

**National Agricultural Technology Project (NATP): Phase-1  
Project Implementation Unit (PIU)  
Bangladesh Agricultural Research Council (BARC)  
Farmgate, Dhaka**

Request for Application (RFA) for  
International Consultant for Human Resource Development (HRD) Plan under  
PIU-BARC

**Request for Applications No: SD/PIU-BARC/17/05**

**Issued on:**

**Application Package No: SD/PIU-BARC/17**

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## Request for Expressions of Interest

Ministry/Division:	Ministry of Agriculture
Agency:	Bangladesh Agricultural Research Council (BARC)
Procuring Entity Name:	Project Implementation Unit (PIU), NATP, Phase-1
Expression of Interest for Selection of:	<b>Individual Consultants.</b>
Title of Service & REoI Ref. No.:	International Consultant for HRD plan Package No.- SD/PIU-BARC/17 REoI Ref. No.: SD/PIU-BARC/17/05
Date:	December 01, 2009.
<b>Duration:</b>	<b>03 (three) months.</b>
Procurement Sub-Method:	Selection of Individual Consultants (SIC)
Budget and Source of Funds:	Development Budget (Credit)
Development Partners:	IDA, IFAD
Project / Programme Code:	5-4305-7400.
Project/Programme Name:	National Agricultural Technology Project (NATP): Phase-1
EOI Closing Date and Time:	January 06, 2010. 5:00 PM.

### **Information For Applicant**

Outline of the assignment and required qualifications & experience are given below [details provided in the Request for Application (RFA)].

Position	Outline of the Assignment	Qualification & Experience
International Consultant for HRD plan	<ol style="list-style-type: none"> <li>1. The Consultant will review all the existing policies and practices, and make recommendation on how those could be changed to increase efficiency.</li> <li>2. The Consultant will review the previous and present HRD plans and their implementation status.</li> <li>3. The Consultant will identify the areas of specific training and capacity building of the local scientists/ specialist of ARIs &amp; BARC.</li> <li>4. The Consultant will assess training need related to HRD areas, designing of an integrated training program, appropriate high level training modules, workshops, and study tours.</li> <li>5. The Consultant shall submit a comprehensive NARS HRD plan up to 2025 through synthesis and analyses of existing national and regional documents.</li> </ol>	<p><b>Academic Qualification:</b></p> <p>Minimum Masters Degree from any recognized university/institute in Institutional Improvement/ Human Resources Development (HRD)/ Personnel Management, MBA, Public Administration, Masters in Agricultural Sciences/ Social Science with professional training experiences on Institutional Improvement/ HRD or related discipline.</p> <p>Required Experience :</p> <ul style="list-style-type: none"> <li>○ At Least 15 years experience in the related field preferably in reputed institution or University.</li> <li>○ At Least 5 years working experience in similar assignment for capacity development/ institutional</li> </ul>

	<p>6. The Consultant will collect field/discipline wise scientific and management level human resources information.</p> <p>7. The Consultant shall identify the high technological areas of research after discussing with the concerned NARS Institute's senior level scientists.</p> <p>8. The Consultant will assess of skill gaps of high priority areas of HRD on the basis of job analysis of scientists in their respective field of research and future research needs.</p> <p>9. The Consultant will find out the HRD gap against the international standard and suggest how the gap can be minimised.</p> <p>10. The Consultant will identify the present capacity of national training institutes and make suggestions for improvement to address the need of scientists.</p> <p>11. The Consultant will make guideline for institutional process to enhance the capacity of human resource development</p> <p>12. The Consultant will determine the job specific training needs and various levels of training for NARS to adhere future research outcome.</p> <p>13. Besides, a training plan shall have to be developed for field staff and technicians.</p> <p>14. The Consultant will prepare and adopt training/teaching aids, training modules etc. for training programs.</p> <p>15. The Consultant will also develop implementation plan of HRD training program with an estimated budget for sustainable resource mobilization for implementing HRD plan.</p> <p>16. The Consultant will identify the role of management of Institutes, BARC, Ministries and Planning Commission, etc. in respect of implementation of HRD plan.</p> <p>17. The Consultant will make guidelines for investment to HRD ( Revenue &amp; Development Projects)</p>	<p>development.</p> <ul style="list-style-type: none"> <li>○ Proven experience of designing, planning, and conducting training need assessment in large institutes/organization</li> <li>○ Excellent knowledge of capacity building issues in the related field is highly desirable.</li> <li>○ The position requires an excellent communication &amp; writing skills in English language and familiarity in MS Office.</li> <li>○ International exposure/experience in the above mentioned arena will be given preference</li> </ul>
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**Other Details:**

Applicants are requested to provide information as per the format provided in Request for Application (RFA) indicating that they are qualified to perform the services (complete CV in prescribed form with other details as applicable).

The consultant will be selected using the selection process of individual consultant (SIC) as per provision of Public Procurement Rule PPR-2008. It is expected that the services will commence in March 2010.

Persons who are already in employment of government or autonomous body should submit application through proper channel. Only short listed consultants will be invited for interview.

The procuring entity reserves the right to accept or reject all EOI(s).

