

Government of the People's Republic of Bangladesh
Ministry of Agriculture
Project Management Unit (PMU)
National Agricultural Technology Program- Phase II Project (NATP-2)
AIC Bhaban, BARC Complex Farmgate, Dhaka-1215

Memo No. NATP-2/PMU-10/Individual Consultants/2016/82

Date: 28-12-2016

Request for Expressions of Interest (REOI) for selection of 08 (eight) Individual Consultants

The Government of the People's Republic of Bangladesh has received credits from the International Development Association (IDA) (Credit No.5665-BD) and International Fund for Agricultural Development (IFAD) (Credit N0. 2000000721) towards the cost of National Agricultural Technology Program-Phase II Project (NATP-2) and intends to apply part of the proceeds to cover eligible payments under the contract for the provision of individual consultant services of 08 (eight) consultants for PMU of NATP-2 project

Position, qualification & experience, duration, and scope of work/duties and responsibilities of the positions are given below:

Sl. No.	Name of Position	Qualification & Experience	Scope of services / Duties and Responsibilities
1	ICT Specialist, PMU Position: 01 Duration: 72 man months or upto the project period whichever is earlier Service Package # SD/PMU/IC-07	<ul style="list-style-type: none"> a. Academic: <ul style="list-style-type: none"> - Master Degree in Computer Science/Computer Science and Engineering. - Training on ICT/ MIS will be of added advantage b. Experience: <ul style="list-style-type: none"> - Minimum 10 years work experience in ICT & MIS in any government / autonomous bodies/ private organizations; - Minimum 5 years practical work experience in computer software and hardware operation and maintenance in any govt./ autonomous/private organization; - Minimum 3 years work experience in donor funded/ Development projects in ICT establishment will have preference; - High level of proficiency in written and spoken English and report writing <p>Computer literacy skills (MS Word, Excel, and Power Point etc.) is essential.</p>	<ul style="list-style-type: none"> - Responsible to PD, PMU; - Review the existing ICT facilities in BARC and NARIs, and DAE, DOF and DLS components; - Identify the strength and weaknesses of the system and design appropriate program for strengthening ICT/ MIS activities in the project within DPP provision in consultation with the IT experts working in PIUs; - Develop/procure appropriate software as per requirement of the project; - Develop training program/module and facilitate training for ICT & MIS related personnel in association with T&CS; - Assist BARC in hiring suitable ICT service providers; - Preparation of periodic and Annual report and DPP revision; - Any other works as assigned by the PD.
2	Monitoring & Evaluation Specialist, PMU Position: 01 Duration: 72 man months or upto the project period whichever is earlier Service Package # SD/PMU/IC-09	<ul style="list-style-type: none"> - Minimum Master Degree in agricultural science/ economics/statistics or related fields b. Experience: <ul style="list-style-type: none"> - Minimum 15 years work experience in planning and organizing monitoring & evaluation programs in government/autonomous/ private/international organization - Minimum 3 years work experience in M&E and related activities in donor/IDA funded/ development projects - Must have experience in preparing log-frame, output and outcomes indicators and monitoring format development and other strategic approach of M&E; - Should have experience in preparing Terms of Reference for hiring specialist and consultancy services - Well experienced in Database Management and strong analytical skill; - High level of proficiency in written and spoken English and report writing - Computer literacy skills (MS Word, Excel, & Power Point etc.) is essential. 	<ul style="list-style-type: none"> - Responsible to PD, PMU; - Develop and refine results frame work of the project activities; - Work closely with M&E Specialist of PIUs, ensure proper monitoring of project activities; - Monitor regularly project inputs, output/ outcome/impact; - Assists PD in hiring firm(s) for M&E/baseline/ midline/ end line studies/impact assessment; - Monitoring the field activities of hired M&E firm; - Facilitate training and workshop on M&E of PIUs and other stakeholders in association with T&CS; - Preparation of Periodic and Annual Report and DPP revision; - Any other works as assigned by the PD

