

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Ministry/Division	University Grants Commission of Bangladesh (UGC)
Organization	Bangladesh Medical University (BMU)
Procuring Entity Name	Bangladesh Medical University (BMU)
Expression of Interest for Selection of	Individual Consultant (National) (Time-Based)
Title of Service	Research Assistant
EOI Ref. No.	BMU/PIN1/2256/S-04

KEY INFORMATION

Selection Method	Individual Consultant Selection (ICS)
Market Approach	Single Source Selection (SSS)
Type of Procurement	Direct Selection

FUNDING INFORMATION

Budget and Source of Funds	The World Bank
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PARTICULAR INFORMATION

Name of the Project	Higher Education Acceleration and Transformation Project (HEAT)
Project Title (Sub-component)	Building a Modern Clinical Pharmacology Education System: Infrastructure Enhancement, Evidence-Based Training and Research Integration in Pharmacology
Project Identification No. (PIN)	12256
EOI Closing Date and Time	23.08.2028 (2:00pm)

Application Place:

Interested candidates may submit their EOI, along with all required documents, either:

- By hand to the Sub-Project Manager (SPM), Room No. 1105, 10th Floor, OPD-2, Department of Pharmacology, Bangladesh Medical University (BMU), Shahbag, Dhaka-1000; or
- By email to 'heatproject12256@gmail.com'.

Applications must be received on or before the EOI closing date and time.



Bangladesh Medical University

Department of Pharmacology

Faculty of Basic Science and Para Clinical Science

HEAT Project, PIN-12256 of UGC, Bangladesh



A. Background

The Higher Education Acceleration and Transformation (HEAT) Project, implemented by the University Grants Commission (UGC) under the Ministry of Education and financed by the Government of Bangladesh (GoB) and the World Bank, aims to enhance the quality, equity, and relevance of higher education in Bangladesh. The project is a strategic response to the national vision of transitioning to a knowledge-based economy by strengthening the capacity of higher-education institutions to meet international standards and emerging societal needs.

Under this initiative, the Department of Pharmacology at Bangladesh Medical University is implementing a sub-project titled "*Building a Modern Clinical Pharmacology Education System: Infrastructure Enhancement, Evidence-Based Training, and Research Integration in Pharmacology.*" This sub-project is designed to strengthen clinical pharmacology education and translational research capacity through the integration of laboratory services, patient-oriented research, and advanced analytical platforms.

A key component of the project is the development of analytical and clinical research capabilities through Therapeutic Drug Monitoring (TDM), bioequivalence studies, and pharmacokinetic research. These activities require coordinated laboratory work, data management, and scientific documentation to ensure quality, reproducibility, and compliance with the research standards.

To support these multidisciplinary research and laboratory activities, the project intends to engage a **research assistant**.

B. Objectives

The **primary objective** of this assignment is to support laboratory and research activities related to analytical method development, validation, and implementation of TDM and bioequivalence studies.

The specific objectives are as follows:

- Assisting in HPLC and LC-MS-based method development and sample analysis
- Supporting implementation of Therapeutic Drug Monitoring (TDM) and bioequivalence research activities
- Maintain accurate, complete, and well-organized laboratory records and research documentation
- Assist in implementation of SOPs and adherence to laboratory protocols and safety standards

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- Contributing to scientific documentation, literature review, and research reporting
- Ensuring proper data recording, organization, and research workflow support
- Facilitate coordination between laboratory, patient service, and research teams for smooth workflow execution
- Support data entry, verification, and organization for analytical and clinical datasets
- Assist in preparation of reports, presentations, and scientific manuscripts
- Contribute to inventory management and routine laboratory maintenance activities
- Collection of data from patient

C. Scope Of Services, Tasks, and Expected Deliverables

The research assistant will undertake, but not be limited to, the following tasks:

1. Laboratory Support and Sample Analysis

- Assist in preparation of samples, reagents, and standards for HPLC and LC-MS analysis
- Participate in sample processing and analysis for TDM and bioequivalence studies

2. Method Development and Validation Support

- Assist in method development and optimization processes for analytical assays
- Record experimental data systematically and maintain laboratory notebooks

3. SOP Development and Implementation

- Assist in drafting and formatting Standard Operating Procedures (SOPs)
- Support implementation of SOPs in routine laboratory workflows

4. Research Documentation and Literature Review

- Conduct literature searches using scientific databases
- Assist in preparation of research reports, abstracts, and manuscripts
- Collection of patient data

D. Qualifications And Experience

1. Academic Qualifications

- Degree in Pharmacy (B.Pharm/M.Pharm) from a recognized institution

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2. Professional Experience

- At least 1 (one) year of laboratory experience in clinical research
- Fresh graduates with strong academic background and interest in research are encouraged to apply
- Basic familiarity with laboratory techniques and analytical instruments is desirable
- At least 1 publication in a Q1 journal
- Experience in Pharmacology Department oriented lab

3. Skills and Competencies

- Basic understanding of laboratory procedures and research methodologies
- Hands-on training with HPLC and/or LC-MS is preferred
- Ability to maintain accurate records and follow structured protocols
- Basic computer skills (MS Office, data entry, literature search tools)
- Good communication and teamwork skills

E. Reporting Requirements

The research assistant will be required to submit the following:

- Monthly progress reports on laboratory and research activities
- Periodic summary reports aligned with project milestones
- Documentation of experimental work, data records, and literature summaries
- Final report summarizing contributions to research and laboratory activities at the end of the contract period

F. Duration Of Assignment

The assignment will be conducted over a period from **August 2026 to September 2027** on a full-time basis. Continuation of the contract will be subject to satisfactory performance and project requirements.

G. Duty Station

The research assistant will be based at the **Department of Pharmacology, Bangladesh Medical University, Dhaka**. The role is primarily site-based; however, occasional coordination with other departments or facilities may be required.

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H. Institutional Arrangement

The research assistant will work under the direct supervision of the **sub-project manager (SPM)** and/or **additional sub-project manager (ASPM)** of the sub-project. The research assistant will closely coordinate with the following:

- Clinical faculty and physicians
- Laboratory personnel
- Project Implementation Unit (PIU)
- Other relevant stakeholders

I. Selection Procedure

The research assistant will be selected following the **Individual Consultant Selection (ICS)** method in accordance with the **Public Procurement Rules (PPR), 2025**, and HEAT Project guidelines.

J. Remuneration

Remuneration will be provided in accordance with **UGC HEAT Project 12256**.

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