**Procuring Entity Details**

Name of official inviting EOI	Dr. Md. Abul Kashem
Designation of official inviting EOI	Director, PIU-BARC, NATP: Phase 1
Address of official inviting EOI	Project Implementation Unit (PIU) Bangladesh Agricultural Research Council (BARC), Room No.- 308, Garage Building (2nd Floor), NATP: Phase-1, Farmgate, Dhaka-1215.
Contact details of official inviting EOI	Tel. No. 8130756, 9130702 Fax No. 880-2-9131170, E-mail: reem98k@yahoo.com

\* Detail information & terms of reference is available in the Request for Application which may be collected from the office of the undersigned.

(Dr. Md. Abul Kashem)  
Director, PIU-BARC.

## Section 1. Instructions to Applicants

<b>A. General</b>	
<b>1</b> Scope of Assignment	1.1 The Client, named in the Application Data Sheet (ADS), will select an individual Applicant for the specific assignment as specified in the ADS and described in details in Section 3: Terms of Reference.
<b>2</b> Source of Funds	2.1 The Client has been allocated IDA/IFAD funds as indicated in the ADS and intends to apply a portion of the funds to eligible payments under the Contract for which this ITA is issued.
<b>3</b> Corrupt, Fraudulent, Collusive or Coercive Practices	3.1 The Government requires that Clients, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under IDA/IFAD funds.
	3.2 In pursuance of this requirement, the Client shall: <ul style="list-style-type: none"> <li>(a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and</li> <li>(b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.</li> </ul> <p>if it at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds.</p>
	3.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions as above only when a satisfactory explanation is not received.
	3.4 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the Contract Agreement Sub-Clause 3.4.
	3.4 The Government requires that the Client's personnel have an equal obligation not to solicit, ask for and/ or use coercive methods to obtain personal benefits in connection with the said proceedings.
<b>4</b> Eligible Applicants	4.1 The Applicant shall be a national of Bangladesh unless otherwise stated in the ADS.
	4.2 The Applicant has the legal capacity to enter into the Contract.
	4.3 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with ITA Sub-Clause 3.2.

	4.4	The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws or regulations.
	4.5	Government officials and civil servants, including persons of autonomous bodies or corporations may be hired to work as individual consultant subject to the provisions of the Public Procurement Regulations and Procedures provided the person <b>(a) is on leave of absence without pay; (b) is not being hired by the procuring entity he/she was working for immediately prior to going on leave; and (c) the hiring of him/her would not create any conflict of interest.</b>
5	Conflict of Interest	5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. <b>The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.</b>
	5.2	The Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.
	5.3	The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.
<b>B. Request for Application</b>		
6.	Application: Sections	6.1 The sections comprising the RFA are listed below: Section 1: Instructions to Applicants (ITA) Section 2: Application Data Sheet (ADS) Section 3: Terms of Reference (TOR) Section 4: Application Forms Section 5: Contract Forms.
	6.2	The Applicant is expected to examine all instructions, forms, terms, and provisions in the RFA. Failure to furnish all information or documentation required by the RFA may result in the rejection of the Application.
7.	Application: Clarification	7.1 The Client shall respond in writing to any request for clarification, provided that such request is received from the Applicant no later than seven (7) days prior to the deadline for submission of Applications. The address for clarification requests is stated in the ADS.
8.	Application: Amendment	8.1 At any time prior to the deadline for submission of Applications, the Client may, on its own initiative or in response to an enquiry by a

	Applicant, amend the RFA by issuing an amendment, and may, at its discretion, extend the deadline for the submission of Applications.
<b>C. Application Preparation</b>	
9. Application Language	9.1 The Application, as well as all correspondences and documents relating to the Application shall be written in the English language unless specified otherwise in the ADS.
10. Application Preparation	10.1 The Applicant shall examine in detail the documents comprising the TOR, and prepare the Application using the forms furnished in Section 4: Application Forms.
11. Client Inputs	11.1 In preparing the Application the Applicant may assume that the Client will: <ul style="list-style-type: none"> <li>(a) provide at no cost to the Applicant the inputs and facilities specified in the ADS; and</li> <li>(b) make available relevant project data and reports together with the Contract to the Applicant.</li> </ul>
12. Application Format and Signing	12.1 The Applicant shall prepare one original of the Application and clearly mark it "Original".
	12.2 The Applicant shall prepare the number of copies as specified in the ADS of each Application and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.
	12.3 The original and all copies of the Application shall be typed or written in indelible ink and shall be signed by the Applicant.
<b>D. Application Submission</b>	
13. Application Sealing and Marking	13.1 The Applicant shall enclose the original and all copies of the Application in one envelope, and the envelope shall: <ul style="list-style-type: none"> <li>(a) bear the name and address of the Applicant;</li> <li>(b) be addressed to the Client at the address specified in the ADS; and</li> <li>(c) bear the name of the Assignment as specified in the ADS.</li> </ul>
14. Application Submission Deadline	14.1 Applications must be received by the Client at the address specified under ITA Clause 13 no later than the date indicated in the ADS.
	14.2 The Application may be hand delivered or posted by registered mail or sent by courier. The Client shall, on request, provide the Applicant with a receipt showing the date and time when its Application was received.
	14.3 The Client may, at its discretion, extend the deadline for the submission of Applications by amending the ITA in accordance with ITA Clause 8