3	<p>Training & Communication Specialist, PMU Position: 01</p> <p>Duration: 72 months or upto the project period whichever is earlier Service Package # SD/PMU/IC-10)</p>	<p>a. Academic: - Minimum Master Degree in any discipline of agricultural science or related field</p> <p>b. Experience: - Minimum 15 years work experience in Agricultural Research/Research Management, Extension, Training & Communication - Must have minimum 5 years work experience in planning, organizing & managing training and communication activities, workshop, and public awareness activities in any research/extension/ university/private organization; - Minimum 3 years work experience in donor/IDA funded/Development projects; - High level of proficiency in written and spoken English and report writing ability - Computer literacy skills (MS Word, Excel, PowerPoint etc.) is desirable</p>	<p>Responsible to PD, PMU; Prepare PMU training, workshop, study visit and public awareness plans and arrange their implementation; Organize need based short term specialized training program; Assists BARC in the implementation of international and in-country higher study (PhD) programs; Facilitate knowledge and technology based training, exposure visit, etc. for farmers, traders, entrepreneurs; Help PIUs in preparing training modules and maintain PIU wise database on training, higher studies, staff training and farmers training; Develop and implement public awareness program in cooperation with PIUs; Preparation of Periodic and Annual Report; Arrange dissemination technology information through print and electronic media including ICT; Facilitate, develop and implement public awareness/campaign programs on new technology, ideas, food safety, GAP, etc; Maintain NATP web site and publish program and progress of project activities in the NATP web site; Prepare training manual and technology hand book in cooperation with PIUs; Preparation of Periodic and Annual Report and DPP revision; Any other works as assigned by the PD.</p>
4	<p>Assistant Manager (Administration), PMU Position: 01</p> <p>Duration: 72 months or upto the project period whichever is earlier Service Package # SD/PMU/IC-11</p>	<p>a. Academic: - Minimum Master Degree in any disciplines; - Educational qualification can be relaxed up to Bachelor degree in any discipline in case of highly experienced candidate.</p> <p>b. Experience: - Minimum 10 years work experience in administration, personnel management, office management in reputed national/ international organizations; - Minimum 3 years work experience in administration in donor/IDA funded/ development projects; - High level of proficiency in written and spoken English and report writing; - Computer literacy skills (MS Word, Excel, and Power Point etc.) is desirable.</p>	<p>- Responsible to Project Director (PD), PMU and Project Management specialist; - Manage and maintain office record, receive and dispatch correspondences; - Maintenance and movement of transports, verification of log book and payment of taxes, insurance of the vehicles, ensure logistic support to PD; - Responsible for office security and cleanliness of the office and its premises; - Assists in all functions of administration; - Any other works as assigned by the authority</p>
5 & 6	<p>Assistant Manager (Accounts), PMU Position: 02</p> <p>Duration: 72 months or upto the project period whichever is earlier Service Package # SD/PMU/IC-12</p>	<p>a. Academic: - M. Com./MBA in accounting/finance/related field</p> <p>b. Experience: - Minimum 10 years work experience in financial management in Govt/ autonomous/NGO/private sector organization - Work experience for 3 years in handling fund of donor/ IDA funded/ development projects - Experience in preparing withdrawal application for submission to development partner(s) through client connection - Knowledge in accounting software is</p>	<p>- Responsible to PD, PMU and Manager (FM), PMU; - Assists in budget preparation, disbursement of project funds to various agencies, components and PIUs; - Prepare consolidated UFMR and submit to the World Bank; - Monitoring of fund utilization; - Receive SOE from PIUs and prepare withdrawal application for submission to the World Bank; - Maintenance of cash, books and bank accounts - Cash flow management; - Assists in all functions of Manager (Financial Management);</p>

