

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
National Agricultural Technology Project (NATP)
Preparation Phase
IDA Credit/GOB Letter of Agreement Q5010

Request for Expressions of Interest

- | | |
|--|--|
| 1. Ministry/Division | : Ministry of Agricultural (MOA) |
| 2. Agency | : Bangladesh Agricultural Research Council (BARC), Farm gate, Dhaka-1215 |
| 3. Procuring Entity Name | : Executive Chairman, BARC |
| 4. Procuring Entity Code | : Not being used at present |
| 5. Procuring Entity District | : Dhaka |
| 6. Expression of Interest for Selection of | : Consultants and Junior Consultants: See (Attachment -1). |
| 7. EOI Ref No | : ARC/1-36/2005 PC |
| 8. Date | : 24-08-2006 |

KEY INFORMATION

- | | |
|-----------------------|--|
| 9. Procurement Method | : Selection of individual consultants (SIC), PPR 2003 |
|-----------------------|--|

FUNDING INFORMATION

- | | |
|--|--|
| 10. Budget and Source of Funds | : IDA Credit/GOB letter of agreement Q5010 |
| 11. Development Partners (if applicable) | : Not applicable |

PARTICULAR INFORMATION

- | | |
|--|--|
| 12. Project / Programme Code (if applicable) | : Not applicable |
| 13. Project / Programme Name (if applicable) | : National Agricultural Technology Project (NATP): Preparation phase |

- | | <u>Date</u> | <u>Time</u> |
|-------------------------------|-------------|-------------|
| 14. EOI Closing Date and Time | 07-09-2006 | 4 p.m. |
| 15. Date for interview | 10-09-2006 | 12:30 p.m. |
| Place | BARC | |

INFORMATION FOR APPLICANT

- | | |
|---------------------------------------|--------------------|
| 16. Brief Description of Assignment | : See attachment-1 |
| 17. Qualification and Experience | : See attachment-2 |
| 18. Other Details (if applicable) | : Not applicable |
| 19. Association with foreign firms is | : Not applicable |
| 20. Phasing of Services | : Not applicable |

| PROCURING ENTITY DETAILS | | | | |
|---------------------------------|--|---|------------|--------|
| 21 | Name of Official Inviting EOI | Dr. Md. Abdus Siddique | | |
| 22 | Designation of Official Inviting EOI | Member Director (Admin & Finance) | | |
| 23 | Address of Official Inviting EOI | Bangladesh Agricultural Research Council, Farm gate, Dhaka-1215. | | |
| 24 | Contact details of Official Inviting EOI | Tel. No. 9118226 | Fax No. | e-mail |
| 25 | The procuring entity reserves the right to accept or reject all EOI's | | | |
| 26. | CV must include along with other information as indicated in the application form (i) Telephone no. (ii) E-mail address (iii) Academic qualification in details (iv) Work experience in relevant field with GOB agencies (v) Work experience in relevant field with International Organization, NGOs (as consultant or counter part) (vi) Age (vii) Both hard (2 copies) and soft copy (one) should be submitted (viii) Clarification of application purposes only, the client's address is M Anwar Iqbal Member Director (P&E) BARC, Farmgate, Dhaka 1215 Tel: 9126612 (Off) Email: aiqbal@barcbgd.org Fax: 8113032 | | | |

Attachment 1

Position, duration and indicative activity of consultants

| Sl. No. | Name of Position | No. of position | Required Specialization | Duration (Months) | Indicative Activity |
|----------------|---|------------------------|--------------------------------|--|---|
| 1. | Consultant (Human Resource Reorganisation) | 1 | NARS Management | 2 (Two) Spread Over 15 September to 15 December 06 | <ul style="list-style-type: none"> ▪ Re-organization of NARS Human Resource. |
| 2. | Consultant (NARS Organizational Reform) | 1 | NARS Management | 2 (Two) Spread Over 15 September to 15 December 06 | <ul style="list-style-type: none"> ▪ Organizational Reform of NARS. |

Attachment-2

Qualification required for consultants:

- (i) Academic qualification: PhD/Masters.
- (ii) Relevant field of specialization: As indicated in attachment-1.
- (iii) Minimum 15 years service experience in related field.
- (iv) Service experience in senior position and donor-aided project will be considered as additional qualification.
- (v) Service experience as Consultant/ Project Director/ Counterpart in donor-funded project will be given preference.
- (vi) Age limit: Maximum 65 years.
- (vii) Highly skilled candidates with exceptional qualities condition(s) may be relaxed.

Attachment-3 A

Application Data Sheet

[Comments in italic provide guidance for the preparation of the Application Data Sheet]

| ITA Clause | Amendments of, and Supplements to, Clauses in the Instruction to Consultants. |
|------------|---|
| 1.1 | The Client is Bangladesh Agricultural Research Council (BARC), Farm gate, Dhaka-1215. |
| | The position is for: Consultants and Junior Consultants: See attachment-1. |
| | The objectives and brief description of the Services are: <i>See attachment-1.</i> |
| 4.1 | Only Applicants who are Bangladeshi Nationals are eligible to participate. <i>None</i> |
| 7.1 | For <u>clarification of Application</u> purposes only, the Client's address is: M Anwar Iqbal Member Director (P&E) BARC, Farmgate, Dhaka 1215 Tel: 9126612 (Off) Email: aiqbal@barcbgd.org Fax: 8113032 |