15. Application Submitted Late	15.1 Any Application received by the Client after the deadline for submission of Applications, in accordance with ITA Clause 14 shall be declared late, and returned unopened to the Applicant.
16. Application Modification Substitution or Withdrawal	16.1 The Application may be modified, substituted, or withdrawn before the deadline for submission of Applications specified in ITA Clause 14.
<b>E. Application Opening and Evaluation</b>	
17. Application Opening	17.1 The Client shall open all Applications promptly after the submission deadline. There shall be no public opening of Applications.
18. Confidentiality	18.1 Information relating to evaluation of Applications and recommendations concerning awards shall not be disclosed to the Applicants who submitted the Applications, until a Contract has been signed with the successful Applicant.
19. Application Clarification	19.1 The Client may, in writing, ask Applicants for clarification of their Applications in order to facilitate the examination and evaluation of Applications.
20. Contacting the Client	20.1 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client.
	20.2 Any effort by a Applicant to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of its Application.
21. Application: Evaluation	21.1 The Applications will be evaluated in two stages by an Application Evaluation Committee (AEC). Firstly a selection-list of Applicants will be prepared by the AEC on the basis of their qualification and experience, applying the evaluation criteria, sub criteria, and point system specified in the ADS. The selection-list shall comprise of a maximum of seven (7) Applicants on the basis of the qualifying marks. The AEC is synonymous with the Proposal Evaluation Committee (PEC) stated in the Standard Request for Proposals (SRFP) and is only used in this document for convenience.
	21.2 Secondly, the Applicants on the selection-list will be interviewed by the AEC, which will select a maximum of three Applicants in order of ranking.
22. Application: Negotiation	22.1 Negotiations will then be held with the first ranked Applicant at the address indicated in the ADS.
	22.2 During negotiations, the Client and the Applicant will finalise the Terms of Reference, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services”.
	22.3 The financial negotiations will involve the remuneration and other reimbursable costs to be paid to the Applicant.

23. Application Negotiations: Conclusion	23.1 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract.
	23.2 If negotiations with the first ranked Applicant fail to produce a satisfactory contract then negotiations will be conducted with the second-ranked Applicant (and the third-ranked Applicant, if necessary, until an agreement is concluded).
<b>F. Contract Award</b>	
24. Contract Award	24.1 After completing negotiations and after having received the approval to award the Contract, the Client shall award the Contract to the selected Applicant.
25. Debriefing	25.1 After Contract signature, the Client shall promptly notify the other Applicants that they were unsuccessful.
	25.2 The Client shall promptly respond in writing to any unsuccessful Applicant who requests the Client in writing to explain on which grounds its application was not selected.
26. Commencement of Services	26.1 The Applicant is expected to commence the assignment on the date and at the location specified in the ADS.

## Section 2. Application Data Sheet

ITA Clause	Amendments of, and Supplements to, Clauses in the Instruction to Consultants.
1.1	<p>The Client is</p> <p style="padding-left: 40px;">Dr. Md. Abul Kashem Director Project Implementation Unit (PIU) Bangladesh Agricultural Research Council (BARC), NATP: Phase-1 Room No.- 308, Garage Building (2nd Floor), BARC Complex, Farmgate, Dhaka-1215. Tel: 8155780, 8130756, 9130702 Fax: 8113032 E-mail: reem98k@yahoo.com</p> <p>Name of position of the Experts: International National consultant for HRD plan.</p> <p>The objectives and brief description of the Services: Provided in Section 3: Terms of Reference.</p>
2.1	The source of Fund: IDA and IFAD.
4.1	Applicants except from Israel & IDA non-eligible countries.
7.1	<p>For <b><u>clarification of Application</u></b> purposes only, the Client's address is:</p> <p style="padding-left: 40px;">Attention: Dr. Md. Abul Kashem Director Project Implementation Unit (PIU) Address : Bangladesh Agricultural Research Council (BARC), NATP: Phase-1 Room No.- 308, Garage Building (2nd Floor), BARC Complex, Farmgate, Dhaka-1215. Tel: 8155780, 8130756, 9130702 Fax: 8113032 E-mail: reem98k@yahoo.com</p>
9.1	The Application shall be completed and written in the English language.
11.1(a)	<p>The Client will provide the following inputs and facilities:</p> <ul style="list-style-type: none"> <li>a) Office space and other logistic support will be provided as per project provision.</li> <li>b) All necessary letters of introduction, reference letter, communication, etc. will be provided/made to/for the consultant by Director, PIU-BARC, NATP: Phsase-1 as and when required.</li> <li>c) All available documents, papers, information, etc. relevant to the specific assignment will be provided/made accessible to the consultant by the respective counter-part officer.</li> </ul>
12.2	<p>The Individual Applicant must submit the original and an extra copy with a soft copy in CD of the Application in prescribed form.</p> <p>Application also may be submitted to "<u>reem98k@yahoo.com</u>" the email address of the client.</p>

