per month as detailed in Annex C (Remuneration and Perks).

**C. Reimbursable Expense**

The Internship / Research Fellow shall not be entitled to claim any reimbursable expense.

**D. Payment Conditions**

Payment shall be made in Currency Bangladesh Taka (BDT) not later than fourteen (14) days following submission of invoices with attaching the approval of Monthly Progress Report by his/her Supervisor to the Project Office.

**E. Working Hour and Leave:**

1. The Internship / Research Fellow’s working hours, days shall be determined in accordance with the existing rules and regulations applicable to a public servant of the Bangladesh.
2. The Internship / Research Fellow shall be entitled to avail Government Holidays and Casual Leaves only as per Government Rules of the Bangladesh.

**4. Project Administration**

**A. Supervisor / Coordinator**

1. The Client designates *[insert Name of Supervisor / Coordinator]*, *[insert designation]*, BMD as the Supervisor / Coordinator of the Internship / Research Fellow; the Supervisor shall be responsible for the supervision of the Activities under the Contract, for receiving and approving requests for payment, and for acceptance of the deliverables by the Client.
2. The Internship / Research Fellow’s representative shall be “Not Applicable”.

**B. Timesheets**

During the course of the work under this Contract including field work (if any), the Internship / Research Fellow’s providing Activities under this Contract shall be required to complete timesheets or any other document used to identify time spent whereby such timesheets / document shall be approved by the Supervisor.

**C. Reports.**

The reports listed in Annex B (Reporting Obligations of Internship / Research Fellow) shall be submitted in the course of the assignment and shall constitute the basis for payments to be made as stated herewith.

**5. Performance Standard**

The Internship / Research Fellow shall undertake to perform the Activities with the highest standards of professional and ethical competence and integrity.

**6. Confidentiality**

The Internship / Research Fellow shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Activities, this Contract or the Client's business or operations without the prior written consent of the Client.

**7. Ownership of Material**

Any studies, reports or other materials, graphic, software or otherwise, prepared by the Internship / Research Fellow for the Client under the Contract shall belong to and remain as the property of the Client. The Internship / Research Fellow may retain a copy of such documents and software with written approval of the Client.

**8. Internship / Research Fellow not to be engaged in certain activities**

The Internship / Research Fellow agrees that, during the term of this Contract, and after its termination, the Internship / Research Fellow and any entity affiliated with the Internship / Research Fellow, shall be disqualified from providing goods, work or services (other than the services or any continuation thereof) for any project resulting from or closely related to the Services.

**9. Insurance**

The Internship / Research Fellow shall not be responsible for taking out any insurance coverage.

**10. Assignment**

The Internship / Research Fellow shall not assign this Contract or subcontract or any portion of it without the Client's prior written consent.

**11. Law Governing Contract and Language**

The Contract shall be governed by the laws of Bangladesh, and the language of the Contract shall be English.

**12. Dispute Resolution**

Any dispute arising out of this Contract would be settle amicable in the first attempt, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country and the adjudication/arbitration body shall be “Bangladesh International Arbitration Centre (BIAC)”.

**13. Termination**

**By Client**

The Client may terminate this Contract by not less than twenty eight (28) days written notice to the Internship / Research Fellow, such notice to be given after the occurrence of any of the events specified below:

**a)** if the Internship / Research Fellow does not remedy a failure in the performance of his/her obligations under the Contract, within seven (07) days after being notified or within any further period as the Client may have subsequently approved in writing;

**b)** if the Internship / Research Fellow has become insolvent or bankrupt;

**c)** if, as the result of Force Majeure, the Internship / Research Fellow is unable to perform a material portion of the Activities for a period of not less than seven (07) days;

**d)** if the Internship / Research Fellow, in the judgment of the Client, has engaged in corrupt or fraudulent practices in competing for or in executing the Contractor; or

**e)** if the Client, in its sole discretion, decides to terminate this contract.

**By Internship / Research Fellow**

The Internship / Research Fellow may terminate this Contract by not less than twenty eight (28) days written notice to the Client, such notice to be given after the occurrence of any of the events specified as follows:

