

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

Dr. Wais Kabir

Project Director, NATP Preparation Phase

and Member Director, NRM

BARC, Farmgate, Dhaka 1215

Tel: 9111432; 9131170 (Off)

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. Meraz Uddin Ahmed
22	Designation of Official Inviting EOI	Member Director (Admin & Finance)
23	Address of Official Inviting EOI	Bangladesh Agricultural Research Council, Farmgate, 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 Dr. Wais Kabir Project Director, NATP and Member Director, NRM BARC, Farmgate, Dhaka 1215 Tel: 9111432; 9131170 (Off) Fax: 8113032	

Attachment 1

Position, Duration and indicative activities of consultants:

SI #	Name of consultant	Required degree and Specialization	Duration (Months)	Indicative activities
1.	Consultant (Project Management Preparation)	<ul style="list-style-type: none"> - Ph. D/ Masters - Experience in preparing TOR of consultants and consulting firms of Donor funded projects; - Preparation of procurement documents 	2 (two) months (Spread over Feb-Apr 2008)	<ul style="list-style-type: none"> - Preparatory work for establishment of Project Coordination Unit and Project Implementation Units (PIUs) secretariat - Preparation of TOR of 7 consulting firms for hiring national consultants and support staff of PCU and PIUs - Preparation of preliminary procurement documents - Any other job as may be assigned by the Project Director.
2.	Consultant (Training)	<ul style="list-style-type: none"> - Ph. D/ Masters Experience in preparation of training modules, and conducting training program of Govt./ Autonomous/ Donor funded projects. 	2 (two) months (Spread over Feb-Apr 2008)	<ul style="list-style-type: none"> - Identify field of trainings and training organizations - Coordination and management of procurement and financial management trainings for PCU, PIUs, KGF, and Hortex personnels - Prepare syllabus and budget for the training course in consultation with the training institute(s) - Identify candidates from implementing agencies and related organizations - Any other job as may be assigned by the Project Director.
3.	Junior Consultant (Office & Financial Mgt.)	<ul style="list-style-type: none"> - Masters/Bachelor - Office management experience in National, International and donor funded organization/project 	1.5 (Spread over Feb-Apr 2008)	<ul style="list-style-type: none"> - Office management - Logistic support - Accounts and Financial related job - Wrap up office activities - Any other job as may be assigned by the Project Director.

Attachment-2

Qualification required for consultants:

- (i) Academic qualification: Ph.D/Masters for consultants, and Graduate for Jr. Consultant.
- (iii) Minimum 15 years service experience in GOB or related organizations, NGO/ PO/ Foundation for consultants, and 5 years service experience in the relevant fields for junior consultants.
- (iv) Service experience in senior position of GOB, Donor aided project and Foundation 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) Condition(s) may be relaxed for highly skilled candidates with exceptional qualities.

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), Farmgate, Dhaka-1215.	
	The position is for: Two Consultants and one Junior Consultant: 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 clarification of Application purposes only, the Client's address is: Dr. Wais Kabir Project Director, NATP and Member Director, NRM BARC, Farmgate, Dhaka 1215 Tel: 9111432; 9131170 (Off); 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), Farmgate, Dhaka-1215.	
14.1	Applications must be submitted not later than: 28-01-2008; 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), Farmgate, Dhaka-1215.	
26.1	The location of the services is at BARC, Farmgate, 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 by the authority 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 <u>every employment held and state the start and end dates of each employment</u>]</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)	
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