<b>14.1</b>	<p>The Application submission address is:</p> <p>Dr. Md. Abul Kashem  Director  Project Implementation Unit (PIU)  Bangladesh Agricultural Research Council (BARC), NATP: Phase-1  Room No.- 308, Garage Building (2nd Floor),  BARC Complex, Farmgate, Dhaka-1215.  Tel: 8155780, 8130756, 9130702 Fax: 8113032  E-mail: reem98k@yahoo.com</p>	
<b>14.1</b>	Applications must be submitted not later than: January 06, 2010. 5:00 PM.	
<b>21.1</b>	Criteria, sub criteria, and point system for the evaluation of Applications are:	
	<b><u>Criteria, sub-criteria</u></b>	<b><u>Points</u></b>
	General qualifications (education)	20
	Experience and its adequacy/relevance for the assignment	60
	Overall suitability considering age, computer skill and experience in the region and language (English and Bangla).	20
	<b>Total points for the three criteria:</b> <b>Minimum Pass Mark is: 75</b>	<b>100 points</b>
<b>22.1</b>	<p>The address for Contract negotiations is:</p> <p>Dr. Md. Abul Kashem  Director  Project Implementation Unit (PIU)  Bangladesh Agricultural Research Council (BARC), NATP: Phase-1  Room No.- 308, Garage Building (2nd Floor),  BARC Complex, Farmgate, Dhaka-1215.  Tel: 8155780, 8130756, 9130702 Fax: 8113032  E-mail: reem98k@yahoo.com</p>	
<b>26.1</b>	<p>The assignment is expected to commence in March, 2010. The appointment of the position will be for 03 (three) months. The location of the services is to be based in Dhaka, but frequent travel may be made as and when required in different NARS institution depending on the location and coverage of the Project.</p>	

## Section 3: Terms of Reference

### Terms of Reference

for  
International Consultant for  
Human Resource Development

Project Implementation Unit  
National Agriculture Technology Project (NATP)- Phase I  
Bangladesh Agricultural Research Council.

#### A. Project Outline

- 1 The Government of Bangladesh (GOB) is implementing the National Agricultural Technology Project (NATP) with financial assistance from the World Bank (through IDA credit) and International Fund for Agricultural Development (IFAD). NATP is the first 5-year phase of a long term (15-years) program to support GOB's strategy to improve national agricultural productivity and farm incomes. The project became effective on March 25, 2008.
- 2 NATP is a comprehensive project with focus on revitalizing the agricultural technology system (including agricultural research, extension and development of supply chains) and increasing agricultural productivity in Bangladesh. The overall objective of the long-term program is to support GOB's strategy to improve national agricultural productivity and farm income. The objective of the project is to improve effectiveness of the national agricultural technology system in Bangladesh.
- 3 The project development objective would be achieved by increasing efficiency and effectiveness of agricultural research and extension systems, and by strengthening farmer market linkages. More specifically, the national agricultural technology system would be enabled to support high priority, pluralistic, participatory and demand-led agricultural research; to support decentralized, participatory, demand-led and knowledge-based approach for agricultural extension; and to support improved post-harvest technology and management practices for high value agriculture by promoting farmer-market linkages, as part of the development of selected supply chains.
- 4 The project has four components: (i) Agricultural research support; (ii) Agricultural extension support; (iii) Development of supply chains; and (iv) Project management and coordination.
  - (1) Agricultural research support: This component aims to enhance the efficiency and effectiveness of the national agricultural research system. The component would have national coverage. The project would finance activities related to (i) competitive grants program (CGP); (ii) sponsored public goods research (SPGR); and (iii) enhancing institutional efficiency of the national agricultural research system (NARS).
  - (2) Agricultural extension support: This component aims to establish a decentralized demand-led extension service, which is knowledge-based with greater accountability and responsiveness to farmers, with a focus on small and marginal farmers. The project is expected to cover about 25% of the districts/Upazilas during first phase. The project would finance activities related to (i) mobilization of common-interest groups (CIGs); (ii) decentralization of extension service; and (iii) enhancing institutional efficiency of the national institutions involved in agricultural extension.
  - (3) Development of supply chains: For increasing and diversifying sources of income for small and marginal farmers, development of supply chains of selected commodities would be supported on a pilot basis. The project would finance activities related to (i) strengthening farmer-market linkages; and (ii) enhancing institutional efficiency.

- (4) Project management and coordination: The project would be implemented jointly by the Ministry of Agriculture (MOA) and the Ministry of Fisheries and Livestock (MOFL). The Project Coordination Unit (PCU) will coordinate and facilitate project implementation in collaboration with the respective Project Implementation Units (PIUs), Krishi Gobeshona Foundation (KGF) and Hortex.

## **B. Assignment Background**

Enhancement of Institutional Research Efficiency (EIRE) of the National Agricultural Research System (NARS) is one of the salient activities of Agricultural research support. In the Enhancement of Institutional Research Efficiency (EIRE) of the NARS, human resource development is the main assets of the scientific organization. Scientists are the key players for producing effective output and success in research sectors. Skill development of scientific and professional personnel is an important determinant for harnessing benefit through developing new technological opportunities. There should be a clear policy framework and strategic plan for implementation of Human Resource Development (HRD) program, particularly addressing skill gaps in high technological areas and national priority research needs. The HRD plan should carefully consider and ensure the maximum benefit from the trained and skilled manpower resource is obtained. There should also need to create a proper working environment along with opportunities for appropriate research facilities conducive to scientists to produce meaningful technology generation for contributing to national economy. The incentive and reward system should be restructured in a way that promotes creativity and excellence by providing better opportunity and sustains scientists' morale at high and discourages them to leave scientific profession.

In Bangladesh agricultural education, research and extension are separated from each other and controlled by two Ministries. On the other hand National Agricultural Research System (NARS) in Bangladesh consists of 10 national research institutes under the umbrella of Bangladesh Agricultural Research Council (BARC). Out of 10 research institutes six belong to Ministry of Agriculture (MOA), two belong to Ministry of Fisheries and Livestock (MOFL), one under the Ministry of Environment and Forest (MOEF) and one under the Ministry of Commerce (MOC). The agricultural universities are under the Ministry of Education (MOE).