		required - High level of proficiency in written and spoken English and report writing Computer literacy skills (MS Word, Excel, and Power Point etc.) is desirable.	- Assistance to external auditor and ensuring appropriate follow up of audit; - Any other works as assigned by the PD.
7	Assistant Manager (Procurement), PMU Position: 01 Duration: 72 months or upto the project period whichever is earlier Service Package # SD/PMU/IC-13	a. Academic: - Minimum Bachelor degree in engineering/agriculture or Master Degree in any other field b. Experiences: - Minimum 10 years work experience in procurement of goods, works and services; - Good Knowledge and understanding of the PPA/2006 and PPR/2008 and IDA guidelines; - Minimum 3 years work experience in donor/IDA funded/ development projects; - Good Knowledge in e-GP and PROMIS of CPTU; - Good Knowledge and understanding in different methods of procurement in compliance with PPA/2006 and PPR/2008 and IDA guidelines; - High level of proficiency in written and spoken English and report writing; Computer literacy skills (MS Words, Excel and Power Point etc.) is desirable	- Responsible to Project Director (PD) of PMU; - Carry out procurement related activities in collaboration with Procurement Specialist; - Preparation of model bidding/RFP document for goods/ Works and Services procurement following PPR 2008 and IDA guidelines; - Arrange publication of procurement related information/documents in the News Papers and Websites; - Assist in organizing TOC/TEC/PEC meetings for procurement of goods/ works/ services for PMU; - Assist the procurement specialist for carrying out ex-post review; - In collaboration with Procurement Specialist, prepare procurement reports based on procurement performance monitoring indicators of CPTU and submit to PD and the World Bank; - Record keeping and Maintenance of all procurement related files; - Maintenance of stock inventory of procurements of PMU; - Prepare monthly, quarterly, half yearly and annual progress reports of procurements of PMU; - Work closely with Procurement Specialist; - Any other works as assigned by the Project Director (PD).
8	Procurement Support Specialist, PMU Position-01 Duration: 24 months or upto the project period whichever is earlier Service Package # SD/PMU/IC-14	a. Academic - Minimum Bachelor degree in Engineering/Agriculture or Master Degree in any other field b. Experience: - Minimum 15 years work experience in the relevant field; - Sound understanding and knowledge in Procurement Policies, Methods, Procedures and Principles of World Bank's Guidelines, and Public Procurement Act (PPA) 2006 and PPR 2008 of GoB; - Minimum 3 years work experience in donor/IDA funded/ Development projects in procurement activities; - Applicants having knowledge in (a) knowledge in SEPA and (b) e-GP will have an added advantage; - Preference will be given to candidates having experience in (a) procurement performance monitoring indicators of CPTU (b) experience in Ex-post review of procurements in multiple implementing units and (c) complaint handling; - Experience in preparation of TOR of consultants and consultancy services and technical specification of laboratory equipment will be given additional	- Responsible to PD-PMU; - Carry out procurement of individual Specialists of PMU and pooled Specialists of PMU and PIUs - Preparation of TOR and EOI for hiring individual Consultants (Specialists) of PMU and services of pooled Specialists of PMU and PIUs; - Preparation of TOR and bid documents for hiring consulting firms of PMU; - Work closely with procurement specialist of PIU-BARC in preparing technical specifications of laboratory equipment of PIU-BARC in consultation with the relevant scientists of NARS institutes; - Assist PEC of PMU in evaluation of applications for hiring individual Specialists & preparing specialist Evaluation Report (CER) for individual Specialist and Proposal Evaluation Report (PER) for firms; - Preparation of contracts for individual Specialists, audit firm, and ensure timely distribution of all relevant procurement contract documents to relevant stakeholders; - Work closely with procurement specialist of PMU to procure goods; - Facilitate training for procurement personnel in association with T&CS; - Preparation of Periodic and Annual Report and DPP revision;

		advantage; - Analytical report writing ability; - High level of proficiency in written and spoken English and report writing - Computer literacy skills (MS Word, Excel, and Power Point etc.) is desirable.	- Any other works as assigned by the PD.
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Project Director, PMU, NATP-2 now invites eligible applicants to express their Interest (EOI) in providing the services. Applicants are advised to provide information indicating that they are qualified to perform the services (complete CV in prescribed format with other details as applicable). The Soft copies of TOR, application form and CV format are available in the websites of MOA: www.moa.gov.bd , BARC: www.barc.gov.bd. Detailed required academic qualification, experience and scope of work are given in TORs. The soft copy of TOR, application forms and CV format may also be obtained from the office mentioned above during office hours on all working days upto 24 January, 2017.

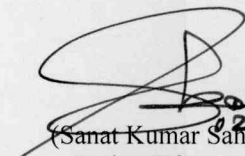
The individual consultants for the above mentioned positions will be selected following the method of Selection of Individual Consultant (SIC) of the World Bank Consultant Guidelines, 2014 and PPR 2008 whichever is applicable as per Project Implementation Manual (PIM) of NATP-2.

Duration of service contract with the successful applicants will be for the period as mentioned in the above table or upto the project period whichever is earlier. The contract will be renewed every year on satisfactory annual performance of the consultant.

Expression of Interest (EOI) one original & 02 (two) hard copies and soft copy must be submitted by the applicants on or before 26 January, 2017 by 1:00 pm in a sealed envelope delivered to PMU office above mentioned address and be clearly marked Expression of Interest for (name of the position). Only short listed candidates will be invited for interview.

Persons who are in service should submit application through proper channel.

The procuring entity reserves the right to accept or reject any or all EOIs without showing any reason whatsoever.


 (Sanat Kumar Saha)
 Project Director
 PMU, NATP-2 &
 Joint Secretary (Research)
 Ministry of Agriculture