

**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), 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                                    | : 22-12-2005  |

**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 |

- |                               | <b><u>Date</u></b> | <b><u>Time</u></b> |
|-------------------------------|--------------------|--------------------|
| 14. EOI Closing Date and Time | 05/01/2006         | 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   |

<b>PROCURING ENTITY DETAILS</b>				
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> <ul style="list-style-type: none"> <li>(i) Telephone no.</li> <li>(ii) E-mail address</li> <li>(iii) Academic qualification in details</li> <li>(iv) Work experience in relevant field with GOB agencies</li> <li>(v) Work experience in relevant field with International Organization, NGOs (as consultant or counter part)</li> <li>(vi) Age</li> <li>(vii) Both hard (2 copies) and soft copy (one) should be submitted</li> <li>(viii) Clarification of application purposes only, the client's address is</li> </ul> <p style="margin-left: 40px;">M Anwar Iqbal Member Director (P&amp;E) BARC, Farmgate, Dhaka 1215 Tel: 9126612 (Off) Email: <a href="mailto:aiqbal@barcbgd.org">aiqbal@barcbgd.org</a> Fax: 8113032</p>			

## Attachment-1 A

### Core Consultants for (Duration 2 to 3 months)

Sl.	Name of position	Required specialization	Indicative Activity
1.	Coordinator	Agricultural Research/ Extension Management	To prepare project proposal for proposed NATP to: <ul style="list-style-type: none"> <li>Strengthen the National Agricultural Technology System.</li> <li>Increase agricultural productivity and diversification.</li> <li>Value chain development, market opportunities and access.</li> </ul>
2.	Agricultural Research System	Agricultural Research	To prepare research component project proposal for NATP to enhance efficiency and effectiveness both research and management of the National Agricultural Research System (NARS) including its reorganization.
3.	Agricultural Extension	Agricultural Extension	To prepare extension component project proposal for NATP to: <ul style="list-style-type: none"> <li>Develop a decentralized and market driven pluralistic extension system.</li> <li>Introduce demand –led planning and funding mechanism.</li> <li>Develop farmers organization to facilitate farmers participation in the decision making.</li> </ul>
4.	Value Chain Development	Value chain & Market opportunities/ Horticulture	To prepare value chain development project proposal for NATP to: <ul style="list-style-type: none"> <li>Provide better market linkages to the small and marginal producers.</li> <li>Promote contract farming and post harvest value addition and entrepreneurship development.</li> <li>Support public- private cooperation in market information and quality.</li> </ul>
5.	Institutional Reform	Organization and Management of Institution and its dynamism	The main objectives of this work would be to: <ul style="list-style-type: none"> <li>Review Acts and rules of NARS and suggest a framework for unified governance structure for the NARS along with greater autonomy and authority to formulate its own service and business rules.</li> <li>Undertake a critical review of governance of the national level extension departments (DAE, DOLS and DOF) of GOB and HORTEX Foundation.</li> <li>Develop a reform program to enhance institutional efficiency of the technology system and develop institutional arrangement for the project implementation.</li> </ul>
6.	Economic Assessment	Agricultural Economics	To prepare economics component project proposal for NATP to: <ul style="list-style-type: none"> <li>Prepare cost tables;</li> <li>Carry out economic assessment; and</li> </ul>

			<ul style="list-style-type: none"> <li>• Develop Monitoring and Evaluation (M&amp;E) framework.</li> </ul>
7.	Social Assessment	Agricultural Related Social Science	To prepare a social assessment component project proposal for NATP; preparation of a proposal and guidelines for assessing both positive and negative social impact of the project during and after its implementation. The whole issue of safeguard to be addressed.
8.	Environmental Management	Environment	<p>Prepare proposal and guidelines to:</p> <ul style="list-style-type: none"> <li>• Identify environmental impact and risk likely to occur both positive and negative.</li> <li>• Prepare generic environmental management framework</li> <li>• Prepare environmental management plan</li> </ul>
9.	Financial Management	Financial Management	<ul style="list-style-type: none"> <li>• Review existing arrangement of GOB and project fund flow.</li> <li>• Review financial management staffing and the strength and weakness of the institute staff and prepare plan for strengthening their efficiency.</li> <li>• 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 for WB fund.</li> </ul>
10.	Procurement Management	Procurement Experience using Donor Agency Fund	To hire services of consultants and support service, procurement of goods, provide logistic support to consultants and prepare a plan for strengthening procurement capacity for NARS institute and DAE.

## Attachment-1 B

### Short-term Consultants for (Duration 2 months)

Sl.	Name of position	Required specialization	Indicative Activity
1.	NARS Management System Reorganization	System reorganization	To prepare plan for NARS management system Reorganization by reviewing key government policies and acts.
2.	NARS Research Planning and Reform	Research planning	To prepare plan for enhancing efficiency and effectiveness of research of NARS by making research planning and review system more dynamic
3.	High Value Agriculture/ Horticulture	Horticulture/high value crops	To prepare plan for production and value addition to horticultural/ high value crops.
4.	Human Resource Development for NARS	Human resource management	To prepare plan for NARS human resource development this assessment of future need to be for a demand driven, pluralistic, decentralized research system.
5.	Competitive Grant Program (CGP)	CGP management system	To prepare operational modalities for management (invitation, review, approval, monitoring, financial management procurement) of CGP. Also prepare proposal for prioritisation and monitoring and evaluation of research program and projects.
6.	Agricultural Extension System Decentralization	Agricultural extension system	To prepare plan for decentralization of the extension service including establishment, empowerment and definition of roles and responsibilities of producers group (PGS) and producers association (PAs) as well as their relationship with the local government at the union level. Assessment of human resource need and its development.
7.	Research Extension Farmers Linkage	Agricultural extension system	Propose an action plan to: <ul style="list-style-type: none"> <li>• Improve research-extension farmer linkages, including institutional mechanism for decentralized research support during all stages of extension process;</li> <li>• A 'bottom-up' participatory mechanism for identification of priority researchable issues for financing under the CGP.</li> </ul>
8.	Livestock Research & Extension System	Livestock research/ extension	<ul style="list-style-type: none"> <li>• Identify field of investment for capacity building of livestock research and extension service;</li> <li>• Elaborate design, component, cost financing, benefits and justification for the proposed investment;</li> <li>• Plant institutional arrangements, phasing and implementing schedule procurement, financial management,</li> </ul>