Considering the present status of the NARS and future requirement of national agricultural research priorities the assignment (HRD plan) will be designed up to 2025.

## **C. Objective of the Assignment**

The overall objective of the assignment is to development of a need-based and future-focused human resource management plan for effective and output oriented NARS. The specific objectives are:

1. Designing strategic framework for Human Resource Development/Management Plan through review of HRD development strategies and best practices pursued by other countries and blending local knowledge with international experience as well.
2. Identifying key strategies for achieving those.
3. Identification of the existing skill gap and to create an appropriate skill mix to enhance NARS's performance through recruitment, higher degree, skill improvement, performance appraisal.
4. Developing a sustainable system for retention of qualified scientists for the NARS.
5. Capacity building of the scientists in setting research priority and conducting quality research, monitoring and evaluation.
6. Identifying resource requirements for priority initiatives.
7. The Consultant will build on the work carried out by the National Consultant

#### **D. Scope of the Services Required**

1. The Consultant will be responsible to the Director (PIU-BARC), NATP: Phase-1 and the procuring entity.
2. The Consultant will review all the existing policies and practices, and make recommendation on how those could be changed to increase efficiency.
3. The Consultant will review the previous and present HRD plans and their implementation status.
4. The Consultant will identify the areas of specific training and capacity building of the local scientists/ specialist of ARIs & BARC.
5. The Consultant will assess training need related to HRD areas, designing of an integrated training program, appropriate high level training modules, workshops, and study tours.
6. The Consultant shall submit a comprehensive NARS HRD plan up to 2025 through synthesis and analyses of existing national and regional documents.
7. The Consultant will collect field/discipline wise scientific and management level human resources information.
8. The Consultant shall identify the high technological areas of research after discussing with the concerned NARS Institute's senior level scientists.
9. The Consultant will assess of skill gaps of high priority areas of HRD on the basis of job analysis of scientists in their respective field of research and future research needs.
10. The Consultant will find out the HRD gap against the international standard and suggest how the gap can be minimised.
11. The Consultant will identify the present capacity of national training institutes and make suggestions for improvement to address the need of scientists.
12. The Consultant will make guideline for institutional process to enhance the capacity of human resource development
13. The Consultant will determine the job specific training needs and various levels of training for NARS to adhere future research outcome.
14. Besides, a training plan shall have to be developed for field staff and technicians.
15. The Consultant will prepare and adopt training/teaching aids, training modules etc. for training programs.
16. The Consultant will also develop implementation plan of HRD training program with an estimated budget for sustainable resource mobilization for implementing HRD plan.
17. The Consultant will identify the role of management of Institutes, BARC, Ministries and Planning Commission, etc. in respect of implementation of HRD plan.
18. The Consultant will make guidelines for investment to HRD( Revenue & Development Projects)

#### **E. Data, local services, personnel and facilities to be provided by the client**

The Client will provide the following inputs and facilities:

- (1) Office space and other logistic support as per project provision.
- (2) All necessary letters of introduction, reference letter, communication, etc. will be provided/made to/for the consultant by Director, PIU-BARC as and when required.

- (3) All available documents, papers, information, etc. relevant to the specific assignment will be provided/made accessible to the consultant by the respective counter-part officer.

#### **F. Reports and Time Schedule**

1. The Consultant will closely work with Director (Manpower & Training) of BARC and Training & Communication Expert of PIU-BARC at all stages of the process.
2. The Consultant will submit the draft and final report to the Director, PIU-BARC.
3. The Consultant will submit Inception Report including a workplan within 15 days of signing the contract.
4. The Consultant will be responsible to the Director, PIU-BARC.

#### **G. Duration of the Consultancy**

The duration of consultancy will be limited to maximum 3 months.

#### **H. Consultant's Qualification Requirement**

**Academic Qualification:** Minimum Masters Degree from any recognized university/institute in Institutional Improvement/ Human Resources Development (HRD)/ Personnel Management, MBA, Public Administration, Masters in Agricultural Sciences/ Social Science with professional training experiences on Institutional Improvement/ HRD or related discipline.

Required Experience :

- At Least 15 years experience in the related field preferably in reputed institution or University.
- At Least 5 years working experience in similar assignment for capacity development/ institutional development.
- Proven experience of designing, planning, and conducting training need assessment in large institutes/organization
- Excellent knowledge of capacity building issues in the related field is highly desirable.
- The position requires an excellent communication & writing skills in English language and familiarity in MS Office.
- International exposure/experience in the above mentioned arena will be given preference

## **Section 4. Application Forms**

- 4A Application Submission Form
- 4B Curriculum Vitae (CV) Form of the Consultant
- 4C Indicative Fee

**Form 4A. Application Submission Form**

[Location, Date]

To  
Dr. Md. Abul Kashem  
Director, PIU-BARC, NATP: Phase 1  
Bangladesh Agricultural Research Council  
Farmgate, Dhaka-1215.