**a)** if the Client fails to pay money due to the Internship / Research Fellow pursuant to this Contract and not subject to dispute pursuant to Clause l2 within twenty-eight (28) days after receiving written notice from the Internship / Research Fellow that such payment is overdue; or

b) if, as the result of Force Majeure, the Internship / Research Fellow is unable to perform a material portion of the Activities for a period of not less than twenty eight (28) days.

|  |  |
| --- | --- |
| For the Client | For the Internship / Research Fellow |
|  |  |
| **Signed by : Ahmed Arif Rashid**  Title: Project Director  BWCSRP (Component-A)  BMD, Dhaka, Bangladesh | **Signed by: *[Name of Internship / Research Fellow]***  Title: Internship / Research Fellow |

**Annex A**

Scope of Work

Under the program, the Research Scholars/ Interns will explore the appropriate science, engineering and technologies (advanced & upcoming) contributing to the BMD’s mission based on their respective subjects and fields/ research areas/ internship activities and will present the output as research proposal.

The specific scope of work is:

* To conduct explicit research work on the respective fields and present research paper
* To perform day to day meteorological and climatological activities with concerned personnel of BMD

The internship activities/ research areas are Weather Radar, Satellite Meteorology, Aviation Meteorology, Storm Surge, Tropical Cyclone, Climate Modeling, Climate Data Processing, Forecast Evaluation, Common Alerting, Synoptic Data Communication, Climate Risk Management, Disaster Risk, Climate Projection, Upper Air Observation, Ocean & Tsunami Warning, Remote Sensing, WRF Modeling, AWOS Repair & Maintenance, Media Outreach, Human Resources Management, Training etc.

**Annex B**

Reporting Obligations of Internship / Research Fellow

The Internship / Research Fellow is responsible to deliver the following reports:

|  |  |  |
| --- | --- | --- |
| **S.N.** | **Reports/ Deliverables** | **Time of Submission** |
| 1 | Inception Report including refined Intend of Internship Work (for Internship Fellow / short-term Interns) | Within one month after signing the Contract |
| Inception Report including refined Research Plan (for Research Fellows / long-term Interns) |
| 2 | Monthly progress report | From 2nd month to 5th Month ((for Internship Fellow / short-term Interns) |
| From 2nd month to 11th Month (for Research Fellows / long-term Interns) |
| 3 | Other reports, materials etc. (if any) | As and when required |
| 4 | Final / Study report (for Internship Fellow / short-term Interns) | At the end of Internship period (at 6th month) |
| Research Article / Dissertation Report on assigned topic (for Research Fellows / long-term Interns) | At the end of Internship period (at 12th month) |

**Annex C**

Remuneration and Perks

**For Internship Fellow / Short-Term Intern:**

|  |  |  |  |
| --- | --- | --- | --- |
| Net Payment per Month | Time Spent (Number of Month) | Total Net Payment | Calendar Months |
| BDT 22,000/= | 06 (Six) | BDT 1,32,000/=  (Tk. One Lac Thirty Two Thousand Only) | *[To be inserted during signing the Contract]* |

**For Research Fellow / Long-Term Intern:**

|  |  |  |  |
| --- | --- | --- | --- |
| Net Payment per Month | Time Spent (Number of Month) | Total Net Payment | Calendar Months |
| BDT 35,600/= | 12 (Twelve) | BDT 4,27,200/=  (Tk. Four Lac Twenty Seven Thousand Two Hundred Only) | *[To be inserted during signing the Contract]* |

|  |  |
| --- | --- |
| For the Client | For the Internship / Research Fellow |
|  |  |
| **Signed by : Ahmed Arif Rashid**  Title: Project Director  BWCSRP (Component-A)  BMD, Dhaka, Bangladesh | **Signed by: *[Name of Internship / Research Fellow]***  Title: Internship / Research Fellow |