			<p>social and environmental safeguard, and monitoring and evaluation;</p> <ul style="list-style-type: none"> <li>• Build human and institutional capital including improved coordination between DLS and with research system;</li> <li>• To prepare plan for making research demand driven, participatory and sustainable.</li> </ul>
9.	Fisheries Research & Extension System	Fisheries research/ extension	<ul style="list-style-type: none"> <li>• Identify field of investment for capacity building of fisheries research and extension service;</li> <li>• Elaborate design, component, cost financing, benefits and justification for the proposed investment;</li> <li>• Plant institutional arrangements, phasing and implementing schedule procurement, financial management, social and environmental safeguard, and monitoring and evaluation;</li> <li>• Build human and institutional capital including improved coordination between DOF and with research system;</li> <li>• To prepare plan for making research demand driven, participatory and sustainable.</li> </ul>
10.	Value Chain Market Development	Agricultural/ horticultural research/ extension and entrepreneurship	To prepare plan for promoting contract farming and develop a need based action plan for capacity building of farmers, agribusiness staff and public officials in commercial farming practices. Assess need and suggest improvement.
11.	Agricultural Research Foundation	Foundation development/ fund management	To develop legal and institutional framework (structure, governance, staffing along with roles and responsibilities and descriptions) and legal operational modalities for establishment of BARF for implementing the Competitive Grants Program.
12.	Monitoring & Evaluation	Monitoring and evaluation of research program/ extension.	To identify key variables necessary to measure project outcome /impact, establish system to collect data on all key variable and outline the implementation and dissemination framework. Establishment of a viable system of M&E in agriculture.
13.	Legal Aspects of Institutional Reform and Research Foundation	Legal aspects of institutions	To review and suggest legal aspects of institutional reform of NARS/GOB and BARF.

## Attachment-1 C

### Support Service (Duration 3 months)

SI.	Name of position	Required specialization	Indicative Activity
1.	Office Manager (No. of position-1)	Skill in office management and related service in agriculture related organization. Preference will be given to candidates having work experience at international organization/ NGO.	<ul style="list-style-type: none"><li>• Office management.</li><li>• Providing logistics support.</li><li>• Administrative management.</li></ul>
2.	Account Manager (No. of position-1)	Financial management	<ul style="list-style-type: none"><li>• Account handling.</li><li>• Financial management.</li></ul>
3.	Computer Operator (No. of position-4)	Experience in computer operation. Work experience at international organization preferred.	<ul style="list-style-type: none"><li>• Computer composing.</li><li>• Office assistance.</li></ul>

## **Attachment-2**

### **Qualification required for consultants:**

- (i) Academic qualification: Ph.D/Masters.
- (ii) Relevant field of specialization: As indicated in attachment-1A & 1B.
- (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 positions 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) For 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	<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	The source of Public Fund is <i>[state source, GoB or other source of funds]</i> IDA Credit/GOB LA 05010.		
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 <b><u>clarification of Application</u></b> purposes only, the Client's address is:</p> <p>M Anwar Iqbal Member Director (P&amp;E) BARC, Farmgate, Dhaka 1215 Tel: 9126612 (Off) Email: <a href="mailto:aiqbal@barcbgd.org">aiqbal@barcbgd.org</a> Fax: 8113032</p>		
9.1	The Application shall be completed and written in the: English		
11.1(a)	<p>The Client will provide the following inputs and facilities: <i>Office space and logistic support.</i></p>		
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: Bangladesh Agricultural Research Council (BARC), Farmgate, Dhaka-1215.		
14.1	<p>Applications must be submitted no later than: <i>January 05, 2006. 4 p.m.</i></p>		
21.1	Criteria, sub criteria, and point system for the evaluation of Applications are:		
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><b><u>Criteria, sub-criteria</u></b></th> <th style="text-align: center;"><b><u>Points</u></b></th> </tr> </thead> </table>	<b><u>Criteria, sub-criteria</u></b>	<b><u>Points</u></b>
<b><u>Criteria, sub-criteria</u></b>	<b><u>Points</u></b>		

	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>
	<b>Total points for the three criteria: Minimum Pass Mark is:</b>	<b>100 points 70 points</b>
<b>22.1</b>	The address for Contract negotiations is: Executive Chairman, Bangladesh Agricultural Research Council (BARC), Farmgate, Dhaka-1215.	
<b>26.1</b>	The assignment is expected to commence from 01 February 2006 and to be completed on 30 April, 2006 for core consultants and 31 March, 2006 for short-term consultant and the location of the services is BARC, Farmgate, Dhaka-1215.	

## **Attachment-3 B**

**Terms of Reference: See Attachment-1 A, B, C.**

## 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 <b>every employment held and state the start and end dates of each employment]</b></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 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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