Dear Sir,

I am hereby submitting my Application to provide the consulting Services for International Consultant for HRD plan 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:

## 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>(Application must submit relevant certificates).</i>	<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>	
		Name of the Organization:			
		Position:			
		Description of Duties:			
	EMPLOYER 2	From:		To:	
		Name of the Organization:			
		Position:			

		Description of Duties:	
	EMPLOYER 3	From:	To:
		Name of the Organization:	
		Position:	
		Description of Duties:	
	EMPLOYER 4 (etc.)	From:	To:
		Name of the Organization:	
		Position:	
		Description of Duties:	
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>	
12	LIST OF PUBLICATIONS		
13	COMPUTER LITERACY		
14	ADDRESS		

*Note:- 2 (two) copies of recent passport size photographs should be attached with the CV.*

**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

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Date of Signing

Day / Month / Year
--------------------

## Form 4C. Indicative Fees

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.

(1) Salaries and Remunerations<sup>1</sup>

Rate (per month in United States Dollar)	Staff Time	Total (United States Dollar)
	03 months	

(2) Reimbursable (as applicable)

	Rate	Days	Total
(a) Per Diem Allowance (only for overnight stay outside Dhaka).			
(b) Air Travel Costs 1. international one trip (up & down) 2. domestic trip			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (travel documents, visa, health certificate, work permit if applicable)	Lump-sum		
		Sub-total	

CONTRACT CEILING (1) + (2)	
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<sup>1</sup> Salary will be determined through negotiation. Income tax and VAT as per government rule will be deducted from the bill/invoice and will be deposited to the Government treasury by Client on behalf of the Consultant.

## **Section 5. Contract Forms**

*The **Contract Agreement** which, once completed and signed by the Client and the Consultant clearly defines the Client's and Consultants' respective responsibilities.*

*The **Annexes** to the formal Contract include a description of the Services, (composed of the revised TOR and work plan as finalised and agreed during the negotiations), the reporting requirements, and a breakdown of the Contract Price.*

## Contract Agreement

THIS CONTRACT (“the Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert name of Client]* (“the Client”) having its principal place of business at *[insert address of Client]*, and *[insert name of Consultant]* (“the Consultant”) having his/her address at *[insert address of Consultant]*.

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Scope of the Services	<p>1.1 The Consultant shall perform the Services as specified in Annex A, “Description of the Services,” (“the Services”) which are made an integral part of this Contract.</p> <p>1.2 The Consultant shall provide reports as listed in Annex B, “Consultant's Reporting Obligations,” within the time periods listed in such Annex, and shall provide the person listed in Annex C, “Cost Estimate of Services and Schedule of Rates” to perform the Services.</p> <p>1.3 The Services will be performed principally at one location as specified in Annex A. This location shall be known as the Duty Station for the purposes of Clause 4.3.</p>
2. Duration of the Services	<p>2.1 The Consultant shall perform the Services during the period commencing <i>[insert start date]</i> and continuing through <i>[insert completion date]</i> or any other period as may be subsequently agreed by the parties in writing.</p>
3. Corrupt, Fraudulent, Collusive or Coercive Practices	<p>3.1 The Government requires that Clients, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.</p> <p>3.2 In pursuance of this requirement, the Client shall:</p> <ul style="list-style-type: none"> <li>(a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and</li> <li>(b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.</li> </ul> <p>if it at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds.</p>
	<p>3.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place,</p>

	allow the Applicant to provide an explanation and shall, take actions as above only when a satisfactory explanation is not received.
	<p>3.4 The Government defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>(a) “<i>corrupt practice</i>” means offering, giving, or promising to give, directly or indirectly, to any officer or employee of a Procuring Entity or other governmental/private authority or any individual a gratuity in any form, an employment or any other thing or service of value, as an inducement with respect to an act or decision of, or method followed by, a Procuring Entity in connection with the procurement proceeding;</p> <p>(b) “<i>fraudulent practice</i>” means a misrepresentation or omission of facts in order to influence a procurement proceedings or the execution of a contract to the detriment of the Client,</p> <p>(c) “<i>collusive practice</i>” means a scheme or arrangement among two and more Consultants with or without the knowledge of the Client (prior to or after proposal submission) designed to establish proposal prices at artificial, non-competitive levels and to deprive the Client of the benefits of free, open and genuine competition; and</p> <p>(d) “<i>coercive practice</i>” means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a contract.</p>
	<p>3.5 The Government requires that the Client’s personnel have an equal obligation not to solicit, ask for and/ or use coercive methods to obtain personal benefits in connection with the said proceedings.</p>
4. Payment	<p>4.1 <u>Ceiling</u></p> <p>(a) For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of <i>[insert ceiling amount]</i> as detailed in the Cost Estimate attached as Annex C.</p> <p>(b) This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant.</p> <p>(c) The ceiling may only be increased above the amount stated on Clause 4.1(a) if the parties have agreed to additional payments for a modification to Contract in accordance with Clause 19.1.</p>
	<p>4.2 <u>Remuneration</u></p> <p>The Client shall pay the Consultant for Services rendered in accordance with the rates agreed and specified in Annex C, “Cost Estimate of Services and Schedule of Rates.”</p> <p>(a) Where remuneration is expressed in terms of a monthly rate each month shall be deemed to be of thirty (30) days, and time spent in performing the Services shall include travel time, weekends</p>

