

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
(READVERTISEMENT)

- | | | |
|----|---|---|
| 1. | Ministry/Division | : Ministry of Agricultural (MOA) |
| 2. | Agency | : Bangladesh Agricultural Research Council (BARC), Farmgate, 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 | : Core and short-term consultants and support service: see (Attachment -1). |
| 7. | EOI Ref No | : ARC/1-36/2005 PC |
| 8. | Date | : 12-02-2006 |

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 | 26/02/2006 | 4 p.m. |

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, 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.	<p>CV must include along with other information as indicated in the application form</p> <p>(27) Telephone no.</p> <p>(27) E-mail address</p> <p>(27) Academic qualification in details</p> <p>(27) Work experience in relevant field with GOB agencies</p> <p>(27) Work experience in relevant field with International Organization, NGOs (as consultant or counter part)</p> <p>(27) Age</p> <p>(vii) Both hard (2 copies) and soft copy (one) should be submitted</p> <p>(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</p>			
27.	Those who applied for these posts against the EOI advertised at BARC Website on 22-12-2005, their application will be considered as valid for this EOI also. However, if they like to update their CV they can do it.			

Attachment-1

Consultants for (Duration 2 months)

Sl.	Name of position	Required specialization	Indicative Activity
1.	Core Consultant Financial Management	Financial Management	<ul style="list-style-type: none"> ▪ Review existing financial management system and policy of the GOB and their compliance in NARS institutes and DAE. The Financial Management policy and system should cover areas such as budgeting, accounting, reporting internal control and auditing. ▪ Review staff organogram, reporting obligation including strength and weakness of the staff and suggest improvement for strengthening their efficiency ▪ Review the fund, accounting and information flow between the institutes and the line Ministry including use of information technology (accounting software or information database). ▪ Review audit reports on sampling basis, settlement process and sanctions mechanism. ▪ Recommend Financial Management Improvement plan including staff training over a period of short, medium and long term. ▪ Review fund flow mechanism and recommend appropriate arrangements that meets Bank's FM requirements. ▪ Review any potential risk for mis-use of project funds, inherent or control risk and recommend mitigation measures. ▪ Review project FM strengths and weakness and recommend actions to address the weaknesses. ▪ Review the adequacy of FM staff to deal with project financial management activities (payment, documentation, management of special Account, reporting and auditing) ▪ Review audit track record, settlement progress on previous project and recommend improvement ▪ Prepare plan for training of staff for acquainting them with special accounts, disbursement procedure of WB, maintaining account preparing financial statements for reporting, facing audit and meet audit objection timely following WB guidelines.
2.	Short-term Consultant Competitive Grant Program (CGP)	CGP management system	<p>Develop detailed operational guidelines for implementation of CGP including:</p> <ul style="list-style-type: none"> - Modalities of CGP including eligibility of public and private institutes outside NARS for bringing pluralism in the agricultural research system - Methodology for the identification of priority areas for CGP funding - Procedures, proforma and time frame for inviting preliminary proposals (brief concept notes (CNs) - Procedures, evaluation criteria and time frame for evaluating and selecting CNs - Procedures, proforma and time frame for inviting full proposals (FPs) of the selected CNs - Procedures, evaluation criteria and time frame for evaluating and selecting FPs - Procedures for sanctioning of CGP projects, including MOU to be signed by ARF and the implementing agencies - Mechanisms for compliance with fiduciary requirements (Financial Management, including disbursement of funds to the participating agencies, and Procurement) - Mechanisms for monitoring and evaluation of projects during implementation - Overall evaluation of CGP
3.	Junior Consultant Logistic Support	Computer Composing and Office Management	<ul style="list-style-type: none"> • Office management • Providing logistics support • Computer Composing

Attachment-2

Qualification required for Core and Short-term Consultants:

- (i) Academic qualification: Ph.D/Masters
- (ii) Relevant field of specialization: As indicated in attachment-1
- (iii) Minimum 15 years service experience for midlevel consultants and 20 years experience for senior consultants in GOB or related organization, NGO/ PO.
- (iv) Service experience in senior position 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 for all position.
- (vii) Highly skilled candidates with exceptional qualities, condition(s) may be relaxed.

Qualification required for Junior Consultant:

- (i) Academic qualification: Bachelor
- (ii) Relevant field of specialization: Computer Composing and Office Management
- (iii) Minimum 10 years service experience in GOB or related organization, NGO/ PO.
- (iv) Service experience in donor agencies or donor-funded project will be considered as additional qualification.
- (vi) Age limit: Maximum 45 years for all position.
- (vii) Highly skilled candidates with exceptional qualities, condition(s) may be relaxed.

(viii) 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	<p>The Client is Bangladesh Agricultural Research Council (BARC), Farmgate, Dhaka-1215.</p> <p>The position is for: Senior and Midlevel Consultant: See attachment-1.</p> <p>The objectives and brief description of the Services are: <i>See attachment-1.</i></p>
2.1	<p>The source of Public Fund is <i>[state source, GoB or other source of funds]</i> IDA Credit/GOB LA Q5010.</p>
4.1	<p>Only Applicants who are Bangladeshi Nationals are eligible to participate.</p> <p>Applicants who are Bangladeshi Nationals and from the following countries are eligible to participate: <i>None</i></p>
7.1	<p>For <u>clarification of Application</u> purposes only, the Client's address is:</p> <p>M Anwar Iqbal Member Director (P&E) BARC, Farmgate, Dhaka 1215 Tel: 9126612 (Off) Email: aiqbal@barcbgd.org Fax: 8113032</p>
9.1	<p>The Application shall be completed and written in the: English</p>
11.1(a)	<p>The Client will provide the following inputs and facilities: <i>Office space and logistic support.</i></p>
12.2	<p>The Individual Applicant must submit the original and one hard copy and soft copies of the Application.</p>
14.1	<p>The Application submission address is: Bangladesh Agricultural Research Council (BARC), Farmgate, Dhaka-1215.</p>
14.1	<p>Applications must be submitted no later than: <i>February 26, 2006. 4 p.m.</i></p>
21.1	<p>Criteria, sub criteria, and point system for the evaluation of Applications are:</p>

	<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 assignment is expected to commence from 15 March 2006 and to be completed on 15 May, 2006 and the location of the services is 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 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>	<p><i>[The Consultant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i></p> <p><i>[The Consultant should clearly indicate the Position held and give a brief description of the duties in which the Consultant was involved].</i></p>			
	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 biodata 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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