

**Supply Chain Development Component  
National Agricultural Technology Project (NATP)  
Hortex Foundation  
Sech Bhaban (3<sup>rd</sup> floor), 22, Manik Mia Avenue  
Sher-e-Banglanagar, Dhaka-1207**

No. Hortex/NATP/Short Term Consultant

Date: 07/03/2010

**CIRCULAR**

**Sub: Invitation of Applications for hiring of Institutional Development Specialist (National) [Package # PS/Hortex/13/08-09(1)] and Market Infrastructure Consultant[Package # PS/Hortex/13/08-09(4)], IDA Credit No.4386-BD**

Applications are invited from the bonafide Bangladeshi nationals for hiring of a Institutional Development Specialist (for three months) and a Market Infrastructure Consultant (for four months) in the IDA/GOB/IFAD funded Supply Chain Development Component of National Agricultural Technology Project (NATP) being implemented by Hortex Foundation. The eligible candidates for the above positions must fulfill the following requirements:

**1. Qualification and Experience:**

**(a) Institutional Development Specialist (National) [Package # PS/Hortex/13/08-09(1)]**

The institutional Development Specialist should have (i) Post Graduate Degree in Agriculture/Public Administration/Business Administration or any other relevant subjects with at least 10 years working experience in National /International Agencies related to Organizational Development and Management. Work Experience and knowledge of Supply Chain Development of high value Agricultural Commodities in domestic and export markets will be an advantage.

**(b) Market Infrastructure Consultant (National) [Package # PS/Hortex/13/08-09(4)]**

The Market Infrastructure Consultant should be a Graduate Civil Engineer/Agricultural Engineer having at least 5 years experience in designing, estimation of building materials and infrastructure development. Experience in rural market infrastructure development in any National/Donor funded Project will be an advantage. The candidate must be conversant with computer software package related to Engineering. He/She should be willing to visit rural areas to interact with different rural market stakeholders.

2. **Age :** Should be 45-60 years (Relaxable in case of highly qualified & experienced candidates.)
3. **Remuneration :** Will be competitive and commensurate with qualification and experience.

Eligible candidates are requested to please send their applications along with Curriculum Vitae supported by attested copies of educational certificates and a passport size photograph to the undersigned within 10 days of issuance of this Circular. This circular is also available with TORs on the web sites: [www.hortex.org](http://www.hortex.org) and [www.barc.gov.bd](http://www.barc.gov.bd).

Dr. S. M. Monowar Hossain  
Managing Director  
Hortex Foundation.

## **Terms of Reference (ToRs)**

**Position Title:** Institutional Development Specialist (National)

**Duration:** 3 months

**Location:** Dhaka

### **Organizational Relationships:**

Institutional Development Specialist reports to Managing Director, Hortex Foundation and will work with concerned national experts of the supply chain development component (SCDC) of the National Agricultural Technology Project (NATP) and technical and management staff of Hortex Foundation as necessary.

### **Background:**

The main focus of Hortex Foundation is to facilitate the development of value chain as well as supply chain of high value agricultural commodities to domestic as well as export market, for which institutional capacity of Hortex needs strengthening.

Hortex Foundation is implementing the SCDC at 10 upazilas under NATP. The SCDC assists the Common Interest Group (CIG) of small and marginal farmers and agri-business enterprises to strengthen farmer-market linkages through ensuring their participation in the improved supply chain management of selected high value agricultural commodities primarily for domestic market. Further, it is expected that some quality agricultural produces from project sites will enter into export market.

Project investment targets the business institutional capacity development and the sustainability of the supply chain development of the high value agricultural commodities, to focus on five key sectors:

- 1) Promotion of low cost improved post harvest management technology and quality assurance;
- 2) Development of marketing linkages;
- 3) Enterprise development including contract farming;
- 4) Improve sanitary and phyto-sanitary standards;
- 5) Support knowledge management.

Hortex will be recruiting a short term National Institutional Development Specialist for 3 months to assess and recommend the development of institutional efficiency of Hortex Foundation.

### **Major Responsibilities of the Institutional Development Specialist:**

- Review the activities of Hortex related to export of horticultural produces and assess what extent existing manpower and infrastructure facilities support those activities.

- Assess the work load of SCDC component of NATP implemented by the Hortex and find out the gaps to bear that work load with existing manpower & logistic support of the Hortex as well as SCDC, NATP.
- Suggest improvement in institutional and operational effectiveness of Hortex Foundation to handle high value agricultural commodities for domestic & export markets;
- Suggest how capacity of Hortex will be strengthened with line agencies namely DAE, DLS, DOF, Private Enterprises in connection with farmer – market linkages of fresh horticultural /agricultural commodity.
- Any other assignments given by the Managing Director, HF

**Qualification and experience:**

The Institutional Development Specialist should have (i) postgraduate degree in agriculture/public administration/business administration or any other relevant subject with at least 10 years experience working in national/international agencies related to organization development and management. Work experience and knowledge of supply chain development of high value agricultural commodities in domestic and export markets will be an advantage.

**Terms of Reference (ToRs)**

**Position Title:** Market Infrastructure Consultant (National)

**Duration:** 4 months

**Location:** Dhaka

**Organizational Relationships:**

Market Infrastructure Consultant reports to Managing Director, Hortex Foundation (HF) and will work with concerned national consultants of the supply chain development component (SCDC) of the National Agricultural Technology Project (NATP) as necessary.

**Background:**

There is an opportunity to develop ten (10) Commodity Collection Centers (CCC) in 10 selected upazilas. One CCC to be established in the main commodity production area in a village accessible to both CIG members and traders in each upazila under the supply chain development component of the NATP. Commodity Collection Center will be assembling spot of commodity in large volume. This will attract traders and create competition among them to provide better price to the commodity producers.

Infrastructure works in CCC will include commodity shed with multiple chambers for assembling, weighing and primary packaging; office room with ICT facility, loading and unloading spots, tube well, toilet block, waste disposal pit etc. Further, CCC area will be protected with RCC pillar and barbed wire fence.

Hortex Foundation will be recruiting a short-term national Market Infrastructure Consultant for 4 months to design, estimate and prepare tender document for the establishment of commodity collection centers. The recruitment will proceed immediately after selection of 200 Common Interest Groups (CIG). During selection of CIGs, consultants of SCDC could take ideas of possible location/village to lease/purchase/acquire about 16.5 decimal lands for the establishment of Commodity Collection Centers.

**Major Responsibilities of the Market Infrastructure Consultant:**

- Review the infrastructure arrangements of some market related projects of DAE, LGRD & DAM;
- Visit the project sites and design a model of Commodity Collection Center;
- Prepare a detailed cost estimation of infrastructure facilities (mentioned above) for establishment of CCC;
- Prepare a detailed tender document, technical specification and bidding process for CCC;
- Prepare guidelines for maintenance and management of CCC;
- Submission of completion report of assigned tasks; and
- Any other assignments given by the Managing Director, HF

**Qualification and experience:** The Market Infrastructure Consultant should be a graduate Civil Engineer/Agriculture Engineer having at least 5 years experience in design, estimation of building materials and infrastructure development. Experience in rural market infrastructure development in any national/donor funded project will be an advantage. The candidate must be conversant with computer software package related to engineering. He/She should be willing to visit rural areas to interact with different rural market stakeholders.