	<p>and public holidays and to the extent specified in Clause 6 shall also include periods of leave. Remuneration in respect of periods of less than one month shall be computed on a calendar day basis, and one calendar day shall be deemed equal to one thirtieth (1/30<sup>th</sup>) of one month.</p> <p>(b) Where the remuneration is expressed in terms of a daily rate the time spent in performing the Services shall be determined solely on the basis of the number of days actually worked by the Consultant in performing the Services, including travel time.</p> <p>(c) Except as otherwise agreed between the Client and the Consultant no remuneration shall be paid in respect of work performed other than during the term of the engagement as specified in the Contract.</p>
	<p>4.3 <u>Reimbursable</u></p> <p>In addition to the remuneration specified in Clause 4.2 and subject to the provisions of the Contract, the Client shall pay to or reimburse the Consultant for the following allowances, costs and expenses on an actual cost basis unless otherwise specified on which monthly claims should be submitted to the Client with supporting documents.</p> <p>(a) <u>Per Diem Allowance.</u> During the Consultants term of engagement a daily per diem allowance for each day that he/she shall be absent overnight from the Duty Station for the purpose of the Services but not for the day of return thereto shall be paid in accordance with the Government’s highest per diem rates as revised from time to time. No per diem allowances shall be paid in respect of periods of leave. Such remuneration shall be paid in Bangladesh Taka upon submission by the Consultant at the end each calendar month of a statement showing, inter alia, the time the Consultant spent during the relevant period performing the Services.</p> <p>(b) <u>Travel Costs.</u> All transportation costs properly and reasonably incurred by the Consultant in traveling for the purpose of the Services within Bangladesh, including the cost of transportation by an appropriate means of public transport (economy class on air and highest class in all other modes of transport).</p> <p>(c) <u>Other Expenses.</u> All such reasonable reimbursable expenses of the consultant arising from directly out of the Services and not falling within the categories specified above as the Client may in its sole discretion approve.</p> <p>(d) Except as may be otherwise agreed, total payments in regard to reimbursable expenses shall not exceed the amount stated in Annex C.</p>
	<p>4.4 <u>Payment Conditions</u></p> <p>(a) Where the term of engagement is for a period of less than two months, the Consultant shall submit an Invoice, (and supporting documentation) for Fees and Reimbursables every two weeks for due payments to be paid by the Client within thirty (30) days of submission of the Invoice.</p>

	<p>(b) Where the term of engagement is for a period of more than two months, the Consultant shall submit an Invoice, (and supporting documentation) for Fees and Reimbursables at the end of every month for due payments to be paid by the Client within thirty (30) days of submission of the Invoice.</p> <p>(c) All payments to the Consultant shall be in Bangladesh Taka.</p> <p>(d) The Consultant shall, if he/she so requests, be entitled to a total advance payment, as specified in Annex C, to cover his/her out-of-pocket expenses which are to be recovered equal installments from monthly amounts due to him/her.</p> <p><i>[For aid funded procurement Advance Payments may be applicable. However, for 100% GoB funded procurement Advance payments shall not be applicable unless otherwise specifically decided by Government The procuring entity should amend this clause as required for the particular procurement.]</i></p> <p>(e) The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory by the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.</p> <p>(f) The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of his/her obligations under this Contract.</p> <p>(g) Any amount paid to the Consultant in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Consultant within thirty (30) days of receipt of the claim from the Client, provided that such claim is lodged within three(3) months after the acceptance of the final report.</p>
<p>5. Medical Arrangements</p>	<p>5.1 Before commencement of Services the Consultant shall undergo a medical examination by a qualified medical practitioner and furnish the Client with the medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with the performance of the Services. The expenses so incurred shall be reimbursed by the Client to the Consultant</p>
<p>6. Leave</p>	<p>6.1 <u>Sick Leave</u></p> <p>(a) Entitlement to sick leave shall occur at the rate of one and one half (1.1/2) working days for every month during which the Consultant is performing the Services.</p> <p>(b) Entitlement to sick leave shall be conditional upon the liability of the Consultant to perform the Services, and the Consultant shall furnish the Client with all such medical and other evidence of his said inability as the Client may reasonably require.</p>
<p>7. Services, Facilities and Property</p>	<p>7.1 The Client shall make available to the Consultant for the purpose of the assignment and free of any charge, any Services, Facilities and property as he/she may reasonably require.</p>

8. Project Administration	<p>8.1 <u>Client's Representative</u></p> <p>The Client representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.</p>
	<p>8.2 <u>Timesheets</u></p> <p>During the course of the work under the Contract, including field work, the Consultant providing Services may be required to complete timesheets or any other document used to identify time spent, as instructed by the Client's Representative.</p>
	<p>8.3 <u>Reports</u></p> <p>During the course of the assignment, the Consultant shall submit to the Client reports as listed in Annex B, which shall be type-written or computer composed, and will constitute the basis for the payments to be made under Clause 3.</p>
9. Performance Standard	<p>9.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.</p>
	<p>9.2 At all times he/she shall act with appropriate propriety and discretion and he/she shall refrain from engaging in any political activity.</p>
10. Confidentiality	<p>10.1 The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.</p>
11. Consultant's Obligations	<p>11.1 After the termination of the engagement the Consultant shall continue to cooperate with the client to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by him/her.</p>
	<p>11.2 The Consultant shall have no authority to commit the Client in any way whatsoever, and shall make this clear as circumstances warrant.</p>
	<p>11.3 The Consultant shall report immediately to the Client any accident or injury and any damage to the property of the Client or to the property or person of any third parties occurring in or arising out of the performance of the Services and any act, matter or thing which within his/her knowledge may have caused such accident or injury.</p>
	<p>11.4 The Consultant shall also report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.</p>
12. Ownership of Material	<p>12.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software, with written approval of the Client.</p>