| | | |
|----------------|--|---------------------------------|
| 9.1 | The Application shall be completed and written in the: English | |
| 11.1(a) | The Client will provide the following inputs and facilities: Office space and logistic support. | |
| 12.2 | The Individual Applicant must submit the original and one hard copy and soft copies of the Application. | |
| 14.1 | The Application submission address is: Member Director (A&F), Bangladesh Agricultural Research Council (BARC), Farm gate, Dhaka-1215. | |
| 14.1 | Applications must be submitted not later than: 07 September 2006 4 p.m. | |
| 21.1 | Criteria, sub criteria, and point system for the evaluation of Applications are: | |
| | <u>Criteria, sub-criteria</u> | <u>Points</u> |
| | General qualifications (education) | <i>[20 points]</i> |
| | Experience and its adequacy for the assignment. | <i>[60 points]</i> |
| | Overall suitability considering age, skill and experience in region and language (if appropriate). | <i>[20 points]</i> |
| | Total points for the three criteria: Minimum Pass Mark is: | 100 points 70 points |
| 22.1 | The address for Contract negotiations is: Executive Chairman, Bangladesh Agricultural Research Council (BARC), Farm gate, Dhaka-1215. | |
| 26.1 | The assignment is expected to commence from and to be completed as indicated in attachment. The location of the services is BARC, Farm gate, Dhaka-1215. | |

Attachment-3 B

Terms of Reference: See Attachment-1

Attachment-3 C

Form 4A. Application Submission Form*

[*Location, Date*]

To: Member Director (A&F)
Bangladesh Agricultural Research Council
Farmgate, Dhaka-1215.

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 [*Insert Date*].

I undertake, if I am selected, to initiate the consulting Services related to the assignment not later than the date indicated in Clause Reference 26.1 of the Application Data Sheet.

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

I remain,

Yours sincerely,

Signature

Print name

Address:

*Candidates willing to apply for more than one position mention the name of the position in the application form.

Attachment-3 D

Form 4B. Curriculum Vitae (CV) for the Consultant

| | | | | | |
|----|--|--|------------------------------------|------------------|------------------|
| 1 | PROPOSED POSITION FOR THIS PROJECT | <i>[From the Terms of Reference, state the position which the Consultant will be engaged.]</i> | | | |
| 2 | NAME OF PERSON | <i>[state full name]</i> | | | |
| 3 | DATE OF BIRTH | | | | |
| 4 | NATIONALITY | | | | |
| 5 | MEMBERSHIP IN PROFESSIONAL SOCIETIES | <i>[State rank and name of society and year of attaining that rank].</i> | | | |
| 6 | EDUCATION: | <i>[List all the colleges/universities which the consultant attended, stating degrees obtained, and dates, and list any other specialised education of the consultant].</i> | | | |
| 7 | OTHER TRAINING | <i>[Indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the consultant].</i> | | | |
| 8 | LANGUAGES & DEGREE OF PROFICIENCY | Language | Speaking | Reading | Writing |
| | | <i>e.g. English</i> | <i>Fluent</i> | <i>Excellent</i> | <i>Excellent</i> |
| 9 | COUNTRIES OF WORK EXPERIENCE | | | | |
| 10 | EMPLOYMENT RECORD <i>[starting with present position list in reverse order every employment held and state the start and end dates of each employment]</i> | <i>[The Consultant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i> <i>[The Consultant should clearly indicate the Position held and give a brief description of the duties in which the Consultant was involved].</i> | | | |
| | EMPLOYER 1 | FROM: <i>[e.g. January 1999]</i> | TO: <i>[e.g. December 2001]</i> | | |
| | EMPLOYER 2 | FROM: | TO: | | |

| | | | |
|----|---|--|-----|
| | EMPLOYER 3 | FROM: | TO: |
| | EMPLOYER 4 (etc) | FROM: | TO: |
| 11 | WORK UNDERTAKEN THAT BEST ILLUSTRATES YOUR CAPABILITY TO HANDLE THIS ASSIGNMENT | <i>[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].</i> | |

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 bio data correctly describes myself, my qualifications, and my experience. I understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

| | |
|-----------------|--------------------|
| Signature | |
| Date of Signing | Day / Month / Year |

CV must include along with other information as indicated in the application form

- (i) Telephone no.
- (ii) E-mail address
- (iii) Academic qualification
- (iv) Work experience in relevant field with GOB agencies
- (v) Work experience in relevant field with International Organization (as consultant or counter part)
- (vi) Age

Attachment-3 E

Form 4C. Indicative Fees

(Indicative fees will not be considered in evaluating application form)

The Consultant should provide an indication of the fees as per the format shown below. This will not be used for evaluation of the Consultant's proposal but solely for the purposes of Application Negotiations to be held as stated in ITA Clause 22.

[To understand the Government's guideline on current fee structure, it is advisable that the Applicant consults the approximate fee ranges provided for various types of consultants (Junior Consultant, Consultant, Senior Consultant) in the Procedures for the Implementation of the Public Procurement Regulations 2003 – Appendix I]

(1) Remuneration

| Rate (per month / day / hour in Tk) | Staff Time (No. month / day / hour) | Total (Tk) |
|--|---|------------|
| | | |

(2) Reimbursable (as applicable)

| | Rate | Days | Total |
|---|------|-----------|-------|
| (a) Per Diem Allowance | | | |
| (b) Air Travel Costs | | | |
| (c) Other Travel Costs (state mode of travel) | | | |
| (d) Communication charges | | | |
| (e) Reproduction of Reports | | | |
| (f) Other Expenses (<i>to be listed</i>) | | | |
| (g) Accident Insurance (as Clause 4.3 of Contract Agreement) | | | |
| | | Sub-total | |

| | |
|----------------------------|--|
| CONTRACT CEILING (1) + (2) | |
|----------------------------|--|