	12.2 The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the Client.
13. Consultant Not to be Engaged in Certain Activities	13.1 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant shall be disqualified from providing goods, works or Services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
14. Relationship of the Parties	14.1 Nothing contained in these Conditions or in the Contract shall be construed as establishing or creating any relationship other than that of independent Contractor between the Client and the Consultant.
15. Contractual Ethics	15.1 No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal or the Contract, have been given or received in connection with the selection process or in the Contract execution.
16. Assignment	16.1 The Consultant shall not assign this Contract.
17. Law Governing Contract	17.1 The Contract shall be governed by the laws and any other instruments having the force of law in the Peoples' Republic of Bangladesh as they may be issued and in force from time to time.
18. Language Governing Contract	18.1 The language of the Contract shall be English.
19. Modification of Contract	19.1 The Contract may be modified by agreement in writing by the Parties.
20. Termination	<p>20.1 <u>By the Client</u></p> <p>The Client may terminate this Contract by not less than twenty-eight (28) days written notice to the Consultant, such notice to be given after the occurrence of any of the events specified below:</p> <ul style="list-style-type: none"> <li>(a) if the Consultant does not remedy a failure in the performance of his/her obligations under the Contract, within twenty-eight (28) days after being notified or within any further period as the Client may have subsequently approved in writing;</li> <li>(b) if the Consultant has become insolvent or bankrupt;</li> <li>(c) if, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than twenty-eight (28) days;</li> <li>(d) if the Consultant, in the judgment of the Client, has engaged in corrupt, fraudulent, collusive or coercive practices in competing for or in executing the Contractor; or</li> <li>(e) if the Client, in its sole discretion, decides to terminate this Contract.</li> </ul>
	<p>20.2 <u>By the Consultant</u></p> <p>The Consultant may terminate this Contract, by not less than twenty-</p>

	<p>eight (28) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified as follows:</p> <p>(a) if the Client fails to pay any monies due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause 12 within twenty-eight (28) days after receiving written notice from the Consultant that such payment is overdue; or</p> <p>(b) if, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than twenty-eight (28) days.</p>
21. Dispute Resolution	<p>21.1 <u>Amicable Settlement</u></p> <p>The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.</p>
	<p>21.2 <u>Arbitration</u></p> <p>If the dispute cannot be settled through adjudication the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force</p>
22. Notices and Requests	<p>22.1 Any notice or request required or permitted to be given or made under this Contract shall be in writing in the English Language. Such notice or request shall be deemed to be duly given or made when it shall have been delivered by hand, mail or cable to the party to which it is required to be given or made at such party's address as specified in Annex A.</p>

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

## **LIST OF ANNEXES**

Annex A: Description of the Services

Annex B: Consultant's Reporting Obligations

Annex C: Cost Estimate of Services and Schedule of Rates

## **ANNEX A: Description of the Services**

*[Give detailed descriptions of the Services including its (a) Background, (b) Objectives, (c) Detailed negotiated TOR providing a description of Services to be provided , (d) Work plan with dates for completion of various tasks, (e) Place of performance of different tasks, (f) Specific tasks to be approved by the Client; etc.).*

*[also ensure the following data is listed in this Annex in conformity with the Contract Agreement.*

- 1. The name of the main location (Duty Station) at which the Services are to be provided. Also advise if any other travel will be necessary, and if so, to which expected locations will the Consultant be required to travel.*
- 2. Indicate the name and contact address and telephone number(s) of the Client's representative, in accordance with Clause 8.1 of the Contract Agreement.*
- 3. Indicate the Contact Addresses for Notices and Requests as indicated in Clause 22.1 of the Contract Agreement.*

## ANNEX B: Consultant's Reporting Obligations

Sl. No.	Reports	Contents of Reports	Persons to Receive them	Date of Submission
1	Inception Report including work plan	Consultant's description of service, main activities, work plan, output & outcomes.	Director (PIU-BARC)	Within 5 days of contract signing
2	Interim Progress Report (a) First Status Report (b) Second Status Report	(a) Findings & progress of activities of first 45 days.  (b) Findings & progress of activities of first 60 days.	Director (PIU-BARC)	(a) After 45 days of contract signing.  (b) After 60 days of contract signing.
3	Draft Report	Draft final report as per description of service	Director (PIU-BARC)	Within 75 days of contract signing
4	Final Report	Final report as per description of service	Director (PIU-BARC)	At the end of contract

## ANNEX C: Cost Estimate of Services and Schedule of Rates

(1) Salaries and Remunerations

Rate (per month in United States Dollar)	Staff Time	Total (United States Dollar)
	03 months	

(2) Reimbursable (as applicable)

	Rate	Days	Total
(g) Per Diem Allowance (only for overnight stay outside Dhaka).			
(h) Air Travel Costs 1. international one trip (up & down) 2. domestic trip			
(i) Other Travel Costs (state mode of travel)			
(j) Communication charges			
(k) Reproduction of Reports			
(l) Other Expenses (travel documents, visa, health certificate, work permit if applicable)	Lump-sum		
		Sub-total	

CONTRACT CEILING (1) + (2)	
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